



Q Exchange 2019 Application guidance

Q Exchange is a funding programme that offers Q members the chance to apply for up to £30,000 of funding for their improvement ideas.

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Q Exchange activates the collective wisdom of the Q community, channeling resources into those ideas with the greatest potential to create impact across the health and care system. Through this process, not only will members have the chance to develop and refine their improvement ideas with input from the UK-wide community, but it also provides opportunities for learning and collaboration.

The programme creates links between those leading improvement work and others who can help champion, support and adopt potential ideas to accelerate spread and deliver tangible benefits for patients and the health and care system.

This year we are seeking project ideas on two themes:

1. Building improvement capability across boundaries

2. Understanding alternatives to traditional outpatient appointments

Up to 30 projects will be shortlisted and will go forward to the Q community vote where Q members vote on which projects receive funding. The winners will be announced at the UK-wide Q community event in November.



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How do I apply?

There are **two** stages to the application process:

1. Idea generation (Monday 10 June 2019 to 12.00 Monday 1 July 2019).

From Monday 10 June until 12.00 Monday 1 July Q members are invited to post their ideas on the Q website and create online project pages.

Members can submit as many ideas as they like, but they will only be able to submit one proposal during the next stage.

2. Refine and submit (Tuesday 2 July 2019 – 12.00 Monday 29 July 2019)

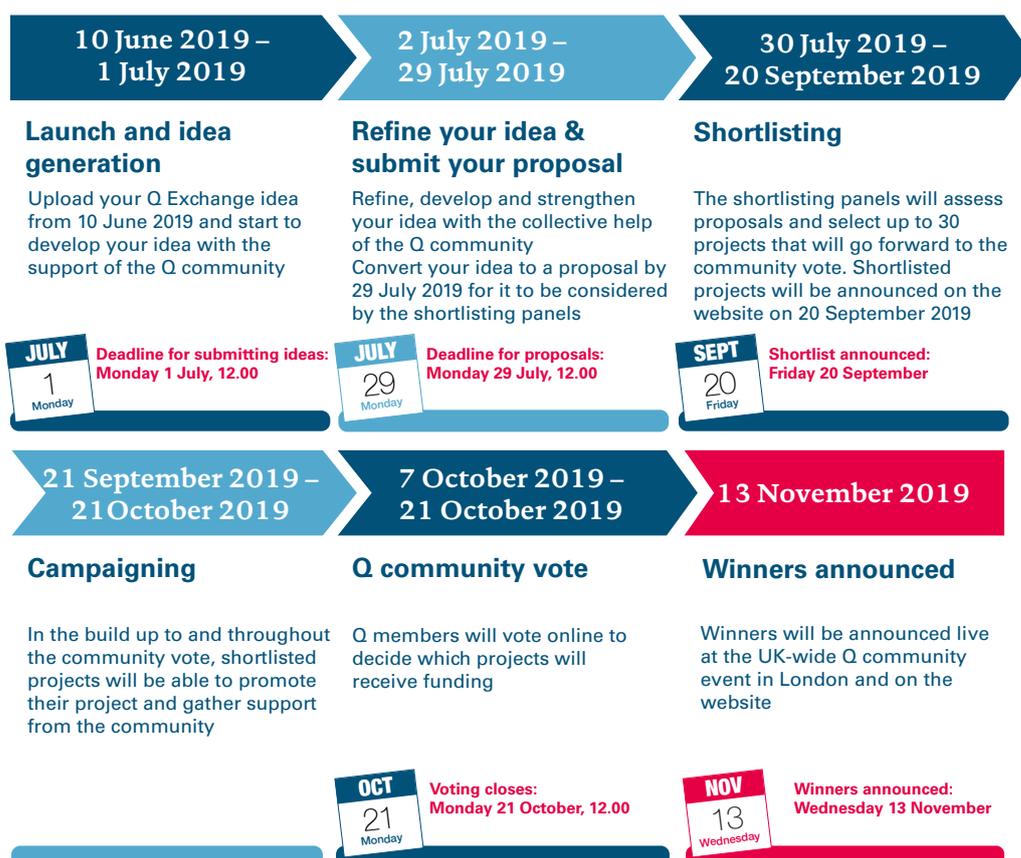
Throughout July Q community members are encouraged to help refine these ideas by commenting and offering support via the project pages, enabling applicants to further refine their ideas.

Applicants will then choose which idea they will convert into a proposal by completing the additional information required no later than 12.00 Monday 29 July in order for it to be considered for shortlisting.

During August and September shortlisting panels will assess the proposals, with the shortlist announced by mid-September.

Up to 30 shortlisted ideas will go forward to the Q community vote, where Q members will vote online to decide which projects receive funding.

Winners will be announced at the UK-wide Q community event in November



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What should I do next?

Start thinking about what you might want funding for! You can upload your project ideas from Monday 10 June until 12.00 Monday 1 July 2019. But remember, the earlier you upload your project, the more time you will have to develop and improve your idea with the help of the Q community.

In the application you will need to answer four key questions about your project, along with general information about your project including team members and project location. We suggest that you spend some time reviewing these questions with your team before you add them to your idea page. Each answer can be no longer than 1000 characters.

The four key questions are:

What is the challenge your project is going to address and how does it connect to your chosen theme?

Include different forms of evidence that demonstrate an understanding of the problem and explain the impact this has on people and the current system/service.

What does your project aim to achieve? Include the objectives of your project and what work will be delivered. Clearly explain how the project will result in improvement for the intended beneficiaries, how this will be measured and enables effective use of resources to deliver value for money.

How will the project be delivered? Demonstrate how relevant people and skills are involved; that your project has a well-considered approach and you've thought about how to manage risk. Consider how it involves partners, Q members and other stakeholders.

What and how is your project going to share learning throughout? Demonstrate the project's potential to generate valuable learning and that there is an approach for sharing learning to the Q Community and wider system throughout the project.

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How do I add my idea?

Visit q.health.org.uk/qexchange

- Click 'Your Ideas' tab: You will be asked to log in with your Q website account – if you have never logged in before use the email address you provided when you joined Q and you will be asked to create a password.
- Click 'Add Idea' button: Once you are logged in you can choose 'Add Idea' to get started on your first idea.
- Complete the form: In order to post an idea you need to complete a number of fields; project name, project team, and description of your idea.
You only need to complete fields marked with * to post your idea during the idea generation phase.
- Click 'Publish': Once you have completed all the required fields you can publish your idea and share it with the community. If you are not quite ready to share your idea you can save it as a draft and return to it later.

To edit your idea

Visit q.health.org.uk/qexchange

- Click 'Your ideas' tab: Navigate to the idea you want to edit and click 'Edit this idea'.
Once you have made changes click 'Update' at the bottom of the page to save your changes.

To convert your idea into a proposal

In order for your idea to be considered by the shortlisting panels you must convert your idea into a proposal during the refinement phase by completing all mandatory fields by 12.00 on Monday 29 July 2019.

Visit q.health.org.uk/qexchange

- Click 'Your ideas' tab: Navigate to the idea you want to submit and click 'Edit this idea'.
Update the form and complete all the fields. Fields with **p** must be completed in order to convert your idea into a proposal.

Once you have made your changes click 'Submit as proposal' at the bottom of the page to convert your idea.

Once you convert your idea into a proposal you can continue to make changes up until 12.00 on Monday 29 July 2019. After this you will no longer be able to make changes and the information you provide will be used by the shortlisting panels to decide which project will go forward to the Q community vote.

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Criteria

Please consider the following criteria before applying as we will not be able to shortlist applications that do not meet these requirements.

1. Who can apply?

- a. Only **Q members** can submit an application.
 - A project team can be made up of Q and non-Q members, but a Q member must be the lead applicant.
- b. The lead applicant must submit on behalf of a lead organisation.
 - Grant funds will be paid to the lead organisation. All arrangements for subcontracting and/or transfer of funds to other parties will be the responsibility of the lead organisation.
- c. The lead applicant must be part of the project delivery team.
- d. Q members can only act as the lead applicant for one application, but can be named as part of other Q Exchange project teams.
- e. Q members involved in current and/or past awards from the Health Foundation are eligible to apply, but we would encourage applicants to consider if they have capacity to deliver on multiple awards.

2. What type of projects will be considered?

- a. Improvement projects (either in entirety or as part of a larger programme of work); these could test a new idea or adopt and adapt an existing one.
- b. Development and delivery of learning events/training/toolkits or resources.
- c. Evaluations/data gathering and analysis of improvement projects.
- d. Software development (provided user testing is part of the project).
- e. Design work with patients/service users/staff/local communities.
- f. Research projects.
- g. Development of a communication campaign/materials relating to improvement.

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3. Who should the project benefit?

- a. All projects must have wider benefit for the Q community (eg direct impact or sharable learning).
- b. One or more of the following groups should directly benefit as individuals, groups and/or communities:
 - patients, carers and/or service users of health and care services in the UK.
 - those employed in organisations supporting health and care in the UK (NHS staff, charities etc.)
 - Q community members.

4. What projects or costs are not eligible?

- a. Projects that introduce unsafe practice/increase risk to patients or vulnerable groups.
 - Where appropriate, proof that relevant ethics approval or other organisational requirements have been sought or met.
- b. Projects that are not clearly linked to one of the Q Exchange themes.
- c. Projects that are reliant on another funding application (projects must be independent from other funding applications).
- d. We will not fund:
 - substantive posts that will not be continued after the funding period eg hiring an additional HCA for 6 months.
 - projects that are solely for IT infrastructure eg the purchase of equipment/software/licenses.
 - capital expenditure eg vehicles, building acquisition or refurbishment.
 - organisational overheads eg rent, HR.
 - procurement of day-to-day consumables or office equipment.
 - projects that are solely to pay for attendance to conferences or external training for individuals eg part fund an MBA.
 - activities to promote or enhance profit-making services. Non-NHS providers must be able to demonstrate that the proposed project has a direct impact on provision or commissioning of NHS services, services provided by the voluntary sector or publicly funded social care services, and that charitable funds will not be used to promote or enhance profit-making services.

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5. What are the terms for funding?

- a. We will fund up to £30,000 per award.
 - This can be either the total cost of the project or part funding for a larger project (eg if this is an add-on to a larger project or if you already have match funding from other sources).
 - The project must be independent from other funding applications (the project cannot be contingent on another funding application to implement).
- b. The award is valid for 12 months.
 - The project timescale can be shorter or longer than the duration of the award.
- c. Award holders must be:
 - ready to start the project, or the funded aspect of it, within 3 months of securing the funding.
 - able to commit and have capacity to deliver the project, and have any necessary sign off from line manager/senior team as appropriate.
 - prepared to share a project update at a future Q event if requested.
 - prepared to share a final budget and report to the Health Foundation at the end of the project or within 1 year (whichever is first).
 - able to provide regular updates to the Q community about project progress.
 - able to participate in a minimum of two Q Exchange activities (eg virtual meetings) during the duration of the award.



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How your application will be assessed

During August and September the shortlisting panel will assess the proposals, making their selection by mid-September 2019.

This guidance will help you understand how the shortlisting panels will assess your Q Exchange application and what they will be looking for.

1. Is the challenge well defined?

- The challenge is grounded in various forms of evidence (existing literature, policies) and informed by key people in the field (stakeholders, patients, Q members etc).
- The proposal clearly explains the impact this has on people and the current system/service, and is relevant to the theme.
- The project team have demonstrated engagement around the theme with the Q community (connecting and interacting with members and other Q exchange projects, responding to comments, engaging in group discussions etc).

2. Is the idea compelling?

- Clearly explains what the project will do and rationale for how this will address the challenge.
- Contains clear objectives and description of how impact will be measured.
- Identifies who the intended beneficiaries are and how this project will result in improvements during and beyond the lifespan of the project.
- Methodology/idea aligns with the core values of Q (co-creation, collaboration, open to feedback, creating links across boundaries ie sectors/professions/geographies etc).
- Demonstrates effective use of resources and an appropriate budget to deliver the project aims.

3. Is the project deliverable?

- Relevant people and skill sets are involved (staff, patients, stakeholders etc) and are available to support the planning and delivery on an ongoing basis.
- It demonstrates consideration for how the project will involve the Q community (Q members, link to special interest groups etc), partners and other stakeholders.
- Proposed approach is well considered with attention to managing risks and project delivery.
- Considers sustainability and/or opportunities for funding or support from others where appropriate.

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4. Is there ongoing learning and sharing?

- Demonstrates potential to generate valuable learning, with creative ideas for learning, testing and sharing both with the community and wider system.
- Articulates a good approach for how progress and learning will be shared on an ongoing basis throughout the project and beyond.
- Plan to demonstrate, with defined measurement, the benefit(s) to the intended beneficiaries.

In addition to the four criteria above, other factors that will be considered for the final shortlist include:

- Geographical spread of ideas
- Number of ideas from different sectors/professional groups/clinical conditions
- Number of ideas relating to specified theme
- Comparison of similar projects

Visit q.health.org.uk/q-exchange

Contact us

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Connect with us

 @theQcommunity
#Qexchange