



Connecting Q locally: Frequently asked questions

Open call for small awards

NOTE: All applications for the Connecting Q locally programme must be submitted through our [online application portal](#). We advise all potential applicants to familiarise themselves as early as possible with the application process and the AIMS user manual, as well as the supporting guidance.

The deadline for applications is 12.00pm, Tuesday 28 January 2020.

Contents

1. About the Health Foundation
2. About Q
3. About Connecting Q locally
4. Eligibility
5. Budgeting and project costs
6. Scope and focus of the projects
7. The application process
8. Management and communication

1. About the Health Foundation

Q. What is the Health Foundation?

A. The Health Foundation is an independent charity committed to bringing about better health and health care for people in the UK. Our aim is a healthier population, supported by high quality health care that can be equitably accessed. We learn what works to make people's lives healthier and improve the health care system. From giving grants to those working at the front line to carrying out research and policy analysis, we shine a light on how to make successful change happen. We make links between the knowledge we gain from working with those delivering health and health care and our research and analysis. Our aspiration is to create a virtuous circle, using what we know works on the ground to inform effective policymaking and vice versa. We believe good health and health care are key to a flourishing society. Through sharing what we learn, collaborating with others and building people's skills and knowledge, we aim to make a difference and contribute to a healthier population. Further details about the organisation can be found on the [Health Foundation website](#).

2. About Q

Q. What is Q?

A. Q's mission is to foster continuous and sustainable improvement in health and care. To achieve this, we are creating opportunities for people to come together and form a community – sharing ideas, enhancing skills and collaborating to make health and care better.

Q is a long-term initiative aiming to support individuals and their improvement work. Through this, Q benefits member organisations and the populations they serve. It has been designed to complement and enhance other initiatives and networks. People in the community pool together their knowledge, insights and connections – encouraging collaborative ways of making improvements.

3. About the Connecting Q locally programme.

Q. What is the Connecting Q locally programme?

A. The programme has been designed to provide an opportunity for Q groups and Q partner organisations to apply for funding to help Q members build and strengthen their own networks across the improvement landscape.

We have up to £75,000 of funding in total. We are looking to support good quality projects that:

- Build connections within and across regional boundaries to share learning and showcase best practice.
- Facilitate local or regional networking.
- A thematic area of interest such as a Special Interest Group.
- Require funding of a minimum of £5,000 up to a maximum of £20,000 per project.
- Complete no later than March 2021.
- Are hosted by an eligible organisation that can administer the award.

4. Eligibility

Q. Who is eligible to submit an application?

A. Each application should be from an individual member of the Q community and have a lead (or host) organisation that is able to receive the funding and administer payments. We recognise that in some projects much of the work may be done by individuals from other organisations.

Host organisations could include the following:

- Voluntary sector organisations providing care
- Clinical commissioning groups
- Local authorities
- Academic Health Science Networks (AHSNs) and improvement organisations
- Royal Colleges or other membership organisations
- Specialist societies
- Health boards in Scotland or Wales
- Hospital and community health care providers
- Social care providers
- Independent sector providers where the majority of care is NHS or local authority funded
- GP practices/federations
- Commissioning support units.

Q. Does the lead organisation need to be UK-based?

A. Yes. The lead organisation will have to be UK-based and the lead applicant must be a UK citizen. This is defined as any, some or all of England, Scotland, Wales and Northern Ireland. It excludes the Channel Islands and the Isle of Man etc.

Q. Could two individuals, working for separate institutions, act as joint applicants?

A. No. We require a single person to be identified as the lead applicant, though we welcome applications that include multidisciplinary and multisite teams. For the purposes of the online application, the contracting and the project management, we require you to have only one named primary/lead contact for each application, and that person must be ultimately responsible for the delivery of the project.

Q. Can I work with other partner organisations?

A. Yes, applicants can collaborate or subcontract, where appropriate, with partner organisations. Applicants will need to specify what role any partners will have.

5. Budgeting and project costs

Q. What level of funding can we apply for?

A. We anticipate funding a mixture of projects through this programme of work, with budgets in the range of £5,000 to £20,000.

Q. How long will the Health Foundation's funding of individual projects last?

A. We anticipate making grants for projects lasting up to a maximum of 12 months. We will also welcome projects that complete in shorter time periods but cannot consider any applications that will last longer.

Q. What costs can be included in an application?

A. You should include expected items of direct expenditure required to carry out the project. Items commonly covered include:

- Expenses for any patient/carer/service user involvement
- Project management and administrative support for the duration of the funding period
- Supply of technical expertise
- Reasonable travel and subsistence costs for meetings (see our [Expenses Policy](#))
- Communication materials and associated staff time required to promote the project, and the time for staff to take part in interviews/events related to promoting the project.

Please note that as a charity we will only fund the full directly incurred costs of the project. This does not include the costs of equipment such as laptops and mobile phones.

Q. Will the Health Foundation fund overheads?

A. No. As a charity we will only fund the full directly incurred and directly allocated costs of the project.

Q. Can we include inflation in our costing?

A. All costs would need to be covered as part of the overall budget, including any inflationary increases.

Q. Do you pay VAT?

A. No. The project will be supported as a charitable grant and as such is not liable for VAT.

Q. Would you be prepared to part-fund a project?

A. Yes, we have no objection to joint funding with an existing project or a joint funder. However, your application would need to explain when and from whom the rest of the funding is likely to be secured. Prior to any funding decision, we would need clarity about where responsibility lay contractually in terms of governance issues, intellectual property, publication and dissemination, etc.

Q. Is it a requirement that applications should include matched funding contributions from service partners?

A. No. We are happy to receive applications that can demonstrate a strong commitment to the project from partners, including a matched funding contribution. It is not, however, a requirement that all applications have matched funding.

6. Scope and focus of the projects

Q. Our proposal aligns closely to more than one of the Q's areas of interest, is this okay?

A. Yes, we welcome ideas that cross-cut areas of interest.

Q. Do I need to address all three areas of interest?

A. The activities do not need to focus on all of the areas of interest set out in the Applicant guidance document, but proposals must be strongly relevant to at least one of these.

7. The application process

Q. I've applied to the Health Foundation for funding before and have not had to use an online system. Can I submit an application any other way?

A. No, only applications submitted through our online application portal (AIMS) will be considered for assessment. We would ask that you familiarise yourself with the online application portal at an early stage of your application as we may not be able to respond to any technical queries in a timely fashion in the days prior to the deadline for applications. As such, we are encouraging early application submission to avoid any disappointment. Applicants must read the [Applicant guidance document](#) and [Application form guidance](#) before completing an application. These can be downloaded from the [Q website](#). The [AIMS user manual](#) will help guide you through the online portal. The application form can be downloaded as a Word file, making it possible to work on your application remotely; however, you are required to make your final submission through the online system. Please note that tables, diagrams or mathematical formulas do not always neatly cut and paste into the online portal and should be submitted as attachments.

Q. Who should be the primary contact on the application?

A. The primary contact (including the email address) on your application will be the person who will receive all future communication and correspondence regarding your application. We are advising that, irrespective of who submits the online application, the primary contact (and their email address) should be the project lead applicant – the person responsible for the overall delivery of the proposed project. It is critical that this person has the capacity to check and respond to their emails in a timely fashion as this is the way in which the Q team will communicate the progress of your application throughout.

Q. Should I apply for the Connecting Q locally programme as an individual or an organisation?

A. When using the online application portal, you must apply as an organisation, not an individual. When starting the application process, you will be asked to first register as a user; when doing this, ensure that you tick the 'with an organisation' box before you click 'register'. Once logged in, please ensure that you create an organisation (this and your individual details will then be linked to your account). You may then start to create an application in the organisation's name. This is the only way to apply for a Connecting Q locally award. If you cannot find the programme in the 'create application' drop down menu, it will be because you are trying to create an application on behalf of yourself as an *individual* rather than the organisation. Please note that the email address you register and apply with will receive all communication regarding your application, so please ensure you have registered with the most appropriate email address. We strongly recommend that lead applicants are only involved in one application. We will only accept one application per project lead. We are seeking to support a diverse range of projects so are unlikely to support more than one project submitted by the same team.

Q. I'm having problems completing my online form, what should I do?

A. In the first instance please check that you have completed all the mandatory fields in the online form – it might be helpful to take a written note or screenshot of which questions require review before you re-enter the form. If this has not resolved your problem, please refer to the AIMS user manual. If you have queries about the programme or the application process that have not been answered in this document, the Applicant guidance document or the Application form guidance, please **email the team** and we will aim to reply within three working days and, if appropriate, will also update this document (FAQ).

Q. Can we include additional material as an appendix?

A. We would not encourage this. However, there are some questions on the online form where we allow the option to attach a file. Please note that in all cases the file type and size are restricted.

Q. Will I be able to get feedback on my application if it has been unsuccessful?

A. Yes. All applications that are rejected will have the opportunity to receive feedback. Details of this will be communicated if your application is rejected.

8. Management and communication

Q. If successful, when does the Health Foundation expect that the project will begin, and when is the earliest that funds would be made available?

A. We expect projects funded through the open call to begin as soon as is practicable after signing the award agreement. We will come to an agreement with each project lead on the exact scheduling of the award payments as part of the contracting process. Generally speaking, the first payment is made soon after signing the award agreement.

Q. What is the Health Foundation's approach to the management of the project grants and requirements for reporting and engagement while the project is being carried out?

A. For this programme we want to establish mature and mutually beneficial relationships between the successful projects and the Q team. We expect successful project teams to keep us updated on their progress, including through regular contact and final reports. We also want to ensure that any valuable learning is shared with the wider Q community.

Q. Who owns the intellectual property rights for these projects?

A. Our award agreements are constructed so that you would own the rights to the intellectual property, but you would license the Health Foundation to be able to use the intellectual property. This is so that we can, in partnership with the project team, help to support dissemination of the work and maximise impact in line with our charitable objectives.

Q. What are the Health Foundation's expectations regarding publication of the findings from this project?

A. The audience for these projects will primarily be existing Q community members alongside the wider improvement network who may be interested in joining or getting involved in Q.

The final outputs from the projects can take several forms. Though we will require some form of short written report, we recognise that there may be much better ways to share the learning from this work. We would ask in advance that all projects include an outline of how the work will impact on the Q community and what steps they will take to share findings with it more widely.

Q. Will the Q team help to disseminate my work?

A. We are keen that the findings of projects are shared widely within Q and we will offer support where we can, for example sharing any significant impact via existing Q communications channels.