



Connecting Q locally: Application form guidance

Applicants must complete an [online application form](#) at. We would ask that you familiarise yourself with the online application portal at the earliest possible stage of your application as we may not be able to respond in a timely fashion to any technical queries as the deadline for applications nears. We strongly encourage early proposal submission to avoid any disappointment.

Please note that the application form is a general one that used for all Health Foundation programmes. The questions are generic and you will need to read the [Applicant guidance document](#) for specific advice and guidance to help you apply for the Connecting Q locally programme along with the [AIMS user guide](#). You can download these documents from [our website](#).

Please complete the online application form by **12.00pm, Tuesday 28 January 2020**. The online application portal will not accept applications submitted after this time.

If you have any questions about the application process after reading the guidance documents, please [send us an email](#).

Please note submitting an application does not guarantee funding.

AIMS quick start

AIMS applicant user guide to the online application system

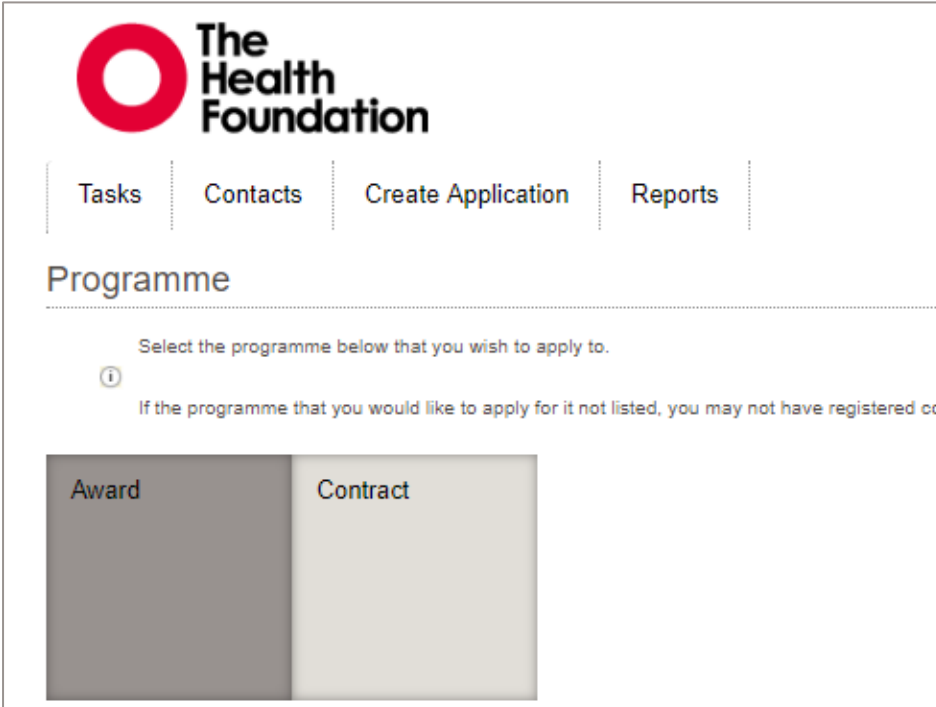
As a Q member, you may already have registered with AIMS as an individual, in which case you can start an application form immediately. Go straight to Option B in the [AIMs user guide](#) (page 9).

If you are a Q member without an AIMS account, you will need to create one in order to apply for funding. Refer to the [AIMS user guide](#) and register as a new user to create your account (Page 3) and then follow the Option B route to create your application (Page 9).

In both cases, you are applying on behalf of an organisation, not as an individual user. This must be the organisation that is hosting the funded award and that will administer the budget. It does not have to be the organisation you are employed at.

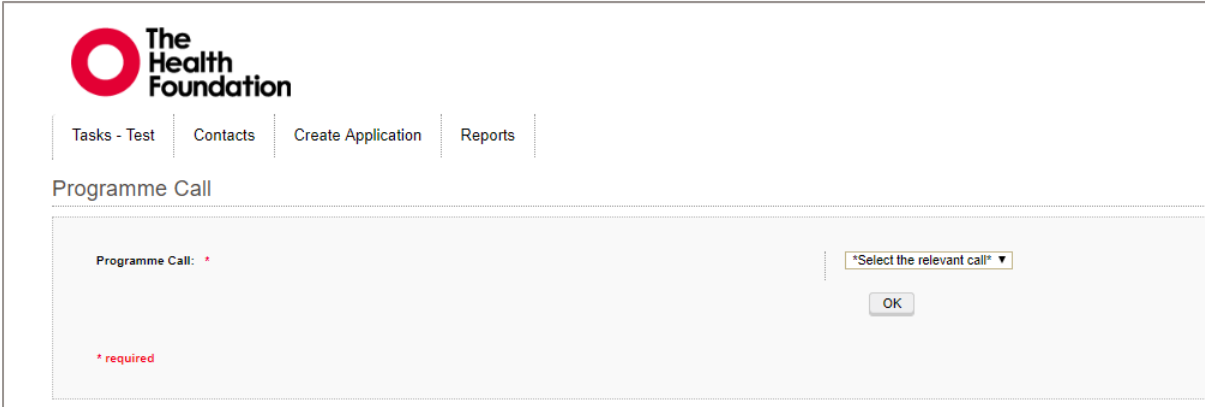
Open call instructions

Select the 'Award' programme as shown below.



The screenshot shows the top navigation bar with the The Health Foundation logo and four menu items: 'Tasks', 'Contacts', 'Create Application', and 'Reports'. Below the navigation is a section titled 'Programme'. It contains an information icon and the text: 'Select the programme below that you wish to apply to.' Below this is a note: 'If the programme that you would like to apply for it not listed, you may not have registered co'. At the bottom, there are two buttons: 'Award' (highlighted in a darker grey) and 'Contract' (lighter grey).

On the next screen, click into the drop-down menu and select 'Connecting Q locally 2020' in the drop down for 'Programme call', as shown below.



The screenshot shows the top navigation bar with the The Health Foundation logo and four menu items: 'Tasks - Test', 'Contacts', 'Create Application', and 'Reports'. Below the navigation is a section titled 'Programme Call'. It contains a form field labeled 'Programme Call: *' with a red asterisk indicating it is required. To the right of the field is a drop-down menu with the text '*Select the relevant call*' and a downward arrow. Below the field is a red asterisk and the text '* required'. At the bottom right of the form is an 'OK' button.

Award application form – guidance for questions

Section 1: Contact Information

1.1 Application information

This section contains pre-populated information to identify your application.

Organisation name

This information will be pre-populated from the contact information provided when registering / creating the application. It should be the name of the body that would

administer any award i.e. the organisation that would receive the funding and be able to make payments on behalf of the project.

Type of organisation

Please select the relevant option from the list to describe the host organisation. If there is not an appropriate option, select 'Other: please specify' and specify the type.

Organisation description

Please provide a description of the organisation's activities or services.

Primary contact

These details are pre-populated from the contact information provided when registering/creating the application. Please ensure this is the person who will be listed in the award agreement as the primary contact, who will be leading the project and who we will contact regarding the administration of the award including reporting.

Section 2: Project Information

2.1 Project title

What is your project title?

2.2 Aims

What are the overall aims of the proposal / project?

2.3 Background

How do you know that there is a need for your project? What evidence do you have to support this?

2.4 Activities or methods

Please describe your project methodology – how do you plan to achieve what you set out to do?

2.5 Timetable

What are the major milestones for the project and how will progress be monitored? You may upload a supporting document.

2.6 Project duration

Please enter the project duration in months. The project should conclude by the end of March 2021.

2.7 Area of impact - primary

Please select the area in which your project will have most impact

2.8 Area of impact - secondary

Please select the area/s in which your project will have additional impact, if applicable.

2.9 Staffing and organisation

Who are the key personnel and how will work be assigned to different members of

the project team? If personnel will be recruited as part of the project, please advise on the roles you will be seeking to fill.

2.10 Project risks

What are the key project risks and how will you manage these?

2.11 Expected outcomes

Describe the anticipated results of the project and any outputs such as blogs, publications, educational material, or other information that would be of interest to the wider Q community. Any evaluation results should be easily measurable.

2.12 Dissemination

What are your plans for sharing your results and learning with the wider Q community? How will your project be embedded?

Section 3: Financial Information

3.1 Total cost

What is the total cost of your project? (This may include funding from other sources)

3.2 Total amount of funding requested

How much funding are you requesting from the Health Foundation? (The maximum funding available is £20,000 per application)

3.3 Other funding

Have you approached anyone else for funding? If so, please provide details.

3.4 Detailed budget

*Please complete **the budget form**, with details of how much you are requesting for the following:*

A. Staff costs

If the Health Foundation is being asked to contribute to some or all the costs of staff, please give the name of the postholder (if known), their total salary including on costs and the percentage of time allocated to the project, for each member of staff to be funded. The number and level of staff requested should be appropriate to the work proposed. Salary increases can be included but should be no more than 3% per year.

B. Running costs

The Health Foundation will fund reasonable running cost such as consumables, data analysis, computing costs, essential administration and office expenses directly related to this project. All such costs must be directly related to this project. Please note we do not fund overhead costs.

C. Travel and subsistence

Reasonable costs (economy/standard class fares) will be met, where applicants can justify the need to visit each other or collaborators or to participate in conferences and meetings.

D. Non-recurring costs

Equipment essential to the project but currently unavailable in the organisation/ department may be funded, provided this is clearly justified. The cost should be a current quotation from the supplier. If the applicant and the project move during the tenure of the award, the Health Foundation may require that any equipment purchased moves with them.

E. Other costs

Funding for exceptional items may be available providing they are justified. (For example, access to specialist facilities or equipment or the use of consultants may incur charges). Please add any other costs which do not fit under any of the above headings here.

3.5 Budget Justification

*Please provide justification for items requested in the budget and the level of funding requested. **Please note an important part of our assessment will be how you demonstrate value for money.***

Section 4: Declaration

Please read the declaration and complete the relevant sections to confirm your acceptance.

The funding decision will be communicated by **Monday 2 March 2020**. The start date will be agreed following the final decision and will be as soon as is practicable, but the project must **conclude by the end of March 2021**.