# Supporting Q Connections

## Guidance for applicants

1. Background

Supporting Q Connections is a new ongoing funding call from Q. This new programme will enable members to create effective, purposeful, and vibrant connections that strengthen member-led activity; an important mechanism for how Q achieves change in health and care. Considering ongoing capacity challenges for members, this programme will create protected time for members to re-energise, inspire, and build resilience that enables them to continue to undertake improvement whilst gathering and spreading collective learning. The programme will open for applications at regular points throughout the year. The pilot round of the programme is launching in December 2021, offering awards of up to £20,000 for proposals from Q Special Interest Groups (SIGs). The programme will be launching fully in Summer 2022.

At a time when an increase in collaborative learning between teams, organisations, and sectors is more valuable than ever, Q wants to support a collaborative approach to learning. We’re interested in funding activities that help members to build and strengthen their networks across the improvement landscape, and share and apply learning.

1. The funding offer

We anticipate funding a small number of projects with set budgets of up to a maximum of £20,000. Please note that this does not mean that all applications need to be at this maximum level. We will also consider high quality applications that require smaller resources or could be delivered in a shorter time scale. Proposals that actively demonstrate value for money and build on ideas around sustainability are encouraged.

Activities we expect to fund:

* Activities that support applied peer learning (eg funding for Communities of Practice or Action Learning Sets).
* Events such as workshops and webinars, that build understanding of the topic area and increase engagement in Special Interest Groups.
* Network analysis for more developed Special Interest Groups .
* Activities and capacity to do more detailed diagnosis of what’s needed and strengthen network design and development skills to develop the group.
* The funding could be used to fund one or more convenor roles. For example, to make the activities above possible and sustain the SIG.

1. The application process

The application process includes two 90 minutes workshops, detailed below. The workshops are intended to be supportive and developmental. The second workshop must be attended by those intending to apply for funding in this round.

The application process is as follows:

We will accept applications in a variety of formats, including but not limited to written (see Appendix 2 for written application form), video and infographic. Regardless of the format chosen for submitting the final proposal, those applying will need to complete a key information form detailing key governance and budgetary information on the total cost of the initiative (see Appendix 1). The budget should include what the funds will cover, and details of any co-funding or matched funding (although welcomed, no preference will be made for co or matched funding).

* 1. Application questions

The following questions must be covered in the application; regardless of the format chosen for the final proposal:

* **What is the problem that you have identified?**

We want to be confident that the project addresses the primary aim of this funding programme: activities that strengthens member-led activity, enables collaborative learning, and involves sharing insight across teams and organisations. It is helpful to demonstrates there is a clear need within the Q SIG for the proposed activity, and appetite among members to participate.

* **How will you address the identified problem?**

We are looking for a clear outline of the proposed activities and methodologies that the project will use.

* **What is your project’s desired outcome?**

We want to understand the project’s hypothesis or theory of change on how the activity will benefit Q SIG members to establish or strengthen their own learning networks across the improvement landscape.

* 1. Budget

You will need to complete a detailed budget in a [separate budget template document](https://q.health.org.uk/wp-content/uploads/2021/12/Appendix-2-Supporting-Q-Connections-budget-template.xlsx). Below is a guide of what the funding can and cannot be used for.

Supporting Q Connections will provide up to £20,000 per award. This money can be used to cover:

* Costs associated with project meetings or events including room hire, catering, etc.
* Patients’, carers’, and service users’ involvement.
* Communication materials for the project.
* Administrative support.
* Backfill costs for staff where appropriate.

Supporting Q Connections funding **cannot** be used for:

* Capital expenditure such as vehicles or building acquisition or refurbishment.
* Organisational overheads such as costs of premises, management, and HR.
* Procurement of day-to-day consumables or of ‘business-as-usual’ equipment.
* Staff time for the writing and submission of articles, publications, or journals.
* VAT: the project will be supported as a charitable grant and as such is not liable for VAT.
  1. Video guidance
* Your video does not to be a specific style and you are welcome to submit a video recorded on a phone.
* The most important thing to consider is that the sound of your recording is clear. Avoid filming in places with too much background noise.
* Your video should be about **5 minutes long** but no longer than 10 minutes**.**
* Please ensure you have the consent of anyone featuring in your video.
* Your video will only be viewed by the Q team and will not be shared more widely.
  + 1. Submitting a video application
* Please upload your video to a sharing platform, such as Dropbox, GoogleDrive or YouTube, and send us a link along with the written information and budget to [insert email address].
* We will access and assess the video via the link shared. It will only be accessed by those assessing your application. We will not download the video or share it more widely.
* It’s your responsibility to remove the video from the host site after a final decision is made. Please make sure you read the host site’s privacy notice.
* If you’re using YouTube, please upload as an unlisted YouTube video, as this will not be seen publicly.
* Please send us the **full website address (URL) for your video.**Make sure the website address is correct so we can watch your video. The full website address will include all the letters and symbols at the beginning of the URL. This includes the http:// or https:// at the start.

1. Assessments

After initial eligibility checks have been completed by the Q team, each proposal will be assessed by a panel of Q team members individually and collectively before a decision is reached. Applicants will be informed of the outcome of their application the week commencing **Monday 28 March 2021**. If we require any further information on any proposal, the Q team will contact the applicants directly.

1. Timescale

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| Workshop 1 | Tuesday 11 January 2021 |
| Workshop 2 | Thursday 10 February 2021 |
| Deadline for proposal submission | Monday 28 February at 12:00 |
| Assessments carried out | Mid-March |
| Applicants informed of decision | w/c Monday 28 March 2021 |

Activity must begin within 3 months of receiving funding. Awards will be closed after a year but activity can continue past this. We will expect an update on the development of delivery via email to [Q@health.org.uk](mailto:Q@health.org.uk) by the end of March 2023.

## Appendix 1: Key information form

Please submit this form and your budget along with your project application to [Q@health.org.uk](mailto:Q@health.org.uk) no later than **midday** on **Monday 28 February 2022.**

### Project team

Please read the Application Guidance before completing this application form.

Please note submitting an application does not guarantee funding.

|  |  |
| --- | --- |
| **Lead organisation** Please provide the name and registered address of the body that would administer any award, including charity and company numbers if applicable. | |
| Organisation name |  |
| Type of organisation |  |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Address line 4 |  |
| Post code |  |
| Charity number |  |
| Company number |  |
| **Project Lead**  Provide details of the project lead. This is the person who will be leading the work if the application is successful and who we will contact regarding the administration of the award. | |
| Full name |  |
| Email |  |
| Telephone |  |
| Job title |  |
| Organisation name (if different to 1.1):  Address: |  |

### Project overview

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| **Project Title**  (Maximum 20 words) |
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| **Project summary**  (Maximum 150 words) |
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| **Timetable /** (Maximum 200 words) |
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| **Project duration** Please enter a duration in months |
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### Staffing and budget details

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| --- | --- |
| **Host organisation** Which organisation will be receiving funds? | |
|  | |
| **Detailed budget**  Please complete the separate [**budget form**](https://q.health.org.uk/wp-content/uploads/2021/12/Appendix-2-Supporting-Q-Connections-budget-template.xlsx) with details of how much you are requesting | |
| The Health Foundation is a Living Wage Employer and a Living Wage Friendly Funder.   As a Living Wage Employer, we would like to encourage all our applicants to consider becoming Living Wage Employers if they have not already done so. We are therefore interested in gathering information on how many of our applicants have taken this step, either by becoming Living Wage Employers or through otherwise ensuring that all of their employees are paid at or above the Living Wage rate.   As a Living Wage Friendly Funder, we need to ask you to confirm whether your application is seeking funding for posts above or below the real Living Wage. The answer to this does not impact on our decision-making and any instances of funded roles being below the Living Wage will only be discussed during award agreement negotiations should you make a successful application.   For more information and the current real Living Wage rates, please see our website or the relevant section in the supporting guidance materials. | |
| Are you an accredited Living Wage Employer? | Yes/No |

### Risks and mitigation

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| **Project risks** What are the key project risks and how will you manage these?  Maximum 300 words |
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## Declaration

### Privacy Notice

To process your application, the Health Foundation needs to collect and process your personal information.

The Health Foundation is the Data Controller (as defined by the Data Protection Act 2018, the General Data Protection Regulation, and all applicable laws which replace or amend it) who will collect and process your personal data.

Please refer to our [Privacy Notice](http://www.health.org.uk/privacy-policy-and-cookies) for full details of what data we collect about you, how we use it, who we share it with, how long we keep it and your rights relating to your personal data. If you do not have access to the Internet, please write to the Health Foundation Data Protection Officer (DPO) at the details listed below with your address and a copy will be sent to you in the post.

In summary, we will collect and process your information to assess your application.

The information we collect will be:

* Name, job title, organisation name and contact details such as email address.
* Processing requires your application information and personal details to be shared with third parties including assessors, website editors and copywriters, partner organisations and service providers.
* We will ensure that all parties we share your data with keep your information secure and do not use it for any other purposes than those which we have specified in the Privacy Notice.
* We will share your information if we are required to by law.
* We will retain this data for as long as is necessary for the relevant activity. We may keep some of your data indefinitely.

If you have any concerns about how your personal data is being collected and processed, or wish to exercise any of your rights detailed in our Privacy Notice please contact:

The Health Foundation Data Protection Officer (DPO)   
The Health Foundation   
8 Salisbury Square   
London   
EC4Y 8AP

|  |  |
| --- | --- |
| **Declaration** | |
| Declaration of applicant | £ I confirm that I have read and understood the above privacy notice |
| Name |  |
| Date |  |

## Appendix 2: Written application form

In completing this application form, please refer to the Application Guidance. This should only be completed if you are not submitting your application in another format.

In addition to this form, you are permitted to attach no more than two extra documents:

* Key information form
* Detailed budget, using the template provided

Please submit your form and any additional documents to [Q@health.org.uk](mailto:Q@health.org.uk) no later than **midday on Monday 28 February 2022**.

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| **What is the problem that you have identified?**  (Maximum 300 words) |
|  |
| **How will you address the identified problem?**  (Maximum 300 words) |
|  |
| **What is your project’s desired outcome?**  (Maximum 200 words) |
|  |