



Supporting Q Connections

Applicant guidance

1. Background

Supporting Q Connections is the Q community's ongoing funding programme. This programme enables Q members to create effective, purposeful, and vibrant connections that strengthen member-led activity. This is an important mechanism for how Q achieves change in health and care. This programme aims to create protected time for Q members to re-energise, inspire, and build resilience so you can continue your improvement work while gathering and spreading collective learning.

We want to support a collaborative approach to learning. Increasing collaborative learning between teams, organisations, and sectors is more valuable than ever. We're interested in funding activities that help members to build and strengthen your networks across the improvement landscape and share and apply learning.

2. Funding requirements

- We will fund 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 amount. We will also consider high quality applications that require smaller resources, are match-funded or can be delivered in a shorter time scale.
- We encourage proposals that actively demonstrate value for money and build on ideas around sustainability.
- The project lead must be a Q member. The project team can be made up of both Q and non-Q members.
- The lead applicant must apply on behalf of a lead or host organisation. Funds will be paid to this organisation. The lead or host organisation must be a non-commercial organisation. All arrangements for subcontracting and transfer of funds to other parties will be the responsibility of the lead organisation.

What we want to fund

- Activity that builds and strengthens emerging systems and networks of shared learning. We are particularly interested in receiving applications that also consider regional priorities and needs, as well as projects that demonstrate a particular focus on Equity Diversity and Inclusion (EDI).
- Local activity that considers how to involve Q members and provides tangible outcomes that benefit Q members across the region. Successful proposals will support Q members to learn, connect and collaborate and consider how to share key developments and learning with the Q community.

Examples of activity eligible for funding

- Events, or other processes, that bring Q members together to contribute to local work (eg an event where Q members are invited to rapidly collaborate and advise on how to reduce waiting lists locally).
- Activities that support peer learning between Q members and other improvers (eg funding for Communities of Practice, Action Learning Sets, or Open space events).
- Learning that's applied, rather than general networking. This should be participant led, so the activities are tailored to their priorities.
- Events or communication activities that build understanding and encourage uptake of promising interventions from Q (eg an event to encourage wider engagement in a Q Exchange project or other promising intervention being developed by a local Q member, or a set of case studies or ideas that have emerged through Q members).
- Activities that encourage the spread of promising insights and interventions using Q (eg local events or a 'campaign' to involve Q members in implementing the intervention)
- Interventions that help build the skills and knowledge needed locally for collaborative learning (eg development sessions on the skills map or collaborative learning techniques, or to test some of the ideas from Network Weaving locally).
- Design and development work to support embedding Q effectively into local organisational learning (eg co-design sessions with Q members on Q's role in supporting learning. Or facilitation capacity to support connections between members).

What we will not fund

- Proposals submitted by a Project Lead who started a previous project within the preceding 6 months of submitting this proposal.

- Organisational overheads such as costs of premises, management, and HR.
- Core staff costs.
- Capital expenditure such as for vehicles or buildings or major items of 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.

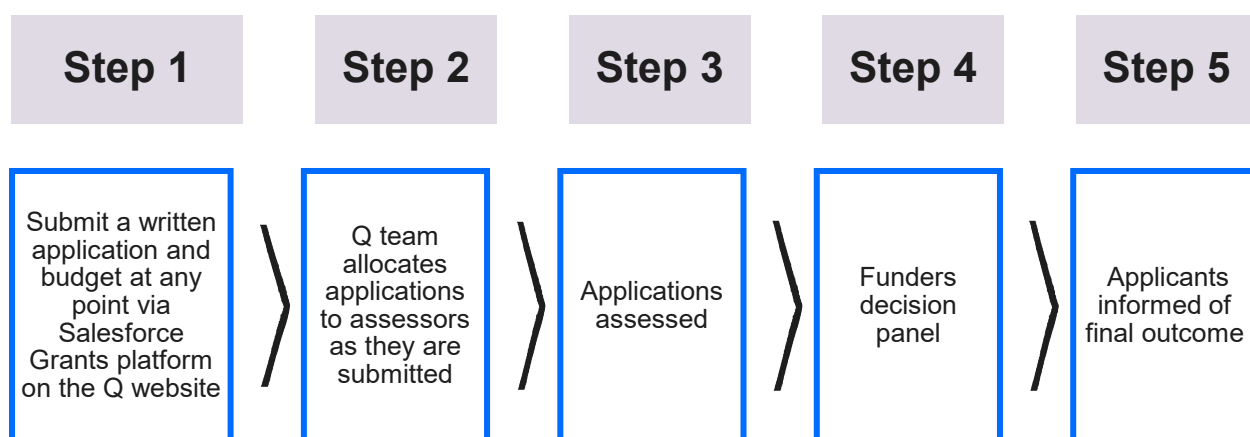
3. Proposal timescale

We will fund proposals for a maximum of 12 months. We understand that timescales will vary depending on what is being proposed. However, we will require an end of award report at the one-year point. We also expect all funding to have been awarded by this point, whether work is complete or not.

4. The application and assessment process

Proposals should be submitted in writing via our Application Portal and include a budget overview. You also have the option to upload a project plan and/or risk register. The budget (template provided) should include what the funds will cover, and details of any co-funding, in-kind, or matched funding (although welcomed, no preference will be made for matched funding).

Application process



5. The Application Form

The following eligibility questions must be answered prior to starting your application:

Eligibility questions

- Are you a Q member?
- Are you based in the UK or Ireland?
- Is the host organisation a not for profit or a non-commercial organisation?
- Is the funding requested £20k or less?
- Is the duration of the project 12 months or less?

About your project

- **What is the title of your project? (80 characters)**
This title will be used in all documentation relating to your project.
- **Provide a summary of your proposed work (max 250 words, ideally using plain English).**
This is helpful for the Health Foundation and assessors, but applicants will not be assessed against this question.
- **Please describe your idea and what you hope to achieve with our funding. Include details of where your work will take place (max. 500 words)**
Explain your assumptions or rationale for your project. In what ways will your project meet the aims of the Supporting Q Connections programme?
- **Tell us about the need you are seeking to address and why your idea is important to the locality or setting in which it will be implemented (max. 300 words).**
Share further information about why this project is needed in your area or setting – what need have you identified?
- **How will your work be governed locally and link to local priorities? (max. 300 words)**
Include relevant information on how it fits within or connects to existing governance structures and accountability. Please share how this links to local or national system priorities outlined in the previous question and a

broader mission or ambition, if not covered elsewhere.

- **How will you know if your idea is successful? How will you measure your progress and the impact of the work? (max. 300 words)**

The focus of this question is impact. What does success look like for your project? What do you hope will be different as a result? How will you know when success has been achieved and how will you measure the progress and impact of your work?

- **Please describe how all aspects of your work will be resourced? (max. 300 words)**

Use this section to give a brief overview of your budget, including how the funding will be used and, if relevant, providing explanation for your project costings. If there's anything you'd like us to be particularly aware of in your budget, please add that narrative here. This can be brief and we do not expect applicants to use the maximum word count.

Key Stakeholders

- **How will other groups of stakeholders be involved in your work? (max. 300 words)**

In this section we ask you to outline how other groups of stakeholders might be involved in your work. Please explain in detail your approaches to stakeholder engagement and how this will support both your project plans and approaches to impact. Who in your organisation(s) will be enabling and influencing the conditions for your work to succeed? How will you engage with the Q community on your project? What are the opportunities for them to get involved, to share learning, and expertise throughout? Finally, where appropriate: how are you going to make sure patients, service users and carers are involved in, and can influence, your project?

Sustainability

- **How will the impact of your work be sustained beyond the length of this grant? (max. 500 words)**

In this section we want to know what you expect to be able to do to make your project more sustainable. Please also use this question to specify what you hope to learn and how you will inspire others to adopt and benefit from your learning, where appropriate.

Patient and public involvement

- **How do you plan to involve or engage patients and / or members of the public in your project? (max. 250 words)**

Please tell us if you plan to involve patients and/or members of the public in your project. At this point we want to know more about how you might embed lived experience in your work and what you will achieve in doing so.

We strongly encourage applications to involve patients, public and those with lived experience. The Health Foundation is committed to embracing values of equality, diversity and inclusion. We encourage applications which embed these values in the design of their programmes and within their teams.

Environmental sustainability, Diversity and Inclusion, and Safeguarding

- **Detail which of these areas you have an organisational policy on, and how the project for which you are seeking funding from the Health Foundation will take the contents of each of the policies into account. (max. 300 words)**

Use this section to outline how you will embed environmental sustainability, equity, diversity and inclusion, and safeguarding into your plans, and whether your organisation has policies on these areas. This is helpful information for the Health Foundation as part of our commitment to environmental sustainability, diversity and inclusion, and safeguarding. We will not be assessing applications based on this information so please keep this brief.

Team expertise and experience

- **Are there any team members participating in this project? (Yes/No)**

Team member Section

- Provide details of the project team. This is the core team with responsibility for the day-to-day management and delivery of the project. Co-applicants are considered part of the core project team.
- List a named representative from each of the partner organisations you will be working with.

Use this section to outline any additional key members of your team and the expertise and experience they bring. This is the core team with responsibility for the day-to-day management and delivery of the project.

Please provide details of the core project team including contact information and role of each team member as well as indicating which of these people are Q members.

Co-applicants are considered part of the core project team. Please also list a named representative from each of the partner organisations you will be working with, if applicable.

If relevant, please identify the partner organisations you will be working with on the project. (500 word max)

Budget information

- **Total amount requested**
- **Please complete and attach the budget template (this can be found in the ‘supporting documents’ section) and supply any additional budget justification that has not already been addressed.**
You will need to download the budget template, fill in the required information and re-upload it into your application.
- **Please provide full justification for your costs, including the time spent on the project by each member of your team and all other relevant costs. Please note that it is a requirement that all of your staff engaged on providing deliverables to the Foundation are paid at least the living wage.**
Even if your organisation is not a Living Wage employer, all persons engaged on the project must be paid the Living Wage and you should reflect these costs in your budget.

Pages 1 and 2 of this document contain details of what we can and cannot fund.

Project Plan

- **Please outline how you will approach the set-up and implementation of your project, for example what activities will take place and what methodologies you might use. (max. 300 words)**
- **What are the major milestones for the project and how will progress be monitored? (max 300 words)**
You may attach a separate project plan if you wish but this is not

mandatory.

Activity needs to begin within 3 months of receiving funding. We will fund proposals for a maximum of 12 months. We understand that timescales will vary depending on what is being proposed. However, we will require an end of award report at the one-year point and we expect all funding to have been awarded by this time, whether all work has been completed or not.

Impact areas

- **Please state the region in which your project will have most impact.**
- **Please state the regions in which your project will have additional impact.**

This information helps Q and the Health Foundation measure the impact of our funding support across the UK and Ireland.

Project risks


- **What are the key project risks and how will you manage these? (max. 500 words)**

Please share a risk register or table that highlights top 5 risks to your project and expected mitigations. You can attach a separate project risk register if you wish but this is not mandatory.


Using the Application Portal

thehealthfoundation.my.site.com/applicantportal/s/

You will first need to Register. You will be asked to create a contact record using your email address and a password.



[Home](#)[Available Funding Programmes](#)[My Funding Requests](#)[More](#)



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We learn what works to make people's lives healthier and improve the health care system by giving grants to those working at the front line

My Open Applications

0 items • Sorted by Start/Resume Application • Filtered by All funding requests - Status

Start/Resume Applica... ↑

Funding Request Name

Funding Programme

Application Date


No items to display.


Available Funding

Click below to apply.

[View programmes](#)

Your Contact Details

 Aloysius Acanthus
alloysius@brefne.com

 Private individual
Health & Healthcare

When you have created your record, logon to the Application platform and navigate to the tab 'Available Funding programmes' and click on **Supporting Q Connections**:



[Home](#)

[Available Funding Programmes](#)

[My Funding Requests](#)

[Q Community](#)

Funding for projects

We learn what works to make people's lives healthier and improve the health care system by giving grants to those working at the front line

Supporting Q Connections (NEW DRAFT)

Supporting Q Connections

[Click here to apply](#)

You will first be asked some eligibility questions to check you meet the criteria; if you select 'yes' by clicking the circle next to each question then the apply button will appear at the top of the page:

Required Information

Grants of up to £20,000 are available for activities focused on supporting continued collaborative working at a time of intensified system pressure. We're interested in funding activities that help members to build and strengthen their networks across the improvement landscape, and share and apply learning.

[Apply](#)

This is an ongoing opportunity, with no closing date. You can apply for funding at any time.

Application Guidance can be found [here](#).

Eligibility Criteria

- We will fund projects with set budgets of up to a maximum of £20,000. (This does not mean that all applications need to be at this maximum amount. We will also consider high quality applications that require smaller resources, are match-funded or can be delivered in a shorter time scale).
- Proposals that actively demonstrate value for money and build on ideas around sustainability are encouraged.
- The project lead must be a Q member. The project team can be made up of both Q and non-Q members.
- The lead applicant must apply on behalf of a lead or host organisation. Funds will be paid to this organisation.
- The lead or host organisation must be a non-commercial / not-for-profit organisation. All arrangements for subcontracting and transfer of funds to other parties will be the responsibility of the lead organisation.

• Is the funding requested a maximum of £20,000?



• Is the project lead a Q member?



• Is the lead applicant applying on behalf of a lead or host organisation that is a non-commercial organisation?



• Is the project duration 12 months or less?



• Will the work be carried out within the UK and Ireland?



Work through the questions in form using the guidance provided on pages 4 – 8 of this document.

1

2

3

4

5

About your project

What is the title of your project? *

Title test

Please provide a plain English summary of your proposed work. (max 250 words). *

You can Save to return to your application later at any time by clicking the Save and resume later button; a new Save /Submit button will appear.

If you want to save your progress on this form and complete it later, please tick the box below and press 'Save/Submit'.

☐ Save and resume later

Next Page

If you save your application and log out, when you log back in you will see the application in progress when you return. Go to 'My Funding Requests' if you are not taken there automatically.

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My Open Applications ▼

1 item • Sorted by Start/Resume Application • Filtered by All funding requests • Status



Start/Resume Application ↑	Funding Request Name	Funding Programme	Application Date
1 Resume Application	Title Test	Supporting Q Connections (NEW DRAFT)	



When you are happy that you have completed your application, click on Save / Submit on the final page. If there are any problems with the form you will be directed to those questions that need to be completed. When you successfully submit your application the message below will appear:

Funding for projects

We learn what works to make people's lives healthier and improve the health care system by giving grants to those working at the front line

If you are having problems opening the form below then please use this link to open this form outside of the community and complete. [Open External Link](#)

 Supporting Documents

Thank you for saving/submitting your application.

You will see an acknowledgement that your application has been submitted. You will also receive an email to confirm submission of your application.

It will now go to assessment and we will let you know the outcome within 8 weeks.

If you have any questions about the application process, or the programme, please email sqc@health.org.uk.