

Sharing and celebrating patient and public participation in healthcare

Guidelines for community grant applicants



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1 Summary

- ❖ **Are you a voluntary/community sector organisation?**
- ❖ **Have you completed an amazing patient, service user or carer engagement project?**
- ❖ **Has this work improved healthcare services?**
- ❖ **If so you can apply for a small community grant from NHS England to showcase the good practice you have developed.**

[NHS England](#) is offering community grants of up to £2000 to voluntary/community sector organisations that have developed good practice around patient and citizen participation in healthcare. The purpose of the grant is to enable organisations to share their good practice so that others can learn from the participation successes.

The community grants will be awarded to organisations that can tell the story of their patient and citizen engagement project. Using the funding they will share what worked, how they involved patients and citizens and what impact participation had on services. Organisations should be able to tell their story in a creative, appealing and accessible way. This could be done in a variety of ways; such as producing films, photo or audio books, leaflets and posters, graphics or comics.

NHS England knows that patient groups, voluntary sector organisations and a diverse range of community groups all over England are involved in shaping and improving healthcare services. It wants to encourage the spread of learning and sharing of good practice by making funds available to groups to highlight and share their work with others.

The grants can only be awarded to voluntary/community organisations and further guidance on eligibility is available in section 2. Applicants, who are unsure as to whether they can apply after reading this guidance, should email england.ppvcommunitygrants@nhs.net for further advice.

Applicants will need to provide details of the successful engagement project they have completed, along with details of how they plan to use the grant to share and showcase this work in a creative way - so that others can learn from and replicate the good practice.

Details of how to apply can be found in section 3. Applicants should ensure they read the guidelines in full before submitting an application.

1.1 Grant scheme timeline

Grant guidelines go live	28 September 2017
Closing date for applications	midnight on 31 October 2017
Award decisions announced	w/c 27 November 2017
Grant 'set up' webinar	29/30 November 2017
Grant 'communications' webinar	13/14 December 2017
Programme commences	4 December 2017
Grant period closes and project outputs must be returned to NHS England	30 March 2018

2 Grant eligibility

2.1 Who can apply?

Community groups, voluntary sector or patient organisations, and not for profit organisations can apply for a grant of up to £2000. This includes charities and community interest companies.

To apply you must be a formally constituted organisation; this means:

- A registered charity
- A constituted community organisation with a terms of reference, clear governance arrangements and annually audited accounts
- A not-for-profit company Limited by Guarantee (Registered at Companies House, www.companieshouse.gov.uk),
- A Community Interest Company (CH or CIC Regulator), a 'Co-operative' or 'Industrial and Provident Society (IPS).

NHS bodies (including hospital trusts and clinical commissioning groups), local authorities and companies run by local authorities **cannot apply for the grants**, but they can be partners in the project.

Partnership working is encouraged; partners can be other voluntary sector organisations, private companies, or others. However, the **lead partner must be a not for profit organisation**. The lead partner (grant applicant) is responsible for delivering the grant outputs they outline in the application.

2.2 Project eligibility criteria

If you are eligible to apply, your application must meet the following criteria.

- 1) You must have already carried out your patient/public/community involvement project. The grant is to be used to showcase something you have already done, not to start a new engagement project. We want to help you share the good practice of the involvement work that you have developed, helping others to learn from it. Outputs created from this grant must focus on disseminating the good work in an involvement project that you have recently completed.
- 2) The maximum grant you can apply for is £2000.
- 3) Your project output (how you share your good practice) should be appealing, creative and accessible and clearly show the good practice you have developed.
- 4) The completed project you are showcasing must focus on how involving citizens and/or patients or carers, including people from diverse communities, has improved healthcare services and/or reduced health inequalities.
- 5) Your community grant output must be hosted on your website or another digital platform. Your organisation will own the grant output but agree to work collaboratively with NHS England to develop it. You also give NHS England permissions to share it with its staff and networks. NHS England will signpost

people to your output by linking to it from the [NHS England Involvement Hub](#) and its social media platforms.

- 6) You should be clear about what your grant output is in your application and explain how it will showcase your involvement project.
- 7) You need to explain how you will involve patients/the public/communities in the development of the community grant output.
- 8) The outputs of your community grant project must be ready to share with NHS England by 9 March 2018. You will need to share the final version of your output from your grant funding no later than this date.
- 9) Your grant can be used to cover the full cost of the project output or to part fund the work, if the project cost is likely to be in excess of £2000.
- 10) An organisation can only submit one application for funding.
- 11) Successful applicants may have to supply a copy of the organisation's audited accounts for the last three financial years.
- 12) Your project must clearly link to one or more of NHS England's business priorities as set out in the [Next Steps on the Five Year Forward View](#).
- 13) Your organisation must meet the eligibility criteria set out in section 2.1.

You cannot use the grant to pay for:

- Equipment –for example to buy filming equipment
- Training costs
- New involvement projects – the grant is to highlight successful projects that have been completed so others can learn from this and replicate good practice.

Before you apply please also note the following information:

- The grant outputs you produce must be accessible to others. For example, if you are producing films they will need subtitles. Any written outputs of this work need to be usable and presented in a way that the target audience can understand. NHS England can provide further guidance on accessibility if your application is successful.
- If you want to use images of people, or share their stories as part of the material that you develop, you must ensure that the appropriate consents and any necessary safeguarding arrangements are in place and documented. Remember that consent to use images can be withdrawn at any point, so you will need to plan accordingly.
- If you will be using music as part of the material that you create, please ensure that it is original or copyright free or obtain the necessary permissions.
- Please ensure that throughout the process you liaise with your own communications or media team (if you have one). They can then give you advice and support and also help to support the promotion of the grant output.
- We want to support a diverse range of projects, so we will be looking to make awards to projects that deliver the outcomes in a range of ways and cover a number of business priority areas. We will also be making awards across the [NHS England four regions](#).

- NHS England will also be seeking to make awards across a range of creative approaches and covering different subject areas. For successful applicants, a grant agreement will be produced prior to the award of the grant.

3 How to apply

You can apply for a grant using our [online application process](#). The application form is also available in a Word format and can be requested by sending an email to the address below.

You should aim to answer all of the questions on the form as we will make the grant awards based on the information you supply.

In your application you will need to tell us about the successful involvement project you have already completed, along with details of how you will use the grant to share and showcase your project.

You will also be asked provide information about how you have involved seldom heard groups and how your project links to NHS England's priorities.

The deadline for applications is **midnight on Tuesday 31 October 2017**. Forms can be submitted either through the online application system, by email to england.ppvcommunitygrants@nhs.net or by post:

Community Grants Applications
Angela Medd
NHS England
7E46 Quarry House
Quarry Hill
LS2 7UE

Successful applicants will be announced w/c 27 November 2017. The programme will commence 4 December 2017. The programme will close on 30 March 2018 by which time all project outputs must be shared with NHS England.

Successful applicants will be asked to take part in an online 'grant set up' webinar, which will be held on 29 and 30 November 2017 and a communications webinar on the 13 and 14 December 2017. Please put this date in the diaries of the people who will lead and also undertake this work so that they can take part in these discussions. We will also run a separate communications webinar for grantees following the set up webinar.

3.1 Application scoring

Applications will be judged on the information provided on the application form. Provided that the eligibility criteria are met the following scoring will be applied:

Questions 1-12: eligibility to apply is confirmed (ineligible applications will not be progressed). Please pay particular attention to questions 7, 8 and 9 which will enable

us to establish whether your organisation is eligible for a grant from NHS England. Incomplete grant applications will not be considered.

Questions 19 – 24: 10 points are available for question 19. With five available for each of the following questions 21, 23, 24a, 24b and 24c.

4 Background to NHS England and community grants

NHS England's aim is to reduce health inequalities and improve the health outcomes for people in England. Placing patients and the public at the heart of the NHS, and everything it does, is central to achieving this ambition.

NHS England believes that public and patient voices are at the centre of developing healthcare services. It is committed to sharing good practice, learning from it and supporting others to learn and improve. NHS England works with partners to identify, share and celebrate excellence in patient and citizen engagement.

NHS England knows that patient groups, voluntary sector organisations and community groups all over England are involved in shaping and improving healthcare services. Working in partnership with NHS services and others, it involves patients and citizens to make real changes in how the NHS works and this ultimately leads to improved health outcomes.

Sharing examples of good practice is an excellent way to transfer learning and innovation, but all too often projects are not supported to share their work, or this sharing only happens locally. NHS England wants to encourage the spread of learning and sharing of good practice by making funds available to groups to highlight and share their work with others.

We are particularly interested in the impact, outcomes and difference made by involving patients, service users, carers, families and communities.

The grant scheme first ran in 2015 and was extremely successful. You can see examples of previous community grant projects on the [NHS England website](#).

The work from this grant programme will build on and inform existing NHS England programmes including:

- [NHS Citizen](#) - a project that aims to engage citizens in identifying health service improvements and that NHS England takes into account the views of all the public when it makes decisions.
- Ongoing development of [NHS England's Involvement Hub](#).
- The priority programmes of NHS England as set out in the [Next Steps on the Five Year Forward View](#).

4.1 How this programme fits with NHS England's duties.

Organisations applying must also provide/arrange services similar to the services in respect of which NHS England has functions¹. This means that your organisation must be working with communities, patients or the public to:

- Improve health or care services for service users
- Involve patients in their own health and care
- Involve the public in commissioning
- Reduce health inequalities between patients in access to health services and the outcomes achieved.

4.2 Governance and reporting

The senior responsible owner and executive of this programme is the Director of Patient Experience at NHS England.

The Public Participation team in NHS England lead this grant programme. Successful applicants will need to provide monitoring updates on progress towards completion, to NHS England.

4.3 Promoting equality and addressing health inequalities

Promoting equality and addressing health inequalities are at the heart of NHS England's values. Throughout the development of the policies and processes cited in this document, we have:

- Given due regard to the need to eliminate discrimination, harassment and victimisation, to advance equality of opportunity, and to foster good relations between people who share a relevant protected characteristic (as cited under the Equality Act 2010) and those who do not share it; and
- Given regard to the need to reduce inequalities between patients in access to, and outcomes from healthcare services and to ensure services are provided in an integrated way where this might reduce health inequalities.

¹ Under the National Health Service Act 2006 (as amended by the Health and Social Care Act 2012) NHS England has duties to promote the involvement of patients in their own health and care, (section 13H).

Under the National Health Service Act 2006 (as amended by the Health and Social Care Act 2012), NHS England has duties to involve the public in commissioning, (under section 13Q).

NHS England has a statutory duty to have regard to the need to reduce health inequalities between patients in access to health services and the outcomes achieved (sections 13G of the NHS Act, as amended by the Health and Social Care Act 2012, respectively)