

Celebrating participation in healthcare

Guidelines for community grant applications



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Document Status

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1 Summary

- ❖ **Has your community group done some amazing patient, service user or carer engagement work?**
- ❖ **Has this work improved healthcare services?**

NHS England wants you to tell us about it. In fact, we want to support you to tell everyone about it! NHS England will be making grant awards to a number of projects that showcase good practice around patient and citizen participation in healthcare.

The community grants will be awarded to organisations who can tell the story of their patient and citizen engagement work in a creative and appealing way. This can be in a wide variety of ways; such as producing videos, photo or audio books, leaflets and posters, graphics or comics. Grants are available of up to £1,000 each, the total funds available are £15,000.

The grants can only be awarded to a voluntary organisation (see section 5). If you are in any doubt as to whether you can apply after reading the guidance, please contact england.ppvcommunitygrants@nhs.net

In your application you will need to tell us a bit about the successful project that you have done, and how you plan to use the grant to share and showcase this work in a creative way, so that others can learn from what you have done and hopefully replicate this in their own area of work.

Summary timeline:

Grant guidelines go live	2 August 2016
Closing date for applications	Midnight on 21 September 2016
Shortlisting and award decisions announced	w/c 10 October 2016
Grant 'set up' webinar	17/18 October 2016
Programme commences	24 October 2016
Grant period closes and project outputs must be returned to NHS England	16 January 2017

2 Background to NHS England

The main aim of NHS England is to improve the health outcomes for people in England. Placing patients and the public at the heart of the NHS, and everything we do, is central to achieving this ambition.

NHS England believes that public and patient voices are at the centre of developing our healthcare services. We will listen to our citizens; their views will inform service development and help to shape service improvements. We are committed to sharing good practice, learning from this ourselves and supporting others to learn and

improve. We work with partners to identify and celebrate excellence in patient and citizen engagement.

For further information about us please visit the [NHS England website](#).

3 Background to the Celebrating Participation in Healthcare community grants

- NHS England is committed to engaging and involving people to improve the way we work. This means improving both our healthcare services and the way that we commission these services.
- NHS England knows that patient groups, voluntary sector organisations and community groups all over England are involved in shaping and improving our health services. Working in partnership with NHS services and others, they involve patients and citizens to make real changes in how the NHS works and this ultimately leads to improved health outcomes.
- We know that sharing examples of good practice is a vital 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 showcasing of good practice by making some funds available to groups to highlight and share their work with others.
- The grant scheme first ran in 2015 and was extremely successful. You can see examples of their work on the [NHS England website](#).
- Please note the grant should be used to showcase work already done not to fund a new project.
- If you wish to top up the grant with other funds, as the grant will only fund part of the work, NHS England is happy for you to do this.

4 What can the grant funding be used for?

NHS England is making available grant awards of up to £1,000 per grant, up to an overall total of £15,000. (Please note we will only accept one application per organisation). The funding is available to support your group to tell us about your good practice in a creative way.

The good practice you want to share must focus on how involving citizens and/or patients or carers have already made improvements to health care services.

You can use the award to fund a really creative way to tell people about your good practice. You could do this in a variety of ways, for example make a film, a cartoon, use plasticine figures (animation style!), film yourselves and your group, or film a song or play or develop an audio book or make a series of posters. We are interested in supporting a range of ways to communicate good practice.

Whatever format you decide to use, any documents or films etc. will form a package of material submitted to NHS England. This package of material will be shared on our web based learning and sharing hub. This is an online space, so the final format of your work will need to be able to be shared online. It is important that you make

very clear in your application what you will be providing NHS England with as an output of the grant.

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 subject areas. We will also be making awards across the [NHS England four regions](#).

Your project outputs must meet the following criteria:

1. We want to ensure that the material that you produce is accessible to others. For video outputs this will include at least an accompanying transcript and ideally production of a sub titled film. Any written outputs of this work need to be usable and presented in a way that the general public can understand. NHS England can provide further guidance on accessibility if your application is successful.
2. Patients and citizens should be involved in the development of your material.
3. Whatever format you decide to use, and whatever the content of the material that you develop, this must be ready to share with NHS England by **16 January 2017**. You will need to submit the output/s from your grant funding no later than this date.
4. 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 safeguarding arrangements are in place. Remember that consent to use images can be withdrawn at any point, so you will need to plan accordingly.
5. 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.
6. The material you produce can be linked to from the NHS England website but it can't be hosted there. Before you apply for the grant please ensure you are clear where your outputs of the grant will be hosted.
7. 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 outputs.

5 Who is eligible to apply?

Applications are encouraged from a wide range of community groups, voluntary sector or patient organisations, and not for profit organisations. Other NHS bodies, local authorities and companies run by local authorities are excluded and do not qualify for these grants. These organisations can be partners in the work but are not eligible to apply for the grant.

“Voluntary organisation - a body the activities of which are carried on otherwise than for profit, but does not include any public or local authority.”

This captures charities and community interest companies.

You will need to 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)

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 and is responsible for ensuring the delivery of the grant outputs against the criteria

NHS Trusts and Clinical Commissioning Groups are not eligible to apply but in many cases may be partners in the work.

Please note that if successful, you may be asked to supply a copy of your organisation's audited accounts for the last three financial years.

6 Governance and Reporting

The senior responsible owner and executive of this programme will be Anu Singh, Director of Patient and Public Participation and Insight.

The Public Participation team's operational lead is Angela Medd. Successful applicants will need to provide monitoring updates on progress towards completion, to NHS England.

7 Making an Application

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. Your application should be submitted **by midnight on 21 September 2016**. You will need to tell us a bit about the successful project that you have done, and how you would like to use the grant to share and showcase this work. Grant awards will be made based on the information provided in the written applications.

Grants can only be awarded to a voluntary organisation, if you are in any doubt as to whether you can apply, please contact england.ppvcommunitygrants@nhs.net

8 Further Information

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

- [NHS Citizen](#) is a project that aims to engage citizens in identifying health service improvements. It aims to ensure that NHS England takes into account the views of all the public when it makes decisions.
- NHS England's emerging Participation sharing and learning hub – a central online space that will host or signpost to resources, learning opportunities and good practice around patient and citizen engagement. This work is currently under development and will be launched later in 2016.

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.

Successful applicants will be asked to take part in an online 'grant set up' webinar, which will be held on 17 and 18 October 2016. Please put this date in the diaries of the people who will lead on this work so that they can take part in the set up discussions.

9 Application Process

Any queries should be submitted to england.ppvcommunitygrants@nhs.net

Applications should be received **by midnight on 21 September 2016** either through the online application system, by email to england.ppvcommunitygrants@nhs.net

Or by post:
FAO Angela Medd
NHS England
7E46 Quarry House
Quarry Hill
LS2 7UE

The Award decision will be announced w/c 10 October 2016. The programme will commence 24 October 2016. The programme will close on 16 January 2017 when all project outputs must be submitted to NHS England.

Application scoring - to note:

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 1-10: eligibility to apply is confirmed (ineligible applications will not be progressed). Please ensure you fit the criteria as if you can't answer yes to one of these questions you are not able to apply.

Questions 16 – 24: Five points are available for each of the following questions 16, 18, 20, 21, 22, 23 and 24.

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.