



Application Guidance: SW Greener NHS project fund

SW Greener NHS Programme 2021/22

This guidance aims to assist applicants to the project fund in completing their application form fully and correctly. This guidance should be read alongside the 'Fund Application Form'. Please ensure that you have read this document before completing your application to the project fund.

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Section A: Notes to Applicants

Eligibility

Who can apply for the project Fund?

- Funding can only be paid to registered organisations, not to individuals
- Funding is open to a range of organisations, including, but not limited to:
 - NHS organisations including Primary Care Networks
 - Health and Social Care Providers
 - Commercial (Industry, consultancy, SMEs, start-ups etc. may only apply in partnership with a healthcare organisation)
- Joint/partnership applications between organisations are especially welcome, as the benefits of bringing together expertise and specialisms is recognised
- The programme is open to applicants from any location in one of the seven South West Integrated Care Systems
- Organisations are welcome to apply for multiple projects of up to the value of £12k and joint bids will also be accepted to apply for maximum funding per organisation.

Advice and Tips

Applicants are strongly advised to pre-engage and include clinical and patient stakeholders in development of the bid. This would provide assurance of:

- The bid needs to clearly show how it links to and advances Net Zero carbon priorities for the healthcare sector
- Clinical engagement and support for the proposed scheme
- Innovativeness and non-duplication of existing provision/projects
- Feasibility of delivery in the intended area, and local integrated health and care system
- Applicants must secure Exec/Senior Management sponsorship for the project
- Funds will be administered via SW NHSE/I through appropriate routes.
- Projects will be monitored for benefits realisation in a manner appropriate to the scale of the funding award
- FAQs will be made available to applicants

What types of projects are eligible for the fund?

Projects

Suitable applications will propose discrete projects with the intent to deploy and evaluate research / new products / solutions / services / care pathways / ways of working which align with NHS Net Zero Carbon priorities. Specifically, they need to refer to the following areas:

- Medicines
- Sustainable models of care
- Estates and facilities
- Travel and transport
- Supply chain
- Workforce, networks and system leadership
- Waste, resources and consumables
- Food, catering and nutrition
- Adaptation
- Communications and engagement



Funding can only be allocated for project delivery/pilot within the health and social care sector across the South West region and/or to South West registered patients.

Pilot Project Scope and Aims

The funding window for the SW Greener NHS Fund will open on 15th December and close at 14:00 on 10th January.

The Fund provides grant funding for a one-off project to be delivered with successful bids being awarded between £2,500 and £12,000 to complete their projects. This can be used for several ways: to develop and finish projects, consultancy costs, providing required capacity, training, communications materials, capital projects.

It is not a source of, nor guarantee of any recurrent funding. The funding will not cover core staff capacity such as a Sustainability Manager or proven and established building energy efficiency upgrades such as LED lighting.

We will not fund proposals for:

- Projects which are not adequately developed, or not yet ready for deployment.
- Projects that are entirely research-focused or conceptual in nature without a practical deployable outcome

Aims and objectives of the Greener NHS Project Fund 2021-22

Proposals should align to the funding Priorities stated in the call for applications. These are key areas of current challenge or need in the system that it is believed could benefit from the most.

The Priorities to deliver the NHS Net Carbon Zero Plan for 2021/22 are:

Priority Area	Includes
Medicines	Point of use emissions from inhalers, anaesthesia and medical gases. Optimising prescribing, substituting high carbon products for low carbon alternatives and reducing and better managing medicinal waste.
Sustainable models of care	Boosting out of hospital care, digitally enabling primary and outpatient care and improving population health. Reducing unnecessary hospital visits and admissions. Getting it right first time (GIRFT).
Estates and facilities	Ensuring both new build and retained estate are aligned with net zero carbon standards, estates efficiency upgrades, socio-technical interventions, better use of roofs and ground space.
Travel and Transport	Transitioning fleet to zero emission vehicles, reducing unnecessary journeys, promoting active travel, tackling business travel.
Supply chain	Identifying products, influencing suppliers to decarbonise their own processes.
Workforce, networks and system leadership	Upskilling the workforce to learn, innovate and embed sustainable development into everyday actions.
Waste, resources and consumables	Using resources more efficiently, refurbishing and reusing single use devices, reducing reliance on disposable products,
Food, catering and nutrition	Consider impact of whole supply chain including sustainable procurement and waste. Procuring and producing healthy food, sourcing local and seasonal produce.
Adaptation	Responding to actual or expected changes in climate such as heat waves, flooding and variance in disease patterns.
Communications and engagement	Engaging the wider workforce, communicating messages effectively and encouraging positive activity through campaigns and messaging.

Applications should clearly align to the achievement of at least one of these priority areas and should be clear about how they will contribute to achieving carbon reduction outcomes in this area.

Non-Aligned proposals

Please be advised that non-aligned projects will not be considered.

Principles

Alongside our specific topics and challenges of interest, it is recognised that there are several 'underpinning' supportive principles that drive and enable successful and sustainable Innovation which is wider than the specific Greener NHS determinants.

We particularly welcome bids which illustrate core principles of:

- Exploiting the use of technology and digital innovation to meet NHS Net Zero Carbon priorities
- Partnership working - Developing links between Health and Social Care organisations and external organisations



- Neighbourhood working - Developing, delivering and structuring Health and Social Care to deliver against the NHS Net Zero Carbon priorities
- Inclusion of vulnerable and hard to reach groups
- Measurable social value outcomes resulting from the work that is being proposed

Application and Selection Process

Application Process

The application process will be managed via **dominic.gallagher@dhsc.gov.uk** which will also be the primary point of contact for all enquiries relating to the Fund. Please use this email address for all enquiries (put South West Greener NHS Project Fund in the subject heading) and a member of the team will respond within three working days.

The deadline for submissions is **14:00, 10th January 2022** with shortlisting to be completed by 12th January and all applicants will be notified by 14th January 2022.

All applicants will be given a unique bid reference number and receive a confirmatory e-mail of their application, containing this reference number, which must be referred to in any communications. The applicants have the right to withdraw their application at any time.

Selection Process

The Panel will use the bid application, to make their decision. A list of the selected projects will be published following confirmation and the decision of the Panel is final. Feedback will be provided to shortlisted projects only and there is no appeals process for any stage of the selection.

Selected projects must be completed by the end of March 2022 unless agreed otherwise.

Evaluation Criteria

The Panel will evaluate applications based on the following criteria:

- Alignment with the NHS Net Carbon Zero priorities
- Promoting partnership working across the South-West healthcare sector
- Opportunity to scale
- Feasibility of delivery
- Value for Money/Return on Investment (carbon savings)

Section B: Application Form Guidance

The guidance below contains important notes and resources for the correct completion of the Greener Fund Application Form. Please ensure that you read this guidance fully prior to completing your application.

Each question in the Application Form is set out below, arranged by section, along with an explanation of what information is required in answer to each question. Please stick to the stated word counts.

Submission Details

Submitted by (name, role, Org.)	<i>Name of application submitter, role, organisation. (Will become main point of contact regarding this bid during)</i>
Contact number	<i>Telephone number for point of contact / queries</i>
E-mail address	<i>Email address for point of contact / queries</i>
Submitting organisation	<i>Name of organisation submitting the bid. If this is a partnership bid, then name the lead organisation</i>

Section 1: PROPOSAL OUTLINE		
1	Name of Proposed Project (25 words)	<i>Give your project a succinct but descriptive/recognisable title</i>
Project (25 words)		
2	Summary of Proposal (750 words)	<p><i>Provide a short but clear summary of your proposed project. This should include, at least, description of:</i></p> <ul style="list-style-type: none"> <i>○ The problem or need you are addressing including evidence of that need</i> <i>○ Current position/baseline</i> <i>○ Your proposed solution</i> <i>○ Your key objectives (must be SMART)</i> <i>○ Your evidence or rationale to suggest that this solution will address the given need? Include options appraisal</i> <i>○ Your project delivery plan / method for piloting this</i> <i>○ Named partners & beneficiaries</i> <i>○ If 12k does not cover the total cost, explain where the remaining funds will come from</i> <p><i>Please do not exceed 750 words. You are welcome to append a separate paper that covers this section if you'd prefer.</i></p>
3	Please explain how this proposal can accelerate existing greener programmes or projects of work (200 words)	<i>Provide a short but clear rationale as to how this proposal can accelerate existing greener programmes or projects of work</i>

		<p>Is it something that has worked well elsewhere? <i>Is it something that has worked well in another field/industry/country and has potential to transfer to a new purpose in health and social care?</i></p> <p><i>We expect applicants to have performed some preliminary research or scoping into their proposal to ensure that funding for the project can be spent within timeframes.</i></p>
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Section 2: ALIGNMENT WITH NHS NET CARBON ZERO PLAN

4	<p>Which Net Zero Carbon priority/priorities does your proposal address? (200 words)</p>	<p><i>These options reflect the national NHS Net Zero Carbon agenda</i></p> <p><i>There are ten core priority areas, aligned with major strategic and statutory priorities:</i></p> <ul style="list-style-type: none"> • Medicines • Sustainable models of care • Estates and facilities • <i>Travel and transport</i> • Supply chain • Workforce, networks and system leadership • Waste, resources and consumables • Food, catering and nutrition • Adaptation • Communications and engagement <p><i>These are the topics that we are particularly interested in receiving bids addressing. These are expanded in full in Section 1 above. Please explain and prioritise the priority area(s) that your project aligns with and do not tick all of them.</i></p>
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Section 3: PROJECT DELIVERY

5	<p>Key Project Timescales</p>	<p><i>Please provide a breakdown of key project milestones and activities, and</i></p>
<p><i>the projected timescales for their delivery.</i></p>		
<p><i>All projects must be completed by March 2022. We would encourage all applicants to consider this lead-in time within their scope, including any necessary recruitment timescales. We reserve the right to withdraw funding if the project does not commence within the agreed timescales.</i></p>		
6	<p>Will your proposed project activity require access to, changes to, or integration with existing IT Infrastructure or systems to enable delivery?</p>	<p><i>Yes / No / Don't Know question.</i></p> <p><i>You should only answer 'Don't Know' if you are currently unable to assess whether or not your proposed activity will require a change to IT systems or infrastructure to enable its delivery. If selected for progression, you will need to establish these requirements prior to achieving final sign off for funding.</i></p>

7	What risks have you identified and how will you mitigate them? (200 words)	<i>Please provide details of any risks identified for delivery of this project, and any mitigating actions. We do not require any particular Risk Management methodology to be used for this section.</i>
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Section 4: BUDGET, FINANCE & IMPACT		
8	Please explain what benefits this project will deliver, including carbon and cost savings and any other benefits e.g. health and wellbeing. (200 words max)	<i>If you are able to quantify carbon savings, please use up to date carbon factors. If not, please try to explain some of the benefits and we'll work with you to quantify if you are shortlisted.</i>
9	What is the total maximum amount of funding requested?	<i>Please ensure amount stated is fully inclusive of all VAT. Must be at least £2,500 and not be greater than £12,000 (including VAT) but please state if the funding is part of a larger programme. Please state if the costs could vary and explain why (must not go above the max of £12,000).</i>
10	Please provide a breakdown of how the funds will be used against key budget headings and when they will be incurred.	<p><i>Please ensure you list the costs associated with each project task and include VAT where applicable.</i></p> <p><i>There is no prescribed budget template for this section, however we would expect to see the following considerations included, where relevant:</i></p> <ul style="list-style-type: none"> • Staffing (including any on-costs) • Delivery • Project Management • Backfill • Training and Events • Product / license and support costs • Consumables, materials and equipment • Travel costs • Evaluation costs (if applicable)
11	Which organisation will funding be paid to?	<p><i>Please note that funding will only be paid to organisations and not to individuals</i></p> <p><i>Scheduling of payments will be agreed with the regional finance team prior to sign off. If you are unsure, leave this blank.</i></p>
12	<p>What comes next after this project?</p> <p>How will you ensure that the project outcomes are sustainable/replicable/scalable after this project ends?</p>	<i>Please describe how you would expect to sustain (if applicable) your project, should it be successful, after the 6-month funding period ends.</i>

Section 5: DATA PRIVACY IMPACT ASSESSMENT		
13	Will the project collect/use/process personal confidential data?	<i>This is a Yes/No answer. Please tick which of the personal and sensitive data items listed the asset/system/project will process. If you tick yes, a Data Privacy Impact Assessment (DPIA) form will need to be completed if your proposal is shortlisted for panel.</i>
Section 6: EQUALITY & DIVERSITY		
14	Please indicate whether the lead organisation has the following in place.	<i>This is a tick box question. If you tick the boxes please attach or link to a copy when submitting your application.</i>
Section 7: OPERATIONAL DETAILS		
15	Registered details of bidding organisations	<i>Please include name, registered address and organisation type e.g. NHS Foundation Trust or GP practice name.</i>
16	Who is the senior sponsor for this project with overall accountability and oversight for delivery?	<i>Please include name, job title, email address and contact telephone number.</i>
17	Who will be the operational lead for this project with responsibility for day-to-day delivery?	<i>Please include name, job title, email address and contact telephone number</i>
Section 8: APPLICANT AGREEMENT		
18	Please confirm that if your proposal is accepted you are aware of and agree to the following conditions:	<i>Please tick all boxes to indicate that you agree to all three conditions. Report templates/guidance will be provided.</i>
19	Please confirm that you have read and accepted the terms and conditions	<i>Please tick that you have read and accept the SW Greener NHS Programme Fund Terms & Conditions</i>

Your completed application form, along with any requested additional information, should be submitted via email to dominic.gallagher@dhsc.gov.uk with the subject heading SW Greener NHS project Fund application

Application.

You will receive confirmation of receipt within three working days, along with a unique Bid Reference for managing your application and for on-going communication regarding your proposal.

Applications can be withdrawn at any time, for any reason, by contacting dominic.gallagher@dhsc.gov.uk with your Bid Reference

Bids will be accepted up to **14:00, 10th January 2022.**