**Project Funding Application Form**

**South West Greener NHS Programme 2021/2022**

Each question in this application form is very specific about the information required. **Please ensure that you read the Application Guidance document carefully, complete all sections of this form and provide all of the information requested**. Please ensure that any abbreviations/acronyms are explained at the start of the application; they may then be abbreviated throughout the remainder of the application.

**SUBMISSION DETAILS**

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| **SUBMITTED BY***(name, role, org.)* |  |
| **CONTACT NUMBER** |  |
| **EMAIL ADDRESS** |  |
| **SUBMITTING ORGANISATION/LEAD PARTNER** |  |
| **PARTNER ORGANISATION(S)**  *(if a joint bid)* |  |

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| *Details of how to complete each section of this form correctly are found in the Application Guidance document. Please confirm that you have followed this guidance* | |  |  | | --- | --- | |  | I have read and followed the Project Fund Application Guidance | |

**SECTION ONE: PROPOSAL OUTLINE**

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| * 1. **Name of proposed project (25 words max)** |
| *Please provide a name for the proposed project that you wish to be considered* |

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| * 1. **Summary of proposal (750 words max)** |
| *What are you proposing to do and why?*  *What need are you addressing and what evidence can you provide of that need?*  *What are your key objectives?*  *How will the project be managed?*  *Please include current position/baseline, benefits to net zero agenda, feasibility, options appraisal, proposed delivery approach including named partners, beneficiaries.*  *If the £12K does not cover the total project cost, where will the remaining funding come from?* |

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| * 1. **Please explain how this proposal can accelerate existing greener programmes or projects of work (200 words max)** |
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**SECTION TWO: ALIGNMENT WITH GREENER NHS PRIORITIES**

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| ****4)**  **Which Net Zero Carbon priority/priorities does your proposal address? (200 words max)**** |
| Please explain how your project aligns with the NZC priorities and check the relevant boxes below. Please choose the boxes most relevant for the priority area your proposal aligns with and do not tick all.   |  |  | | --- | --- | | **2021-22 Net Carbon Zero Themes** | | |  | 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 |   ***Further detail of these themes is available in the Application Guidance document, and ‘Delivering a Net Zero Carbon National Health Service’***   |  |  |  | | --- | --- | --- | | **NONE / OTHER** |  | *Please select this option if your proposal does not clearly align to any of the above priority topics, but you believe it addresses a current un-met need* | |  |  |  | |

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**SECTION THREE: PROJECT DELIVERY**

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| 5) ****Key Project Timescales**** |
| (What is expected to happen, when?)   |  |  | | --- | --- | | **Jan 22** |  | | **Feb 22** |  | | **Mar 22** |  | |

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| **6)** **Will your proposed project activity require access to, changes to, or integration with existing IT infrastructure or systems to enable delivery?** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | |  | Yes | |  | No | |  | | |  |  | | --- | --- | |  | Don’t Know | |  |   Please only select the ‘Don’t Know’ option if you are currently unable to assess whether the activity will require access or changes to IT systems or infrastructure. If selected for progression, you will need to engage the relevant IT departments of pilot sites to establish these requirements prior to achieving final sign-off for funding. |
| **If Yes, please give details below. (200 words max)** |
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| **7) What risks have you identified and how will you mitigate them? (250 words max)** |
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**SECTION FOUR: BUDGET, FINANCE & IMPACT**

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| **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)** |
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| ****9)** **What is the total maximum amount of funding requested?**** |
| Please ensure amount stated is fully inclusive of all VAT.Must be at least £2,500 and not be greater than £12,000 but please state if the funding is part of a larger programme. Please state if the costs could vary and explain why.£ |

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| 10) ****Please provide a breakdown of how the funds will be used against key budget headings and when they will be incurred.**** |
| Please ensure you list the costs associated with each project task and include VAT where applicable. |

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| ****11) Which organisation will funding be paid to?**** |
| Please note that funding will only be paid to organisations, not to individuals  Scheduling of payment will be agreed with the regional finance team prior to sign off. |

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| **12) What comes next after this project?**  **How will you ensure that the project outcomes are sustainable/replicable/scalable after this project ends? (150 words max)** |
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**SECTION FIVE: DATA PRIVACY IMPACT ASSESSMENT**

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| **13) Will the project collect/use/process personal confidential data?** | |
| |  |  | | --- | --- | |  | Yes | |  | No | | |
| *If ‘yes’, please tick below which of the personal and sensitive data items below the asset / system/project will process.* | |
| Personal Data Items   Forename(s)  Surname  Address  Postcode  Date of Birth  Home Telephone Number  Mobile Telephone Number  Other Contact Number  GP Name and Address  Legal Representative Name (Next of Kin)  NHS Number  National Insurance Number  Photographs / Pictures of persons  Other – please state below:   |  | | --- | |  | |  | | Sensitive Data Items   Gender  Religion  Ethnic Origin  Medical Information  Occupation / Employment  Other – please state below:   |  | | --- | |  | |
| *A Data Privacy Impact Assessment (DPIA) form will need to be completed if you answer yes and your proposal is shortlisted for the panel.* | |

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**SECTION SIX: POLICIES**

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| **14) Please indicate whether the lead organisation has the following in place.** |
| |  |  | | --- | --- | |  | Equal Opportunities Policy | |  | Green Plan |   *If ticked, please attach a copy or include link when submitting your application* |

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## SECTION SEVEN: OPERATIONAL DETAILS

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| 15) Registered details of bidding organisations |
| |  |  |  | | --- | --- | --- | | **Name of Organisation** | **Registered Address** | **Organisation Type** | |  |  |  | |  |  |  | |  |  |  | |

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| 16) Who is the senior sponsor for this project with overall accountability and oversight for delivery? |
| (Please complete all sections and ensure you have the required approval for this work if successful)  Name:  Organisation:  Job Title:  Email address:  Telephone Number: |

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| 17) Who will be the operational lead for this project with responsibility for day-to-day delivery? |
| (Please complete all sections)  Name:  Job Title:  Organisation:  Email address:  Telephone Number: |

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#### SECTION EIGHT: APPLICANT AGREEMENT

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| 18) Please confirm that if your proposal is accepted you are aware of and agree to the following conditions: |
| *Applicants must tick all boxes to indicate that they agree to all three conditions*   |  |  | | --- | --- | |  | Agreement of a start date for the project to commence, with completion assured before 31 March 2022 | |  | Provision of a (mid-point) project update report to the SW Regional team | |  | Production of a (final) project report to the SW Regional Team | |

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| **19) Please confirm that you have read and accepted the terms and conditions** |
| |  |  | | --- | --- | |  | I have read and accept the SW Greener NHS Programme project Fund Terms & Conditions | |

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**Your completed application form, along with any requested additional information, should now be submitted via email to** [**Dominic.gallagher@dhsc.gov.uk**](mailto:Dominic.gallagher@dhsc.gov.uk) **with the subject heading South West Greener NHS Project Fund 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](mailto:Dominic.Gallagher@dhsc.gov.uk) **with your Bid Reference**

**For Call One bids will be accepted up to** **14:00, 10th January 2022.**

* Timeline
  + *15th December application open*
  + *(14:00) 10th January application closes*
  + *12th January applications reviewed*
  + *13th January SRO sign off*
  + *14th January Letters Issued*

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