 

**Application Form Catalysts for Change 2019/20**

**Closing Date: Monday 23 September 2019 (Noon)**

Please read the Guidance (available to download [here](https://www.qnis.org.uk/wp-content/uploads/2019/07/2019-Catalysts-Application-Guidance.pdf)) before completing this application. Following the Guidance increases your chances of success. If you have questions, concerns or would welcome a pre-application discussion, then please contact Jonathan Sher at [jonathan.sher@qnis.org.uk](mailto:jonathan.sher@qnis.org.uk) or on 0131 229 2333.

*Incomplete applications will not be considered. That includes completing Appendix 1 and 2 at the end of this Form. Please send your fully completed application form to:* [*jonathan.sher@qnis.org.uk*](mailto:jonathan.sher@qnis.org.uk)*.*

\*\*\*\*\*\*\*\*\*\*\*

All Catalysts for Change projects must be community nurse-led; co-produced with the intended beneficiaries; and, pursue significant ways of preventing, reducing or overcoming health inequalities within Scotland.

There will be two groups of projects funded for 2019/20. One is on the theme: *Psychological Trauma (Toxic Stress*). This broad thematic category is explained in the application Guidance. The other category is open for any project proposal leading to greater equity in health and wellbeing. Please mark your one preference in the box below.

**This application should be considered in the psychological trauma category  OR**

**This application should be considered in the open category**

**Lead Applicant**

|  |  |
| --- | --- |
| The Lead Applicant, who must be a community nurse in Scotland, will be the QNIS contact. She/he is responsible for submitting this application. If funded, then this is the person with primary responsibility for implementing this project and communicating regularly with QNIS. | |
| **Name of Lead Applicant** |  |
| **Job Title** |  |
| **Address for Correspondence** |  |
| **Email** |  |
| **Phone Number(s)** |  |
| **Name of Employing Organisation** |  |

**Proposed Project**

**Project Title**

|  |
| --- |
| *25 words* |

**Background [What concerns and/or opportunities are driving this application/project?]**

|  |
| --- |
| *200 words* |

**Project Summary [What do you intend to do; where; with whom; and, why now?]**

|  |
| --- |
| *300 words* |

**Project Outcomes [If successful, what will happen and what difference would that make?]**

|  |
| --- |
| 200 words |

**Project Participants [Who should benefit; and what decision-making roles will they play?]**

*200 words*

**Project Activities [What are examples of intended actions to achieve the outcomes?]**

|  |
| --- |
| *150 words* |

**Project Evaluation [How will you assess, document and share what happens?]**

|  |
| --- |
| *150 words* |

**Project Impact [How will this project be a *Catalyst for Change*, locally and more widely?]**

|  |
| --- |
| *150 words* |

**Project Partners/Sponsors [Who are your partner organisations & how will they help?]**

|  |
| --- |
| *100 words* |

**Project Approval [Is ethics approval required? Is there an employer agreement?]**

|  |
| --- |
| *100 words* |

**Project Timetable [What, and when, are the major anticipated milestones?]**

|  |
| --- |
| *100 words* |

**Personal Statement [What led you to apply? What does this project mean to you?]**

|  |
| --- |
| *200 words* |

**Appendix 1**

**Budget Outline**

A detailed budget is not required. However, it is necessary to indicate the broad categories (listed below) in which you intend to use the Catalysts for Change project funding (up to £5,000 for the entire project). Please note these funds are not to be used for ‘backfill’.

My anticipated CfC project costs are:

|  |
| --- |
| **Staff:**  **Travel:**  **Participants:**  **Venues:**  **Documentation/Evaluation:**  **Other (e.g. materials, supplies, refreshments etc.)***:*  ***TOTAL COSTS:*** |

**I also anticipate that matching funds and/or in-kind contributions\* will be made by the following organisations:**

|  |
| --- |
|  |

**\*Note: These can range from free venue use to donated materials/supplies, as well as from staff salary subsidies to free office support. It should include whatever organisation will receive and administer the project’s funds. No monetary value for in-kind contributions needs to be estimated or listed.**

**Appendix 2**

**Supporting Statements**

Project sponsor’s (usually the employing organisation) supporting statement

I support this application and, if successful, commit to enable the Project Lead to implement the project as planned and provide the necessary support and guidance for the implementation of the work and development of interim and final reports. Should my role change within the time frame of the project I will hand over this responsibility to an appropriate colleague and notify QNIS.

Signature:

Name:

Job Title:

Organisation:

Date:

Partner organisation (e.g. a Third Sector organisation) supporting statement

*Note: A lead person in each partner organisation should sign – please copy this Appendix, as necessary*

I support this application and, if successful, commit to enable the Project Lead to implement the project as planned and provide the necessary support and guidance for the implementation of the work and development of interim and final reports. Should my role change within the time frame of the project I will hand over this responsibility to an appropriate colleague and notify QNIS.

Signature:

Name:

Job Title:

Organisation:

Date:

***Thank you for applying to Catalysts for Change Programme, developed in partnership by the QNIS and The National Lottery Community Fund.***