 

**Application Form Catalysts for Change 2021/22**

**Closing Date: Thursday 26 November 2020 (Noon)**

Please read the Application Guidance (available to download at [insert link here] before completing this application. Following the Guidance increases your chances of success. If you have questions or concerns, then please contact Jonathan Sher at jonathan.sher@qnis.org.uk or Sarah Doyle at sarah.doyle@qnis.org.uk. You are also welcomed to call 0744 333 1953 for a preliminary conversation.

**Pre-application discussions with QNIS are strongly encouraged.**

*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:* *dawn.cruse@qnis.org.uk**.*

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All Catalysts for Change (CfC) 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. A fuller explanation can be found in the Application Guidance {Insert link here].

**Lead Applicant (Project Lead)**

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

**Proposed Catalysts for Change Project [Estimated number of words in each box]**

**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? What difference would that make?]**

|  |
| --- |
| 200 words |

**Project Participants [Who should benefit? What active/key 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 Allies [What community organisation(s) will be involved & how will it/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 QNIS/TNLCF 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 groups or 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 (serve as this project’s grant holder). No monetary value for in-kind contributions needs to be estimated or listed.**

**Appendix 2**

**Supporting Statements**

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

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

Signature:

Name:

Job Title:

Organisation:

Date:

Key Supporter’s statement (usually a community group or Third Sector organisation)

I endorse this application and agree it would be meaningful work that is needed in our community. If funded, then I commit to helping the Project Lead implement the project as successfully as possible. Should my role change within the time frame of this CfC 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 the QNIS/TNLCF Catalysts for Change programme.***