



Guidance Notes for Applicants

Catalysts for Change 2022/23

Our Catalysts for Change programme offers funding of up to £5,000 to help community nurses in Scotland - and their local partners - to explore and develop short-term projects that prevent, reduce, or overcome health inequalities. Projects must be led by a community nurse based in Scotland.

In 2022/23, we will consider supporting work that:

- Supports recovery from the COVID-19 pandemic;
- Prevents, or mitigates the impact of, psychological trauma; or,
- Otherwise leads to greater health equity for individuals, groups and/or communities.

The closing date for applications is **Thursday 28th October 2021**. Pre-application discussions with QNIS are strongly encouraged.

The projects selected for funding will begin before April 2022. They are expected to have a 12-month implementation period. Support is offered by QNIS and the Community Fund.

This funding programme is delivered by QNIS and generously supported by The National Lottery Community Fund. It aims to assist community nurses anywhere in Scotland to improve lives and life chances in their local areas, especially for those who have been marginalised or are facing inequalities. Another goal is to encourage closer, mutually beneficial relationships between nurses and their communities.

A strong application for a Catalysts for Change project should be:

- **People-led** – meaningfully involving the people you're working with in the development, design, and delivery of your activity.
- **Strengths-based** – making the most of, and building on, the skills and experiences of people and assets within communities.
- **Connected** – having a good understanding of what others are doing locally, developing good working relationships, and complementing and adding value to other relevant activity in your area.

There is symmetry between QNIS giving priority to ‘community nurse-led’ projects and the Community Fund’s focus on ‘people-led’ ones. The common ground is a very strong preference for activities that are: a) informed and guided by the lived experience of all the participants (including the community nurses); and b) implemented in a way that embodies an ethos of trust, kindness, respect, and shared decision-making among participants.

All applications will be considered together, rather than in separate categories. What matters most are the quality and potential benefits of the proposed project in relation to promoting health equity or preventing/reducing health inequalities. Catalysts for Change projects must be realistic and propose actions that can be successful in a world where the pandemic and its effects continue to be present.

A remarkable number of the previous Catalysts for Change projects have gone on to make a meaningful and lasting difference in people’s health and wellbeing. One recent example is Project Lead Sarah Everett of the Yellow Practice in Govan, who won the 2019 Royal College of Nursing’s *Patient’s Choice Award* – the only Scottish winner. She led the Catalysts for Change project that created the Govan Men’s Shed and you can find out more about it, and other projects, on our website: <https://www.qnis.org.uk/catalysts-home/catalysts-complete/>

Why apply to Catalysts for Change?

Although both the funding (up to £5,000) and the time (approximately one year) are limited, previous participants in the Catalysts for Change programme have been able to make a difference and collated the evidence for an intervention to be sustained. A survey of all previous Project Leads revealed that nearly all still rate the experience highly and continue to see themselves as change makers. Other benefits include:

- Seeing people with whom you work gain confidence and competence as they improve their health, wellbeing and sense of agency.
- Joining a series of workshops among Project Leads that result in peer support and professional development networks.
- On-going support primarily from QNIS, but also from the Community Fund.
- National platforms highlighting each project’s accomplishments and opening doors to new opportunities; and,
- Strengthening and expanding bonds within your own communities.

Who is eligible to apply?

The applicant (who will become the Project Lead) must be:

- A registered nurse in Scotland working in a community setting
- Currently practising in a relevant role
- Able to show evidence of support from a line manager (or equivalent) to complete the proposed project
- Able to provide evidence that one local agency/organisation will administer the funds allocated to each CfC project, i.e. become the grant holder. *Please note that the grant holder does not lead or control the project.*

Sustained change usually involves teamwork. Applicants are encouraged to bring together a group of people with the commitment and talents needed to help the proposed project succeed. It is recommended this team includes a colleague with evaluation skills.

Projects Leads are expected to:

- Be the actual leader of, and decision-maker for, this project.
- Secure the participation of an appropriate grant holder (charity, private or public) that will receive, administer, distribute, and maintain records on all CfC project funds.
- Organise invoicing for project funds by the grant holder. These will be given in three tranches; one at the beginning of the project; the second after submission of a satisfactory interim report; and the third/final one after an approved final report.
- Provide a short summary for the QNIS website.
- Cooperate and collaborate with the QNIS and Community Fund communications teams to document and share the story of your project.
- Deliver the project objectives by working closely with at least one other relevant organisation in your community.
- Engage positively with QNIS and Community Fund staff.
- Attend three one-day Catalysts for Change workshops (virtual or in-person) at dates to be determined in 2022.
- Submit an interim report after six months that sets out the progress made, key learning points, plans for the next six months and a financial update.
- Carry out the project in accordance with the project application -- and notify QNIS, as early as possible, of any significant changes anticipated as the project develops.
- Acknowledge QNIS and the Community Fund in all project presentations and publications.
- Make any knowledge gained from your CfC project freely available to others.
- Present the findings of your project at one or more QNIS conferences and events.
- Ensure accurate financial records of your CfC project are kept and shared with QNIS.
- Provide a high-quality final report (up to approximately 5,000 words).

Application process

Complete the application form and email to: dawn.cruse@qnis.org.uk

You are welcome to contact QNIS by email sarah.doyle@qnis.org.uk if you have any questions. Sarah is also available for a pre-application conversation about your Catalysts for Change idea. **Discussing your project with QNIS well before the application deadline is strongly encouraged.**

The closing date for applications is Thursday 28th October 2021. Neither incomplete nor late applications will be considered.

All complete applications submitted by eligible applicants will be reviewed first by QNIS and Community Fund staff and then by the independent Catalysts for Change Advisory Group.

Successful project proposals will be selected based upon:

- The quality of the case made in the application
- Alignment with CfC's objectives/guidance and the Community Fund's approaches
- The importance of the proposed project's issues, opportunities and potential impact
- Confidence in the capacity of the applicant and partners to do exceptional work
- The likelihood of becoming a Catalyst for Change within and beyond the community

Decisions will be communicated to all applicants during December 2021. The projects selected will be implemented April 2022 – March 2023. The months between the project's approval and its start date should be used to strengthen planning, development and recruitment prior to implementation.

We appreciate your interest and look forward to hearing from you.

Hints and tips for completing the application form

1. Try to be as specific as you can about what you want to do and why. The application form doesn't need to be written in formal academic language but you do need to explain your ideas in a clear and logical way.
2. The word counts are intended as a guide. We don't want you to write significantly more than the suggested limit, but don't worry if you have, for example, 155 words instead of the suggested 150.
3. As well as reading this guidance, make sure you understand The National Lottery Community Fund's priorities:
<https://www.tnlcommunityfund.org.uk/funding/funding-guidance/three-approaches-scotland>
4. At the section *Project Timetable*, try to set out a summary of the different stages of your project and the key milestones. You might find it helpful to do this in quarters e.g. April – June; July – September; October – December; January – March. The aim of this section is for you to show you have a realistic plan that will enable you to deliver your project within the 12-months available.
5. At the section *Budget Outline*, explain exactly how much funding you need and what you will use it for. Remember that if you underestimate your costs you will not be able to apply for top-up funding, and that if you overestimate you will need to return any unspent funds. To help you work out your costs, you might want to include e.g., staff costs (but not backfill), volunteer expenses, venue hire, travel costs, refreshments, documentation/evaluation, training costs, IT/digital expenses. If you require e.g., training or digital costs for 6 people, please state the unit cost for 1 item and then calculate to show the total cost. Double check to make sure the figures add up accurately.
6. If you have any questions, please ask us! We want to help you to be successful in your application for funding 😊