

CSP Professional Network Funding – Application Guidelines 2021

Outline for the application process

In 2021 there will be two funding rounds, April and September. All Professional Networks (PNs) can apply for funding of any project in line with the guidance below. Projects can be **non-clinical or clinical focused** but must be able to adhere to the following criteria below. Funding is awarded via panel review by the CSP.

April 2021 submissions – open on 3 March 2021 and closed on 14 April 2021. Submissions will then be reviewed, scored and results emailed to PNs by the end of April.

Guidance criteria

1. Applications can be made for funding up to £10,000. 'Exceptional' amounts are established by request and in discussion with the CSP. The total amount available for 2021 is approximately £56,000. Funding can be competitive, and each application is reviewed and 'scored' by a CSP panel, for each particular funding round.
2. Non-CSP funding can be combined together with any funding awarded to an application.
3. PNs may only submit one project per funding round.
4. PNs may submit either an individual application, or a joint application for funding where one application is submitted collaboratively with another PN. PNs will need to communicate where they see potential to work together towards their individual objectives.
5. PN resources (number of staff and/or time commitment) to complete the project must be agreed with the relevant PN members before the brief is submitted.
6. Accepting CSP funding is a commitment to carrying out all activities related to the project within the agreed time span of 12 months from approval of the project. However, this can be varied on an individual project basis, if required.
7. The CSP does not have the capacity to provide administrative or project management support, this must be managed by PNs.
8. **Funding will not be considered for activities associated with the normal running of individual PNs or associated events, such as administrative functions (including websites), staffing costs or events such as conferences.**

Professional Network Funding Application Form

PNs complete Section 1, the Project Brief. The purpose of this is to support PNs in planning their project, and to 'brief' the CSP about the project, enabling the organisation to fairly consider all projects submitted.

PNs should consider the scoring matrix criteria as part of their submission. There is also a checklist, which forms part of the submission to ensure all key questions have been considered.

As part of the process this year, and based on PN feedback last year, we have introduced the requirement of PNs to verbally present their project via a pre-recorded video, which will be reviewed by the CSP panel. This will enable a more in-depth analysis of projects that are submitted. Instructions on this part of the process are detailed on the application form.

A CSP Professional Network Funding Evaluation Form will be sent out separately after each round of applications. PNs need to complete this form, which enables quality control and improvement of the process.

Supporting documents

To help you complete the Application Form, it is **strongly advised** for each PN to read and have an awareness of the following documents, which should link to the project being submitted:

- CSP vision, mission and strategy: <https://www.csp.org.uk/about-csp/our-strategy-2020-22>
- CSP Charitable Trust: <https://www.csp.org.uk/professional-clinical/research-and-evaluation/research-funding/physiotherapy-research-foundation> (information on further funding available from the CSP).

If you have any questions about the process, please contact: **Julie Blackburn**, CSP Professional Adviser or **Fiachra Pilkington** Admin Officer: pnenquiries@csp.org.uk