

## **CSP Professional Network Funding – Application Guidelines 2021**

### **Outline for the application process**

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. Funding is awarded via a CSP panel review.

**October 2021 submissions** – open on 1<sup>st</sup> October 2021 and closed on 12<sup>th</sup> November 2021. Submissions will then be reviewed, scored and results emailed to PNs by the end of November/early December.

### **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 (Jan to Dec) is approximately £56,000, which includes the 2021 April funding round, from which awards have already been made to successful bids. Funding can be competitive, and each application is reviewed and 'scored' by a CSP panel, for each particular funding round. There are 2 funding rounds per year to which projects can be submitted, April and October.
2. Non-CSP funding can be combined together with any funding awarded to an application.
3. PNs may submit only one application per funding round; applications must state clearly if more than one project needs to be funded. Priority will be given to those PN's who have not received any funding within the previous 12 months or previous funding round.
4. PNs may submit only one individual application from their own network, but can also submit a joint application collaboratively with another PN or network. 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. Funding will need to be returned to the CSP if the project is not completed.

7. The CSP does not have the capacity to provide administrative or project management support, this must be managed by PNs.
8. If submissions have been reviewed but the panel needs further clarity before a decision to fund the project can be made, additional information will be requested either via email, or via the option of a Q and A virtual meeting for the panel and PN.
9. **Funding will not be considered for activities associated with the normal running of individual PNs or associated events, such as administrative functions (including websites), routine staffing costs or events such as conferences.**

### **Professional Network Funding Application Form**

The application form is on a separate document to this guidance document. **PNs need to 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 looking at 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. **Please note: the video is in place of a written application** and submitting a written version will not be accepted. Scoring will be given on the content of the video and the supplementary information on costs associated with the project.

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](mailto:pnenquiries@csp.org.uk)