



CSP Professional Network Funding Application

Section 1: Professional Network Project Brief

For completion by PNs

(Please refer to the 2022 funding guidelines for further advice on completion if required)

Title of Project:	
Key aims of project:	
Professional Network(s):	
PN Project Lead(s):	
Contact: e:	t:
Submission date:	

Submission of a PN project will consist of three parts, which are described below, and all parts need to be submitted before the deadline date.

1. A pre-recorded video from the project leads which should aim to clearly describe and outline the project.
2. Project funding table (page 3)
3. Completed submission checklist (page 4)

Please note: No written applications will be considered and the scoring will be completed using the above 3 parts to the submission.

Video recording submission criteria

Please provide a video recording of your project as part of your application for funding. The recording should be **no more than 5mins** in length and as a guide should cover the following key questions:

Objectives of the project

- What is the overall aim of the project and how will it benefit both your members and the wider CSP membership. See supporting documents and link to current CSP strategy.

Deliverables

Deliverables are the main outputs that have to be produced in order to achieve the project objectives. Deliverables should be tangible and might include things such as reports, consultation documents, ICT systems, trained staff, documents and marketing material.

- What products and/or services will be delivered by the project?
- How will they be promoted during/on completion of the project and in collaboration with the CSP. Think about platforms for promotion and wider membership.

Outcomes

- What are the intended outcomes of the project? How will the outcomes be measured? What are the benefits to members / patients / wider healthcare, on completion of the project. Consider members of your network, other networks such as diversity networks and the wider CSP membership.

Timescales

- Please indicate the overall timescales of the project with a maximum of 12 months. Inclusion of a Gantt chart may be useful to indicate what will be achieved and by when.

Risks to successful implementation

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- Please outline any potential risks to the project not being completed in the agreed timeframe. How will any barriers to completion be overcome?

Project funding breakdown

Please supply information as to the costs required to complete the project in the table below. Please also consider including this within the video part of the submission.

	2022 or up to 12 months	Total
PN additional staff costs that is outside of normal PN work (number of staff and/or hours)		
Other costs associated with project		
Any other funding agreed for project that is non-CSP		
Total CSP bid amount requested:		

Checklist for submission

- The project relates to the current strategic aims of the CSP
- The project considers the wider membership and benefits members other than your own Network i.e. students, support workers, other PNs, other specialist networks including Diversity Networks.
- The project can be completed within 12 months of funding approval.
- The project has been discussed with the relevant PN committee / PN members prior to submission
- We have considered collaboration with other PNs and Diversity Networks as part of a joint submission if applicable.
- We can commit to providing regular quarterly updates with the CSP to discuss the progression and address any issues with the project.
- We have considered and planned for how the project is to be promoted to members in collaboration with the CSP once complete.

Submission

- Please send this completed form, **which must include completion of the funding table and checklist** to the PN mailbox pnenquiries@csp.org.uk by the closing date. If you wish to attach any additional documents such as Gantt chart or equivalent, please also attach to the email when sending back to the PN mailbox. Written submissions will not be accepted.
- Please send video submissions to: **This link will be confirmed and open by Friday 8th April 2022.**

If you would like to discuss any aspects of the submission, or need further support in applying, please contact Julie Blackburn (Professional Advisor) or Linda Grootegoed (PN admin support) by emailing pnenquiries@csp.org.uk

Section 2: CSP Professional Network Funding Scoring Form

For completion by the CSP panel, in conjunction with the scoring matrix on page 6 as guidance

Criteria	Score: Each section has max of 4	Comments:
<p>Aims of the Project Overall aims identified, relevant to members and in line with CSP strategy.</p>		
<p>Deliverables What is the end product from the project? How will this be delivered and promoted to the wider CSP membership and other Professional, Regional and Diversity Networks.</p>		
<p>Outcomes What is the intended outcome with regard to benefits to members / patients / wider healthcare? How will the project outcomes be measured?</p>		
<p>Timescales Does the project have a realistic timeframe and is this clearly identified. This includes implementation of the project and inclusion of Gantt chart or equivalent.</p>		
<p>Risks What are the risks to not completing the project, can they be mitigated. Does other stakeholder involvement affect the risk to complete the project?</p>		

Total score (out of maximum score of 20):

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Marking criteria	0 Unsatisfactory	1 Satisfactory	2 Good	3 Very Good	4 Excellent
Submission criteria					
Aims of the Project Overall aims identified, relevant to members and in line with CSP strategy.	No aims identified and no link to CSP strategy.	Aims identified but no detail and still unclear. Little or no mention of link to CSP strategy.	Aims identified and linked to CSP strategy but with limited detail. Limited detail as to relevance for members.	Aims clear and identified with good level of detail. Clear explanation of relevance to own network members but lacking awareness of wider membership. Explanation of link to CSP strategy.	Aims extremely clear, identifiable, and clear description of relevance of the project to the network and wider CSP membership. Detailed knowledge and understanding of alignment to CSP strategic objectives.
Deliverables What is the end product from the project and how will this be delivered and promoted to the wider CSP membership and other Networks.	No clear end product from project, no mention of promotion to members or other networks	Brief mention of end product from project. Brief details about the delivery and promotion of project.	End product from project is clearly identified. Delivery of the project is explained. No or little mention of wider promotion to members.	Clear end product from project, with clear plan for delivery to own members. Some mention of wider promotion to other networks and wider CSP membership.	Very clear explanation of end product. Clear detailed plan as to how and when to promote to own members and wider membership including other external stakeholders. Includes collaboration with CSP to aid delivery of project.
Outcomes What is the intended outcome with regard to benefits to members / patients / wider health care. How will project outcomes be measured?	No outcomes mentioned. No link to how outcomes will be measured.	Brief mention of intended outcomes from project, no mention of outcome measures.	Intended outcomes of project identified with some mention of outcome measures. No mention of impact of the benefits to wider membership / healthcare.	Clear and identifiable outcomes with realistic outcome measures explained. Benefits to wider membership and healthcare explained, but limited detail.	Specific, identifiable and clear outcome/s with detailed explanation of benefits to members / clients / wider healthcare. Appropriate outcome measures explained and evidenced in relation to project.
Timescales Does the project have a realistic timeframe and is this clearly identified. This includes implementation of the project and inclusion of Gantt chart or equivalent.	No timescale or indication of how project will be implemented. Timeframe is completely unrealistic	Timescale mentioned but not realistic to project brief. Brief details of how project will be implemented.	Timescale explained and plan on how to implement is clear but lacking detail. No attached Gantt chart or equivalent to support timescale.	Clear and identifiable timescale, which is appropriate for the project. Implementation is explained in some detail and clear. Attached Gantt chart or equivalent.	Clear & realistic, detailed timeframe as to project completion with addition of Gantt chart or equivalent. Includes specific detail including key stakeholders and their involvement throughout the project.
Risks What are the risks to not competing the project, can they be mitigated. Does other stakeholder involvement affect the risk to complete the project?	No indication of potential risks or barriers to the project not being completed.	Brief mention of risks, but no detail on how to avoid. Limited explanation of how to overcome barriers to the project.	Identification of risks but lacks appropriate plan on how to mitigate risks or overcome barriers to project completion.	Clear and identifiable risks and barriers, clear plan as to how to mitigate risks to completion. Lacks detail regarding impact of risks on wider project delivery.	All risks clearly identified, with detail as to reasons for risks and mitigation of risks. Detailed understanding of impact of stakeholder involvement and associated risks.

Panel notes

(Please make any further notes relating to scoring of each project here)