



## CSP Professional Network Funding – Application Guidelines 2022

### Outline for the application process

All Professional Networks (PNs) can apply for funding for 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 and scoring.

**April 2022 submissions** – open on 1<sup>st</sup> April 2022 and closes on Fri May 6<sup>th</sup> 2022. Submissions will then be reviewed, scored and results emailed to PNs by May 20<sup>th</sup> 2022.

### 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 2022 (Jan to Dec) is approximately £56,000, which will be split into 2 equal amounts per round, the 2<sup>nd</sup> round being Sept 2022. Funding can be competitive, and each application is reviewed and 'scored' by a CSP panel, for each particular funding round. If a submission is not successful in the first round, it can be re-submitted in the following round. There are 2 funding rounds per year to which projects can be submitted, April and September.
2. Non-CSP funding can be combined together with any funding awarded to an application.
3. PNs may **submit only one application per 12 months**, either the April or September round. Priority will be given to those PN's who have not received any funding within the previous 12 months or previous funding round. If a PN already has an outstanding project that has not been completed within a previous 12 month period (or longer if extended), funding for new projects will not be approved.
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. 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.

**Please note:** the requirement of a pre-recorded 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 **Linda Grootegoed** Admin Officer: [pnenquiries@csp.org.uk](mailto:pnenquiries@csp.org.uk)