# **CSP professional network funding awards application guidelines**

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## Outline for the application process

All CSP 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.

## 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. There is 1 funding round per year to which projects can be submitted. The total amount available is approximately £56,000. 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, it can be re-submitted in the next round with updates based on the feedback from the panel. Non-CSP funding can be combined together with any funding awarded to an application.
2. PNs can submit more than 1 individual application from their network in a round however, priority will be given to those PN’s who have not received any funding within the 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.
3. In addition to individual application PNs may submit a joint application collaboratively with another PN or CSP network. PNs will need to communicate where they see potential to work together towards their individual objectives.
4. 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.
5. Accepting CSP funding is a commitment to carrying out all activities related to the project within the agreed time span of 12 months from the 1 January after the project has been approved i.e. project approved Oct 2024, funding year starts 1 Jan 2025 and runs until 31 Dec 2025.
6. Accepting the CSP funding is a commitment to the terms and conditions of professional network funding awards.
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 a word document for you to complete**.** 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 any 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 may be sent out separately after each round of applications. PNs need to complete this form, which enables quality control and improvement of the process.

## Video recording submission criteria

Please provide a video recording of your project as part of your application for funding. Typically, the expectation of the video recording is that it will consist of relevant project members talking about the project and sharing slides with key information. 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.
* This section might start “Completion of this project will result in....”. Objectives should be SMART – specific, measurable, achievable, relevant and time-bound.  Avoid words like improve, optimise, clarify etc.  These are vague words that mean you cannot measure your result.  You should show how the objectives contribute towards and are consistent with CSP corporate objectives.

**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**

* Think about whether the outcomes are tangible/intangible.  What target should you set for each outcome? How are you going to measure achievement of each target?  For example, all staff will be able to use the APT to assist in member queries.
* 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**

* 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

You will be asked to supply information as to the costs required to complete the project using the funding table template. Please also consider explaining this within the video part of the submission.

Provide your best estimate of the likely cost of completing this project.  Provide detail at an appropriate level (you can always attach to the online form supporting calculations if working on a large/complicated project).

Don’t forget to include a realistic contingency figure (you can discuss the level with your sponsor).

## 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>
* CSP professional network funding awards terms and conditions
* 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).

You must [upload a completed application form and your video submission](app.box.com/f/21afb4fa632841c99c3a73dd1f1df1ae) by the deadline stated.

**Note, if you require any adjustments to be made to the PN funding application process due to accessibility needs or for any other reason please contact us to discuss how we can accept your application prior to the deadline** **pnenquiries@csp.org.uk**

If you have any questions about the process, please contact**:** CSP Networks Engagement Officer: pnenquiries@csp.org.uk

## Marking Criteria

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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.  |