

**CSP Professional Network Funding Award Application**

**Section 1: Professional Network Project Brief**

**For completion by PNs**

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

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| **Title of Project:**  **Key aims of project:** | |
| **Professional Network(s):**  **PN Project Lead(s):**  **Contact Email:** Phone: | |
| **Please state any conflicts of interest:** | |
| **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. 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**

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.

Provide your best estimate of the likely cost of completing this project. Provide detail at an appropriate level (you can always attach supporting calculations if working on a large/complicated project).Use the staff costs calculator to estimate what internal staff costs will be. Don’t forget to include a realistic contingency figure (you can discuss the level with your sponsor) .

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| --- | --- | --- |
|  | 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 (provide a detailed breakdown) |  |  |
| 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 professional network i.e. students, support workers, other PNs, other CSP networks including diversity networks, regional 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 CSP networks as part of a joint submission if applicable.**
* **We can commit to providing regular written updates every quarter (and by virtual meeting where needed) 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.**
* **If this application is successful, we agree to the application video being shared with other professional network members as examples of successful funding applications.**

**Submission**

* Please upload this completed form, **which must include completion of the funding table and checklist, and your video submission** to [the PN funding dropbox](https://app.box.com/s/lcx9z19jmg9rhh0kz33vkxds4nxbs1ap) by the deadline**.** If you wish to attach any additional documents such as Gantt chart or equivalent, please also upload those documents. Written submissions will not be accepted.

If you would like to discuss any aspects of the submission, or 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](mailto:pnenquiries@csp.org.uk)

**Section 2: CSP Professional Network Funding Scoring Form**

For completionby the CSP panel, in conjunction with the scoring matrix

| **Criteria** | **Score:**  **Each section has max of 4** | **Comments:** |
| --- | --- | --- |
| **Aims of the Project**  Overall aims identified, relevant to members and in line with CSP strategy. |  |  |
| **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. |  |  |
| **Outcomes**  What is the intended outcome with regard to benefits to members / patients / wider healthcare? How will the project outcomes be measured? |  |  |
| **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. |  |  |
| **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? |  |  |
| **Total score (out of maximum score of 20):** |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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)