

The Burdett Trust for Nursing

The Empowerment Programme

Call for Proposals & Guidelines for Applicants

Introduction

The Burdett Trust for Nursing is an independent charitable trust that makes grants to support projects that are nurse-led¹ and focused on supporting the nursing contribution to healthcare. The Trust aims to use its funds to empower nurses and through this to make significant improvements to the patient care environment.

The Empowerment Programme is a new grants programme which aims to identify opportunities and fund projects that advance Burdett Trust's long-term strategic goals. Project proposals are invited from charities, non-profit organisations and public bodies wishing to respond to the challenges and opportunities arising from recent developments in the health sector by empowering nurses and other health professionals to improve care and services to patients.

Proposals are invited from charities, non-profit organisations and public bodies that wish to undertake projects that either:

- A. transform services at the hospital-community interface by empowering nurses and other health professionals to provide the right care, in the right place, at the right time

OR

- B. empower health visitors to provide a comprehensive service by helping them to reassert their roles in promoting health and preventing ill health, particularly among vulnerable groups and communities.

Category A: The hospital-community interface

In the NHS in England most Primary Care Trusts have transferred their provider functions to other organisations, predominantly through 'vertical integration' with Foundation Trusts. The new arrangements create opportunities to transform services. Trusts assuming responsibility for community services have a rare opportunity to consider how services might be better integrated and to look afresh at the roles and responsibilities of nurses, midwives and allied health professionals.

There is scope to develop innovative approaches to patient care, especially at the hospital-community interface, for example by breaking down traditional boundaries between hospital and community nursing to provide continuity of care, deliver seamless transitions, avoid poorly planned discharges, and prevent unnecessary

¹ Where the term nurse is used in this document it includes midwives, health visitors and allied health professionals

(re)admissions – helping to ensure that patients receive the right care, in the right place, at the right time.

Organisations might, for example, wish to review how best to:

- develop and deploy hospital nurses and other health professionals to support patients through care pathways that extend beyond discharge from hospital, providing continuity of care for patients and potentially more satisfying careers for nurses and health professionals
- provide support and care for people with complex disabilities, both in and outside of hospital
- target the work of District Nurses to ensure that their specialist knowledge and skills are used to best effect
- improve services to neglected and marginalized groups such as the homeless.

These examples are illustrative and should not constrain applicants. Trustees are keen to see innovative ideas and plans that hold out the prospect of delivering better outcomes and genuine improvements in patient care.

Category B: Health visiting

Following a period during which health visitor numbers have declined and their activities have been more limited, work is underway to revitalise health visiting. There is now considerable scope to develop the role and skills of health visitors and to look afresh at their education and training.

Trustees are keen to receive proposals for innovative projects that will empower health visitors and help them provide a wider range of interventions in areas which include child health, family support, community development and public health.

Projects might, for example, be designed to:

- enable health visitors to reassert their roles and exercise their skills to promote health and prevent ill health, particularly among vulnerable groups and communities
- expand the roles and enhance the skills of health visitors – and prospective health visitors – to enable them to offer a wider range of targeted interventions
- refocus and extend the support health visitors provide, especially to children and families, to the frail elderly and to vulnerable adults.²

² Established projects such as the Family Nurse Partnership programme, which are Government funded initiatives, will not be eligible for support.

These are illustrative examples which should not constrain applicants from thinking creatively or from developing innovative projects to enable health visitors to better secure the foundations for healthy lives and improve the public health.

Eligibility

Application for a grant from the Empowerment Programme is open to charities, non-profit organisations and public bodies. The programme is not designed to support projects developed and undertaken by individuals.

Applicant organisations must be:

- properly constituted bodies in the public or voluntary sectors, including social enterprises, that provide health services, or
- a university or other charitable educational body that provides health-related education, training or development.

The Trust cannot award grants to private sector organisations.

The Trust will not fund posts, services or direct care that are properly a core or statutory responsibility of Government or a public body. However the cost of locum cover, staff to provide training, support, development, or to undertake project management or evaluation, which are an integral part of the project proposal and would not otherwise be funded by the applicant organisation, may be included in an application for funding.

Funding & Awards

The Trustees have agreed an overall programme budget of £1.7 million to fund Category A and Category B grants.

There will be two levels of award:

Level 1 Projects

Level 1 projects are likely to fall within the range of £100 - £200K (more may be available for exceptional projects of national significance) and will be submitted by:

- organisations – singly, in partnership, or in consortium – to undertake a substantial programme of transformation involving personal, organisational or service development with large groups of staff, and/or
- bodies seeking to establish education, training, development or support initiatives that have pan-organisational or national application.

Level 2 projects

Level 2 projects are likely to fall within the range of £25 - £50K and be submitted by:

- organisations envisaging smaller-scale projects focusing on a narrower activity or service, or a well circumscribed area of professional practice, and/or
- bodies seeking to establish local education, training, development or support initiatives.

Terms and Conditions

- Large-scale transformational projects are likely to extend over many months, and in some cases may extend up to a maximum of three years.
- Level 2 projects are likely to be completed within a twelve month period.
- Projects that exceed six months in duration will be required to submit periodic monitoring reports to the Trust, the timing of which will be project-specific and agreed with successful applicants as part of the approval process.
- Grant payments will be staged and may be withheld if projects do not progress as approved.
- Level 1 projects will be required to have director-level sponsorship, robust arrangements for project management, and a well-developed evaluative strand.
- Applications for projects with a significant educational element will be required to demonstrate evidence of a strong service-academic partnership.
- A final report will be required from all projects.
- In addition to their own plans for dissemination and knowledge transfer, applicants should also be prepared to contribute to a Burdett sponsored conference to publicise the outcomes of the Empowerment Programme.
- The Trust will not fund projects that are part of established improvement programmes or projects which are already funded by other bodies.
- The Trust will not fund projects concerned with the statutory elements of staff transfer or the mandatory retraining or orientation of staff to new organisations.
- Applicants are advised that project proposals will be evaluated on a competitive basis to ensure that funds are used to support projects that best meet the Trust's objectives.

What will Trustees look for in applications?

Trustees anticipate a wide range of project proposals. This means that evaluation criteria will be applied flexibly to recognise differences in the nature and scope of proposals. Trustees expect to receive applications that:

- take advantage of opportunities arising from recent developments in the health sector to propose innovative projects to improve services and care
- involve nurses in leading and delivering improvements in the way in which care and services are organised and delivered
- empower nurses to deliver genuine and sustainable improvements in care, services and health outcomes for patients and the public
- generate learning or new practices that can be shared with others and which have the potential to be adopted more widely

- involve patients and/or the public in shaping and evaluating the project
- promote collaborative working among health professionals, and partnerships within and across organisations
- have the support and backing of key stakeholders, sound arrangements for project management and monitoring, and robust plans for evaluation
- represent good value for money
- are succinct, well argued and demonstrate clearly why the project is needed and what benefits it will deliver.

Application Process and Deadlines

The Trust recognises that developing grant applications is time consuming and can result in disappointment. To minimise the burden on applicants there will be a two-stage selection process. The first stage requires submission of an Outline Proposal only. Full proposals will be invited from applicants whose initial project proposals meet the Trust's requirements and are judged to best satisfy its goal of empowering nurses, midwives, health visitors and allied health professionals to make significant improvements to patient care.

First stage: Outline Proposal

Applicants should send an email to administrator@burdettnursingtrust.org.uk with an outline proposal of no more than 1,500 words in Word or PDF format. The deadline for receipt of proposals is noon, Friday 19th August 2011

Outline proposals **must** include:

1. A project title of no more than twenty five words – which may be provisional, but which should encapsulate the essence of the proposal.
2. Contact details for the lead applicant (i.e. the person responsible and accountable for the project proposal) including name, position, organisation, telephone number and email address.
3. Brief details about the applicant/host organisation
4. The name and contribution of any other organisations to be involved in the proposed project – e.g. as co-applicants, partners, placement hosts.
5. Confirmation of the category of application *A: Hospital community interface* or *B: Health visiting*; and whether a Level 1 or Level 2 award is being sought (please refer to previous guidance.)
6. For Level 1 awards please provide contact details for the sponsoring Director if different from the lead applicant.
7. A synopsis of the proposal – describing clearly but succinctly the background, aims, approach and anticipated outcomes of the project, how it relates to the Trust's aim to support projects that empower nurses and healthcare professionals to improve care and services for patients, and how it will be managed, monitored and evaluated. Applicants should omit detailed exposition of matters such as background literature and methodology (which will be required for Stage 2).

8. The projected start date and anticipated duration of the proposed project.
9. An estimate of the full economic cost of the project, the element(s) or percentage for which funding is sought and the size of the grant requested.
10. The arrangements for project oversight – e.g. in the form of a project management or steering group and/or any proposed external advice or independent scrutiny of the project.

Applicants should allow for potential delays in electronic transfer because applications received after the deadline will not be considered. All applications will receive an acknowledgement email.

Applicants submitting outline proposals that meet the Trust's requirements and are judged to best meet its objectives will be invited to develop full project proposals. Unsuccessful applicants will be notified accordingly. Notifications will be issued no later than Friday 16th September.

Second stage: Full Proposal

Applicants invited to submit full proposals will be sent an application form to complete. This should be completed and sent by email to: administrator@burdettnursingtrust.org.uk not later than **noon, Friday 4th November 2011.**

Second stage applicants should be prepared to respond to any subsequent requests to clarify their proposals, to meet one or more Trustees (or their representatives) to discuss their project proposals, or to attend an interview and/or make a presentation, as Trustees judge necessary.

Applicants will be notified of the outcome in early December 2011.

Data Protection Act

To comply with this Act, we require your consent to use personal data supplied by you in the processing and review of your grant application. This includes transfer to and use by such individuals and organisations as the Trust deems appropriate. The Trust requires your further assurance that personal data about any other individual is supplied to the Trust with his/her consent. Submitting an outline proposal to the Trust confirms this consent and assurance.

Please note: the Trustees' decisions are final and no correspondence will be entered into in relation to them.

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