Healthwatch B&NES Community Pot Application Guidance

We strongly advise that you read the whole application form and guidance notes before starting to complete the application form. It is also strongly recommended that you re-read the application, including the proposed budget, before submission to checking that you have completed every section in case of errors.

SECTION A: YOUR ORGANISATION

This section provides us with details about your organisation, including what type of organisation it is and how we can contact you about your application.

1. State the official name of your organisation.

2. Provide us with the full correspondence address for your organisation, including postcode.

3. Provide the details of your main contact for the application and proposed project, and a second contact person who is sufficiently familiar with the application and proposed project to answer questions should we not be able to reach the main contact.

4. You should provide a <u>brief</u> overview of the main purpose or aims of your organisation and a description of your main activities.

5. Confirm what type of organisation you are, including charity/company registration details.

6.&7. We ask these questions to make sure you have taken all necessary measures to make sure your project is carried out safely and legally. Where requirements are not already in place you will be expected to source them and provide self-verification before any money is released should your application be successful: failure to do so could result in withdrawal of funding.

SECTION B: THE PROJECT

This section explores the project you are requesting funding for. The information it contains enables us to consider: the viability of the research through the methodology and timescale; its relevance to B&NES residents and local health and social care priorities; the legacy that it is anticipated the project will have in terms of the impact it could potentially have; and how the project relates to the aims of Healthwatch B&NES.

8. Tell us the issue/ topic that your project will address. This should be a brief and concise summary that captures what the project is aiming to achieve.

9. List the outputs and outcomes of the project that you are proposing.

- You should provide brief detail on what your project will deliver (outputs), for example:
  - we will produce a series of four short videos explaining the pathway for X service
  - we will run two workshops for X number of people and gather their feedback on X service etc.

- You should provide brief detail on what difference (outcomes) your project will make, for example:
  - we know that accessing X service is difficult for X community, the four videos we create will inform people of their rights/ options when using X service and enable them to make informed choices
  - the two workshops will gather feedback of a seldom heard group and ensure that their views are heard in the development of X service.

10.   Indicate what information there is already on the project topic and explain how your project will enhance, improve, expand upon or add to this existing knowledge. This section is an opportunity to describe how your proposed project is original.

11.   Provide us with greater detail of how you intend to go about the project. Describe the methodology that will be used to enable the project to address the issue outlined in 8. You need to include details such as:

- Who your participants will be
- How many participants you hope to have and how they will be involved in the project
- What methods you propose to use to engage with your participants, e.g. the activities that you will carry out
- The type(s) of data gathering methods you will employ
- How you intend to analyse the data you gather through your project, e.g. qualitative and/or quantitative data
- How you intend to present the data you gather through your project and your findings. If you just intend to use the report template that is fine but please let us know of you have other ideas or plans, e.g. a video, blog etc.

Please be as detailed as possible.

12.   Detail any ethical considerations you need to account for in the planning, delivery and write up of your project, and comment briefly on what measures you will put in place to account for these considerations. This could include:
- Confidentiality
- Harm (physical or psychological)
- Data protection
- Participant withdrawal
- Debriefing
- Permission from participants etc.

Depending on the type of research and analysis you propose to carry out and who you will be gathering data from, you may have to apply to the Business Intelligence Team at Bath and North East Somerset Council for approval. See section D for more on this.

13.   Publicising your completed project is an important aspect of ensuring your project will have an impact and make a difference to people in B&NES using health and/or social care

services. Provide an outline of the activities you will undertake to disseminate your project to the people, services and providers in B&NES.

Healthwatch B&NES will also share information from funded projects through its website, social media and other publicity materials.

14. Community Pot projects will take time to plan, implement, analyse the results and write up the final report. Please give us a timescale for your project, indicating when you intend to progress into the different stages. You should provide rough dates (days and/or months) when you anticipate you would be working on each phase of the project. This section must include milestones which will be achieved along the course of the project. All funded projects must be completed by Monday 31 October 2021.

    NOTE: Community Pot projects must be completed by Monday 31 October 2021 and the Final project report and End of project financial report must be submitted by Friday 30 November 2021.

15. Describe how your project is relevant to the work of Healthwatch B&NES and the aims of the Healthwatch B&NES Community Pot. You may wish to explain why your project is relevant to individuals and/or groups in B&NES using health and/or social care services. Further information about Healthwatch B&NES is available on our website: www.healthwatchbathnes.co.uk

SECTION C: FUNDING DETAILS

This section provides a breakdown of your expected costs. It enables Healthwatch B&NES to see how you have arrived at the amount you have requested and assess whether it is reasonable. It also provides Healthwatch B&NES with financial administration details should your application be successful.

16. Tell us how much money you are applying for. It must be between £500 and £5,000.

17. Please give details of the overall expected costs of your project. List what each item is in the 'Description of Cost' column. Provide enough detail in the description of the cost to make it clear how you have arrived at the projected cost (e.g. staff wages, 30 hours at £10ph). For each item outline how much it is costing in the 'total cost' column. If your proposal is successful this budget projection will be used to produce an outline of how much money you have allocated to your project.

Please ensure your application is signed by two members of your organisation – unless specifically agreed otherwise with Healthwatch B&NES.

SECTION D: ETHICAL APPROVAL FOR RESEARCH AND ANALYSIS

This section provides information about when you might have to apply to the Business Intelligence Team at Bath and North East Somerset Council for approval to carry out research and analysis with specific groups or types of work in B&NES. B&NES Council commissions

Healthwatch Bath and North East Somerset and will be able to advise you on how best to carry out your research if it falls within scope.

What is in scope?

Activity is in scope and requires approval if it relates to collecting information through the following methods:

- Surveys or qualitative research for consultation or information gathering
- Re-using information provided by the Council (secondary data analysis)
- Collecting or analysing information about children or vulnerable adults
- Analysing data using machine learning, AI or new data science methodologies, including automating decision making.
- Bulk processing of data and producing statistics derived from personal information that will be published or used for non-operational purposes or audit.

The work is in scope if:

- It is being conducted by the council
- It is being conducted on behalf of the council by a third party
- The council is collaborating with a third party on a non-funded basis (e.g. Academic or Voluntary/Community Sector organisations)

This gives a brief overview of the council's Data Research, Analysis and Ethics Policy but the full policy and application form will be provided to all successful applicants.

If you have any queries please contact the council by emailing research@bathnes.gov.uk