

We strongly advise that you use the MS Word version to prepare your application. We have worked hard to ensure that our online form is editable, but applicants generally find it is easier to prepare as a document which makes it easy to share with critical friends and make changes before uploading into Formstack.

You must have the support of your employer before embarking on your application. If successful you will need your line manager's signature to confirm that you will be supported with time to undertake the work and you will need the support of your Director of Nursing or equivalent to ensure there is executive level support for the project. Please ensure you have this support before you start.

When you submit your application, you will receive a copy by email as confirmation of its submission. The table below sets out the questions on the application form and gives guidance on what should be submitted in each field.

At the heart of the application are five questions

- **What is the issue you are hoping to address and why is it important?**
- **What do you know so far about this issue (existing evidence)?**
- **What do you hope to achieve?**
- **How are you planning to involve and work with your community?**
- **How does this connect into a wider approach to improving the health of this community involving other agencies and professions?**



The following guidance relates to questions on your application form

Summary information

Name of organisation	Organisation name only, please do not include department. This is the organisation which is hosting the funds which need not be the organisation which the project lead is employed by.
Project description	Please describe the project in no more than 25 words.
Total cost	What is the total cost of the project? You may wish to include staff time which is being supported by your employer or other professional support being committed by others, venues or resources which are being offered without charge by partner organisations and any income from other sources.
Amount requested from Burdett Trust	How much are you requesting from the Burdett Trust for Nursing?

Organisation and contact details

Department or section (if applicable)	These details are for the host organisation who will hold the funds.
Organisation street address	–
Town	–
County	–
Post code	–
Organisation's website address	–
Legal status of your organisation	–
Description and location of community	Tell us who the people are that you are engaging with and where they live in no more than 25 words.



Project lead contact information

Project lead email address	Work email
Project lead job title	–
Project lead employing organisation	Please say as above but this may be different from the host organisation for the funds.
Project lead first name	–
Project lead surname	–
Project lead NMC pin	The project lead must be registered with the NMC
Project lead telephone number	Direct landline or mobile
Alternate name and contact email address	Who will represent the project lead in their absence?

Declarations

AI	<i>Please select one statement</i>
<input type="checkbox"/> This application has been prepared with the assistance of AI. Everything within the proposal is true and I have undertaken the final edit myself	We recognise that AI can be a useful tool for creating good narrative. It is particularly useful for those who struggle with writing and for those for whom English is not a first language. We require that the applicant EDI Please declare you ensures that everything within this submission is accurate and that the final version has been thoroughly checked.
<input type="checkbox"/> This application has been completed without AI assistance	We appreciate that many people do not like AI or prefer to write in their own voice. We invite you to declare that, so we know that the application has been completed without AI assistance.

Equality, diversity and inclusivity	<i>Please declare your commitment by checking the box</i>
<input type="checkbox"/> I am committed to ensuring that equality, diversity and inclusivity are reflected in all aspects of this proposed work	The Trustees and staff of Burdett Trust for Nursing are committed to equity, diversity and inclusion and we strive to ensure this is reflected in every aspect of our work. We expect to see this reflected in grant applications and we ask applicants to commit to tackling all forms of injustice through the work they are proposing.

Organisational support	<i>Please confirm your organisational support by checking the box</i>
<input type="checkbox"/> I have the support of my line manager and director of nursing (or other exec level leader)	Too often projects fail because an individual is not supported by their organisation. It is therefore vital from the outset that senior staff within your organisation are aware of this application and committed to support the work if you are successful.



Your project proposal

200 words max for each of the 4 Qs below

What is the issue you are hoping to address and why is it important?

Tell us your story of why this issue is important right now. We are keen to understand why this is important to you and why it is important to the people you care for.

What do you know so far about this issue (existing evidence)?

Please tell us about:

- Data that supports the need for this project
- Other evidence of unmet need
- What your community is already saying about this issue
- Feedback from colleagues or other agencies about this issue

What do you hope to achieve?

Please share how this project could help the people you are working with achieve better health.

Tell us how this work is nurse led and how it will demonstrate the value of nursing in this area of practice.

How are you planning to involve and work with your community?

This does not need to be a geographical community and might be a community of people with learning disabilities, a group of care home residents, a faith community or a school.

We expect to see creative and person-centred ways in which voices of experience are central to your project.

How does this connect into a wider approach to improving the health of this community involving other agencies and professions?

We are looking for projects which can become sustainable or bring momentum to positive change across systems.

We expect you to set out what is already in place in your area and how your proposal builds on existing initiatives with other agencies.

We wish to understand how the proposed work is connected into the wider health and social care economy so that it can become 'business as usual' or lead to lasting improvement.

Financial documentation

Please upload a project budget

Please upload a file setting out how you propose to use the money you are asking for.

Other funding in place or applied for

Please tell us about any other funding applications that have been made for this project.