

Neighbourhood Health - Application Form Guidance

Thank you for your interest in this opportunity. We recognise the time involved in submitting an application and we have designed the process to be as straightforward as possible.

We strongly suggest that you use the MS Word version to prepare your application. The online form is editable, but applicants generally find it is easier to prepare as a document, which makes it easy to share with collaborators and make changes before uploading into Formstack.

The applicant (project lead) must be a registered nurse or midwife. You must have the support of your employer before embarking on your application. If you are successful you will need your line manager's signature to confirm that you will be supported with time to undertake the work. You will also need the support of your Director of Nursing or equivalent to ensure there is executive level support for the project. In addition, you will need to declare that you have written support from other organisations you have named as collaborators in your application. 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 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?
- What is the story you hope to tell about nursing leadership in neighbourhood health?

Question on Application Form	Guidance
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?
Other organisations involved	
Name and legal status of other organisations supporting this project:	List up to three
Declarations	
AI	Please select one statement:
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. Please declare that you ensure that everything within this submission is accurate and that the final version has been thoroughly checked.
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	Please declare your commitment by checking the box
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	Please confirm your organisational support by checking the box
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.

I have written confirmation of support from an authorised leader in the other organisations named above	We are keen to support collaborations across community agencies and we would expect those supporting you to state their support at the application stage.
Your project proposal	
	250 words max for each of the five 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. Please share any data you have that supports the need for this project.
What do you hope to achieve?	Please share how this project could help the people you are working with achieve better health.
How are you planning to involve and work with your community?	We are looking for 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 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.
What is the story you hope to tell about nursing leadership in neighbourhood health?	Tell us how this project will demonstrate the ways in which nurses can be leaders in neighbourhood health and real catalysts for positive change in the lives of underserved communities.
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.