Q Exchange 2020 Application guidance

Q Exchange is a funding programme that offers Q members the chance to apply for up to £30,000 of funding for their improvement ideas.

Q Exchange 2020

Q Exchange activates the collective wisdom of the Q community, channelling resources into ideas with the greatest potential to create impact across the health and care system. Q members from across the UK and Ireland can develop and refine their improvement ideas through the online collaborative process with input from the community.

The funding programme connects Q members to people across the community who can help champion, support and boost ideas that have the best potential to deliver tangible benefits for patients and the health and care system.

This year we are seeking project ideas on the theme:

Embedding positive changes emerging through new collaborations or partnerships during COVID-19.

Why we have chosen this theme

As a result of the coronavirus (COVID-19) pandemic, new collaborations and partnerships have formed which have enabled rapid change and innovation. Broadly speaking these changes fall into two categories:

Changes to service provision: Changes have been made to the services available to patients and citizens and to the way these services are accessed and delivered. Substantial shifts ranging from innovative community and neighbourhood care services to new discharge processes for frail, elderly, end of life patients have been put in place at speed.

Changes to ways of working: Significant changes have been made to ways of working, culture and processes to enable people to work together effectively during the pandemic. Examples include enhanced local system working, strong clinical leadership and digitally-enabled collaboration.

Not all of the changes implemented have been positive. Some of them have been necessary to respond to the crisis but have had negative impacts, or will no longer serve the needs of our patients, citizens and workforces after the crisis. But some of the changes will have demonstrated promising signs for the future. Q Exchange offers a unique opportunity to further develop and embed these changes, learning from and with Q members who have been doing similar work in parallel across the UK and Ireland.

Up to 30 projects will be shortlisted and put forward for Q members to vote on which projects receive funding. The winners will be announced in March 2021.

How do I apply?

There are **two** stages to the application process:

1. Idea generation (Tuesday 1 September 2020 to Tuesday 22 September 2020).

From Tuesday 1 September until 12.00 Tuesday 22 September Q members are invited to post their ideas on the Q website and create online project pages.

Members can submit as many ideas as they like, but they will only be able to submit one proposal during the next stage.

2. Refine and submit (Tuesday 22 September to 12.00 Tuesday 20 October 2020)
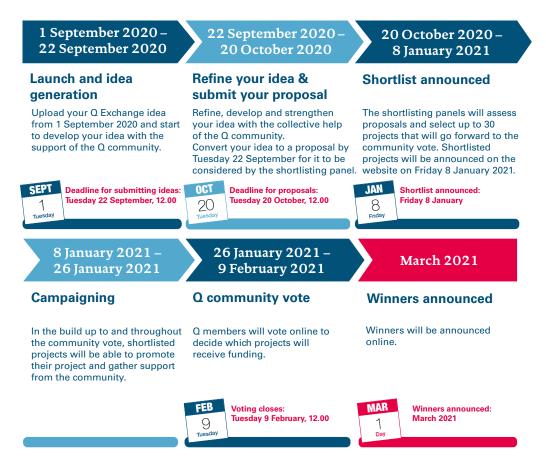
During this stage Q members are encouraged to help refine these ideas by commenting and offering support via the project pages, enabling applicants to further develop their ideas.

Applicants will then choose which idea they will convert into a proposal by completing the additional information required (no later than 12.00 Tuesday 20 October) for it to be considered for shortlisting.

During October and November shortlisting panels will assess the proposals, with the shortlist announced in January 2021.

Up to 30 shortlisted ideas will go forward to the Q community vote, where Q members will vote online to decide which projects receive funding.

Winners will be announced in March 2021

1 September 2020 – 22 September 2020	22 September 2020 – 20 October 2020	20 October 2020 – 8 January 2021
Launch and idea generation	**Refine your idea & submit your proposal**	**Shortlist announced**
Upload your Q Exchange idea from 1 September 2020 and start to develop your idea with the support of the Q community.	Refine, develop and strengthen your idea with the collective help of the Q community. Convert your idea to a proposal by Tuesday 22 September for it to be considered by the shortlisting panel.	The shortlisting panels will assess proposals and select up to 30 projects that will go forward to the community vote. Shortlisted projects will be announced on the website on Friday 8 January 2021.
SEPT 1 Tuesday — Deadline for submitting ideas: Tuesday 22 September, 12.00	**OCT 20** Tuesday — Deadline for proposals: Tuesday 20 October, 12.00	**JAN 8** Friday — Shortlist announced: Friday 8 January

8 January 2021 – 26 January 2021	26 January 2021 – 9 February 2021	March 2021
Campaigning	**Q community vote**	**Winners announced**
In the build up to and throughout the community vote, shortlisted projects will be able to promote their project and gather support from the community.	Q members will vote online to decide which projects will receive funding.	Winners will be announced online.
	FEB 9 Tuesday — Voting closes: Tuesday 9 February, 12.00	**MAR 1** Day — Winners announced: March 2021

What should I do now?

Start thinking about what you might want funding for. You can upload your ideas from Tuesday 1 September until 12.00 Tuesday 22 September 2020. Remember, the earlier you upload your idea, the more time you will have to develop and improve it with the help of the Q community.

To submit your idea you will need to answer four key questions about your project, along with general information including team members, organisation details and project location. We suggest that you spend some time reviewing these questions with your team before you add them to your idea page. Each answer must be no longer than 150 words.

The four key questions are:

1. *What is the positive change that has emerged through new collaborations or partnerships during Covid-19 that your project is going to embed?* Include details about what the change is and the collaboration or partnership that enabled it. Please include indicative data and/or feedback from those affected by the change and demonstrate why this is a positive change.

2. *What does your project aim to achieve?* Include the objectives of your project, explain how the project will result in improvement for the intended beneficiaries and, where relevant, how it might contribute to reducing health inequalities.

3. *How will the project be delivered?* Demonstrate that your project has a well-considered approach, including involving relevant people and skills, measuring impact, delivering value for money and managing risk.

4. *How is your project going to share learning?* Demonstrate the project's potential to generate valuable learning for Q members and the wider system across the UK and Ireland.

How do I add my idea?

Visit q.health.org.uk/qexchange

- Click the 'Your Ideas' tab: You will be asked to log in with your Q website account – if you have never logged in before use the email address you provided when you joined Q and you will be asked to create a password.

- If you have forgotten your password you can reset it using the 'Lost your password?' link.

- Click the 'Add Idea' button: You'll now be able to get started on your first idea. Try and be clear and think about what you might want to convey to a Q member without any knowledge of your project.

- Complete the form: You only need to complete fields marked with 🛈 to post your idea during the idea generation phase.

  Idea title 🛈 **:** Try to distil your idea into a key sentence. Don't use acronyms or jargon.

  Amount of funding requested: If you don't know what the cost will be, don't worry you can fill this in as the idea develops.

  Image: If you have an image that visualises your project well, you can add one here.

  Lead organisation 🛈 **:** You must apply on behalf of an organisation. Funding will be paid to this organisation if your idea is successful.

  Short description of the idea 🛈 **:** This should help people understand what your idea is and what you hope intended beneficiaries will get out of it. You can then answer the four questions identified on page 4.

- There's also an opportunity to think about what contributions you want from Q members. This can be added to over time as your idea develops.

- Click 'Publish': Once you have completed all the required fields you can publish your idea and share it with the community. If you are not quite ready to share your idea you can save it as a draft and return to it later, but you need to publish it by 12.00 on Tuesday 22 September 2020.

To edit your idea

Visit q.health.org.uk/qexchange

- Click the 'Your ideas' tab: Navigate to the idea you want to edit and click 'Edit this idea'.
- Once you have made changes click 'Update' at the bottom of the page to save your changes.
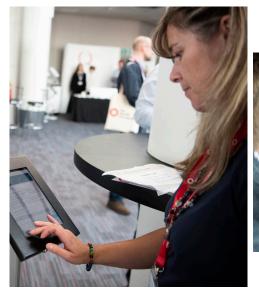
To convert your idea into a proposal

In order for your idea to be considered by the shortlisting panels you must convert your idea into a proposal during the refine and submit phase by completing all mandatory fields by 12.00 on Tuesday 20 October 2020.

Visit q.health.org.uk/qexchange

- Click the 'Your ideas' tab: Navigate to the idea you want to submit and click 'Edit this idea'.

Update the form and complete all the fields. Fields with **P** must be completed in order to convert your idea into a proposal.

Once you have made your changes click 'Submit as proposal' at the bottom of the form and you will be directed to a confirmation page.

Once you convert your idea into a proposal you can continue to make changes up until 12.00 on Tuesday 20 October 2020. After this you will no longer be able to make changes and the information you provide will be used by the shortlisting panels to decide which projects will go forward to the Q community vote. **Remember, you can only submit one proposal for the shortlisting panels to consider.**

Criteria

Please consider the following criteria before applying as we will not be able to shortlist applications that do not meet these requirements.

1. Who can apply

a. a. Only **Q members** can submit an application.

  - A project team can be made up of Q and non-Q members, but a Q member must be the lead applicant.

b. The lead applicant must submit on behalf of a lead organisation.

  - Funds will be paid to the lead organisation. All arrangements for subcontracting and/or transfer of funds to other parties will be the responsibility of the lead organisation.

c. The lead applicant must be part of the project delivery team.

d. Q members can only act as the lead applicant for one application, but can be named as part of other Q Exchange project teams.

e. Q members involved in current and/or past awards from the Health Foundation are eligible to apply, but we would encourage applicants to consider if they have capacity to deliver on multiple awards.

2. What type of projects will be considered?

a. Improvement projects (either in entirety or as part of a larger programme of work); these could develop an idea at an early stage, or adopt and adapt an established intervention.

b. Development and delivery of learning events/training/toolkits or resources.

c. Evaluations/data gathering and analysis of improvement projects.

d. Software development (provided user testing is part of the project).

e. Design work with patients/service users/staff/local communities.

f. Research projects.

g. Development of a communication campaign/materials relating to improvement.

3. Who should the project benefit?

a. All projects must have wider benefit for the Q community across the UK and Ireland (eg direct impact or sharable learning).

b. One or more of the following groups should directly benefit as individuals, groups and/or communities:

- patients, carers and/or service users of health and care services in the UK and Ireland.

- those employed in organisations supporting health and care in the UK and Ireland (NHS staff, charities etc).

- Q community members.

4. What projects or costs are not eligible?

a. Projects that introduce unsafe practice/increase risk to patients or vulnerable groups.

- Where appropriate, proof that relevant ethics approval or other organisational requirements have been sought or met.

b. Projects that do not relate to the Q Exchange 2020 theme.

c. Projects that are reliant on another funding application (projects must be independent from other funding applications).

d. We will not fund:

- substantive posts that will not be continued after the funding period eg hiring an additional HCA for 6 months.

- projects that are solely for IT infrastructure eg the purchase of equipment/software/ licenses.

- capital expenditure eg vehicles, building acquisition or refurbishment.

- organisational overheads eg rent, HR.

- procurement of day-to-day consumables or office equipment.

- projects that are solely to pay for attendance to conferences or external training for individuals eg part fund an MBA.

- projects directly relating to the provision of care for patients who currently have Covid-19.

- activities to promote or enhance profit-making services. Non-NHS providers must be able to demonstrate that the proposed project has a direct impact on provision or commissioning of NHS services, services provided by the voluntary sector or publicly funded social care services, and that charitable funds will not be used to promote or enhance profit-making services.

5. What are the terms for funding?

a. We will fund up to £30,000 per award.

- This can be either the total cost of the project or part funding for a larger project (eg if this is an add-on to a larger project where you already have funding from other sources).

- Any additional funding required for your project must be secured before your idea will be considered by the Q Exchange shortlisting panels.

b. The award is valid for 12 months. We will monitor and ask you to report on the funding for 12 months. The project timescale can be shorter or longer than 12 months.

c. Award holders must:

- be ready to start the project, or the funded aspect of it, within 3 months of securing the funding.

- be able to commit and have capacity to deliver the project, and have any necessary sign off from line managers/senior team as appropriate.

- share a project update at a future Q event if requested.

- submit a final budget and report to the Health Foundation at the end of the project or within 1 year (whichever is first).

- provide regular updates to the Q community about project progress.

- be willing to participate in a minimum of two Q Exchange activities (eg virtual meetings) in the proceeding 12 months after the funds are awarded.

How your application will be assessed

During October and November the shortlisting panels will assess the proposals, making their selection to put forward to the Q community vote by January 2021.

This guidance will help you understand how the shortlisting panels will assess your Q Exchange proposal and what they will be looking for.

1. Is the idea well defined?

- When assessing whether a change is a beneficial one, we want you to have gathered data and/or feedback from those affected by the change. Where the intervention has evidence from other organisations, countries or settings: draw on this.
- The proposal clearly explains the impact this has on people and the current system/service, paying particular attention to how the change could play a part in reducing health inequalities.
- The project is relevant to the theme.
- The project team have demonstrated engagement with the Q community (connecting and interacting with members and other Q exchange projects, responding to comments, engaging in group discussions etc).

2. Is the idea compelling?

- Clearly explains what the project will do and what impact it will have.
- Contains clear objectives and a description of how they will be measured.
- Identifies who the intended beneficiaries are.
- Methodology/idea aligns with the core values of Q (co-creation, collaboration, open to feedback, creating links across boundaries ie sectors/professions/geographies etc).
- Demonstrates effective use of resources and an appropriate budget to deliver the project objectives.

3. Is the project deliverable?

- Relevant people and skill sets are involved (staff, patients, stakeholders etc) and are available to support the planning and delivery on an ongoing basis.
- It demonstrates consideration for how the project team will involve the Q community (Q members, link to special interest groups etc), partners and other stakeholders throughout the project.
- The proposed approach is well considered and clear with attention to managing risks and project delivery.
- Considers sustainability and/or opportunities for longer-term funding or support from others where appropriate.

4. Is there ongoing learning and sharing?

• Demonstrates potential to generate valuable learning, with creative ideas for learning, testing and sharing both with the community and the wider system.

• Articulates a good approach for how progress and learning will be shared on an ongoing basis throughout the project and beyond.

• Plan to demonstrate, with defined measurement, the benefit(s) to the intended beneficiaries.

In addition to the four criteria above, other factors that will be considered for the final shortlist including:

• geographical spread of ideas.

• number of ideas from different sectors/professional groups/clinical conditions.

• variety and diversity of the projects.

Visit q.health.org.uk/qexchange

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Connect with us
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#QExchange