

RURAL CHALLENGE FUND APPLICATION GUIDANCE

Summary

Applications for the Rural Challenge Fund are invited from members of the Scottish Rural Health Partnership (SRHP). The grant will provide funding for projects and activities that support individuals' that will develop the knowledge and evidence base, around remote, rural, island health, and social care in Scotland.

Individuals are invited to apply for grant awards of up to £5,000. Funding will support project activity for information gathering to aid knowledge exchange and repository building for the SRHP.

Who can apply?

The grant funding is aimed at a multi-disciplinary level and at individuals who have an interest in or are working in remote, rural or island health or social care and are members of the SRHP. More about the Scottish Health Partnership can be found here, including how to become a member.

[Scottish Rural Health Partnership - Membership \(uhi.ac.uk\)](http://uhi.ac.uk)

We would welcome applications from:

Health care professionals; academic staff; social work and care staff; third sector; independent sector.

Applicable Activities and Projects

Funds will support project activity for information gathering to aid knowledge exchange and repository building around research, evaluation, and innovation for the SRHP and that will also help identify gaps and research priorities for remote, rural and island health and social care.

Funding Costs

All estimated costs should reflect actual costs at a "fair market value" and can be applied to:

Travel

– Costs required to get to and from or travel during the proposed project time frame. Any travel costs required should be in line with UHI Travel Policy (available on request) and all receipts where possible should be, retained, recorded, and submitted.

-Some reasonable accommodation and subsistence costs in line with UHI policy.

Research

– Costs required to carry out research that are not travel, subsistence, accommodation, or core cost (applicants must have prior approval from a relevant ethics committee and evidence of this approval if necessary).

Resources

– The creation of resources to support remote, rural or island health or social care will be supported. This does not include core costs required to buy equipment including computer hardware, however, if the costs of hiring equipment are clearly justified then this may be considered.

Application Criteria

- Applicants must have projects that are scheduled to commence and be completed within a 6-month period from 1st January 2022 to 30th June 2023.
- Applicants should have a project or activity already identified as the application process will assess the estimated costs, quality of the overall project/activity, objectives, and relevance to SRHP.
- Applications are welcome from ALL health and social care disciplines clinical and non-clinical as well as third or independent sectors.
- If applicants require to be released from their employer to complete the project or activity proposed, they must submit proof that they have permission. A letter of support from line manager or supervisor will be accepted as evidence.
- If an application for funding is for a research project, then appropriate approval from the parent organisation is required, for example the project will require the backing of an academic institution or parent organisation via approval and sign off from their ethics committee. Evidence of this approval must be provided in the application.
- Applicants are encouraged to source match for additional funding to give their chosen project the best financial support possible. However, this will not act as a barrier to accessing the SRHP grant. Existing funds and grants can be used as match funding.
- Successful applicants are required to produce a report (max 1,500 words) of publishable standard within eight weeks of completion of the project. Along with details of presentations and publications. Acknowledgement must be given to SRHP for financial support provided.

Application Form

- Within the application form applicants should outline a clear justification for the need for funds, what the funds will be used for and outline details of the project plan covering start dates /end dates, objectives, outcomes/outputs, and impact.
- Itemised costs required for the project or activity should be identified in the application form. If costs involve cover travel and subsistence, then a realistic estimation should be given based on information available at the time of application. Please ensure that the itemised costs match the total amount of funding requested in the application form.
- The level of funding awarded will be at the discretion of the scoring panel.
- If the project costs are over the maximum £5,000 award, applicants should outline the additional costs and where additional funding will come from to cover these costs.
- If the project involves research activity, then the applicant must be able to provide evidence of ethics approval from the applicants academic or parent organisation.
- Projects that would require NHS ethics will **not** be considered due the time constraints involved in acquiring this within the time available for project delivery.

- If required, a risk assessment or demonstration of knowledge and understanding of the requirements for a risk assessment should be supplied and noted in the project outline.
- Application forms must be signed electronically and dated.
- Please complete in font size 11 and ensure all appendixes required are named, numbered, and attached to the application. The completed application form should be saved as a PDF document using first Initial and Surname followed by 'SRHP Challenge Fund'.
- Application forms should be submitted to SRHP@uhi.ac.uk no later than midday GMT 23rd November 2022.

Additional Evidence and Documents

The completed application form should be accompanied by the following additional evidence for review attached as named appendixes to the completed application form:

- A brief (two page maximum) CV highlighting experience that relates to remote, rural or island health and social care.
- A letter of support from the applicant's supervisor, manager, clinical director, or equivalent confirming the applicant has the support to undertake the project or activity.
- If required, evidence of research approval in the form of a letter of approval or sign off from an academic institution or parent organisation should be attached.
- If applicants require time out of their normal working hours to complete the project or activity, evidence is required to show they have permission to be released or have support from their employer to undertake the project in the space of 6 months.

The following appendixes should be attached to the completed application form with a new page for each appendix and title and number the item as below. Please also provide a list of appendixes being submitted in your application excluding any that are not relevant.

1. CV (Two pages maximum)
2. Letter of Support from employer
3. If required institutional research ethics approval
4. If required Letter of permission to be released from normal working hours
5. If required a risk assessment

Assessment Criteria

Applications will be assessed by a scoring panel in November 2022 comprising remote, rural or island experts from the SRHP executive group. Please note that all applications submitted to the scoring panel will be anonymised and redacted to support a "blind" shortlisting and award process. The panel will consider the criteria listed below when scoring applications. Applications will be scored on how closely they match the assessment criteria based upon the evidence submitted in the application form.

1. How relevant is the application to remote, rural or island health or social care?
2. How valid is the approach of the project or activity?

3. Is the overall budget realistic and justified?
4. Are the timelines outlined realistic and achievable within the 6-month period?
5. To what extent does the applicant demonstrate the skills, capabilities, and experience to undertake the project or activity outlined and deliver the outcomes listed
6. To what extent does the application show a clear plan for the successful delivery of the outcomes listed for the project or activity?

Terms and Conditions

As a condition of award, recipients will be required to complete and submit the following outputs within eight weeks of the completion of the funded project or activity. Failure to comply with these terms and conditions may result in the panel revoking financial support, subject to sign off by the SRHP executive group.

- a) A report (max 1,500 words) of publishable standard (written to a high standard and including appropriate references.)
- b) An accurate itemised account of costs incurred during the project or activity, including any underspend of the funds, must be submitted alongside the report.
- c) If there is an underspend, the amount should be identified and returned to SRHP. If the project costs exceeded the funding provided, please provide details of the amount, the reasons that led to this, and if/how the shortfall was met.