# Application Form: Virtual Volunteering Bursaries for Health Partnerships

This document should be read in conjunction with the **Virtual Volunteering Bursaries for Health Partnerships Grant Overview**.

Please be as clear and succinct as possible and ensure that any acronyms and technical terms are fully explained.

**The project outline should be completed and submitted along with the budget to** **application@thet.org** **by 23:59 on Tuesday 10th November 2020. If you do not receive an acknowledgment from us within 48 hours, please assume we have not received your application and re-submit.**

## 1. Summary Details

1.1 Partnership summary

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| **Lead UK partner** |  |
| **Lead LMIC partner** |  |

1.2 Project details

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| --- | --- |
| **Project goal** |  |
| **Placement(s) start date** |  |
| **Duration of Placement(s)**(projects must end by 31/03/2021) |  |
| **Country[[1]](#footnote-2)** |  |
| **Total Budget Requested**(up to £10,000 per volunteer for a maximum of three volunteers) |  |

1.3 Please list the ID codes of past partnership projects funded by THET since 2011. If you do not know the ID codes then please list the project titles. *Please note that only Health Partnerships who have previously received THET funding are eligible to apply*.

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## 2. Partnership

2.1 Please provide contact details for thekey partners involved in this application. If there are more than two partners involved (UK and LMIC), add more boxes as necessary to include all.

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| **Lead UK partner** |
| Head of institution |  |
| Project co-ordinator (title, first name, surname) |  |
| Position |  |
| Department/faculty |  |
| Address |  |
| Email |  |
| Telephone number(s) |  |
| **Lead LMIC partner** |
| Head of institution |  |
| Project co-ordinator (title, first name, surname) |  |
| Position |  |
| Department/faculty |  |
| Address |  |
| Email  |  |
| Telephone number(s) |  |

2.2 Tick the box that best describes each organisation. Please note that if you fail to complete this table, your application will be ineligible.

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| **Lead UK Partner** |  | **Lead LMIC Partner** |
| [ ]  | Health Delivery Institution | [ ]  | Health Delivery Institution |
| [ ]  | Health Education Institution | [ ]  | Health Education Institution |
| [ ]  | Academic Institution | [ ]  | Academic Institution |
| [ ]  | Professional Membership Association | [ ]  | Professional Membership Association |
| [ ]  | Regulatory Body (health sector) |  | [ ]  | Regulatory Body (health sector) |
| [ ]  | UK Registered Charity **Registration no:**   |  | [ ]  | Registered NGO **Registration no:**   |
| [ ]  | NHS Arm’s Length Body\* |  |  |  |

\*e.g. Public Health England

2.3 Please list any other project partners or stakeholders that will play a role in the delivery of the project. (*Maximum 200 words)*

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2.4 History of partnership and project implementation

Please provide a brief overview of your partnership, how you have worked together previously, for how long and in which clinical areas. Please note, by partners we mean the organisations rather than individuals. *(Maximum 400 words)*

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If you have previously received funding from THET, please describe the activities that were funded, including dates of implementation. *(Maximum 200 words)*

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## 3. Volunteer Placements

3.1 Please explain how a virtual volunteer placement has been defined the most appropriate response to the needs of the LMIC facility? Please include information on the process of defining the need and who was involved. *(Maximum 400 words)*

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3.2 Please describe the overall scope of the virtual volunteer placement, including the need for such a placement, volunteer placement’s objectives, the activities planned to achieve these objectives sustainably and the qualification and experience required to successfully complete the placement. *(Maximum 400 words)*

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3.3 How will the objectives of the virtual volunteer placement(s) contribute to your partnership’s long term aims? Please include reference to any specific outcomes or goal, as well as any broader aspects to which they may contribute. *(Maximum 200 words)*

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3.4 How will the volunteer(s) develop personally and professionally? *(Maximum 200 words)*

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3.5 Please explain how this placement and its impact will be sustainable. *(Maximum 200 words)*

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## 4. Volunteer Management and Support

Please describe in detail how you will manage the volunteer(s), including:

* Recruitment and selection
* Matching the volunteer(s) to the placement
* Pre-commencement training
* Duty of care policy
* Safeguarding procedures
* Managing the volunteer(s) during placement, including working conditions, safety and considerations related to COVID-19 (e.g. Working From Home policy)
* Managing the volunteer(s) post-placement

*(Maximum 400 words)*

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## 5. Monitoring, Evaluation and Learning

Please describe your approach to monitoring, evaluation and learning, including:

* Who will be responsible for monitoring, evaluating and learning form the placement
* How you will measure the volunteer’s contribution to the project’s aims
* How you will evidence the volunteer’s personal and professional development (if necessary, please refer to the HEE Toolkit for Evidence: <http://www.thet.org/resource-library/toolkit-for-the-collection-of-evidence-of-knowledge-and-skills-gained-through-participation-in-an-international-health-project>)

*(Maximum 400 words)*

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## 6. Budget

6.1 Please complete the table below showing expected costs. Please be as specific as possible and add more rows if necessary. Refer to Annexe 1 for details of eligible and ineligible costs.

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| **Category** | **Sub-category** | **Details (please provide a breakdown of all costs you are including)** | **Cost (£)** |
| **Project management**(up to 20% of the total) | Volunteer management (e.g. recruitment, induction) |  |  |
| Monitoring, Evaluation and Learning |  |  |
| Communications |  |  |
| Other (please specify) |  |  |
| **Technology** (required to support engagement with volunteers) | Projectors |  |  |
| Dongles |  |  |
| Laptops/computes/tablets |  |  |
| Other (please specify) |  |  |
| **Trainings** | Supplies required to implement trainings or QI projects |  |  |
| Purchase of equipment for training (e.g. mannequins) |  |  |
| Printing of training materials |  |  |
| Other (please specify) |  |  |
| **Communication** | Printing of guidelines developed for dissemination with the institution |  |  |
| Data allowances for key staff or to support trainings |  |  |
| Other (please specify) |  |  |
| **Travel** (strictly necessary for the implementation of an activity related to the volunteer opportunity) | (please specify) |  |  |
| **Contingency** (e.g. bank charges) | (please specify) |  |  |
| **Total** | **£** |

4.2 If successful, which partner institution will enter into a contract with THET and receive funding?

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## 7. Contracting

Both lead partners must sign below to confirm that the following eligibility criteria are correct:

* The partnership has been awarded funding by THET since 2011
* A Memorandum of Understanding is currently in place between the lead partners
* The contract holder has a finance policy and fraud/anti-corruption policy in place

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|  | **Lead UK partner** | **Lead LMIC partner** |
| **Name** |   |   |
| **Institution** |  |   |
| **Signature** |   |   |
| **Date** |   |   |

1. Eligible countries are Ethiopia, Myanmar, Somaliland/Somalia, Tanzania, Uganda and Zambia [↑](#footnote-ref-2)