# A close up of a logo  Description automatically generatedUK Partnerships for Health Systems:

# Small grants New Partnership Application Form

This document should be used in conjunction with *the grant call and Q&A.* Please be as clear and succinct as possible and ensure that any acronyms and technical terms are fully explained.

**This grant application form, budget template (see separate excel document) and letters of support should be completed and submitted to** **grants@thet.org** **by 17:00 (UK BST) on Wednesday 12th May 2021. If you do not receive an acknowledgment from us within two working days, please assume that your application has not been received and re-submit.**

## Summary Details

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| **Lead LMIC partner institution** |  |
| **Lead UK partner institution**  |  |
| **Previous THET grant IDs (if applicable)**  |  |
| **Project title** |  |
| **Country** |  |
| **Theme** | Innovation[ ]  | Gender Equality and / or Social Inclusion [ ]  | Climate Change[ ]  | Blended and Remote Learning[ ]  |
| **Project duration (12 or 18 months)** |  |
| **Project budget (£)** |  |
| **Briefly describe the planned project and summarise the rationale, identified needs and opportunities (for both lead partners), intended outcomes and the main activities of the project. *(Maximum 300 words)*** |
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## 2. Partnership

2.1 Tick the box that best describes each lead institution. Please note that if you cannot tick any of the boxes, your application will be ineligible for funding under the UKPHS scheme.

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| --- | --- | --- |
| Lead UK Partner |  | LMIC Partner |
|[ ]  Health Delivery Institution  |  |[ ]  Health Delivery Institution |
|[ ]  Health Training/Education Institution |  |[ ]  Health Training/Education Institution |
|[ ]  Regulatory Body (health sector) |  |[ ]  Regulatory Body (health sector) |
|[ ]  NGO  |  |[ ]  NGO  |
|[ ]  Academic Institution |  |[ ]  Academic Institution |
|[ ]  Professional Membership Association |  |[ ]  Professional Membership Association  |
|[ ]  NHS Arm’s Length Body\* |

e.g. Public Health England

2.2 Please provide contact details for *all* partners involved in this application. Please note that a partner here is defined as an organisation that is formally and institutionally involved in the project and partnership (i.e. the relationship is, or will be, formalised through an MoU or contract, and is not just the involvement of one individual associated with the organisation). If there are more than two partners involved (UK and LMIC partners), **please add more boxes as necessary.**

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| --- | --- |
| Lead LMIC Partner  | Lead UK Partner |
| Institution  |  | Institution  |  |
| Lead LMIC project lead (name and position) |  | Lead UK project lead (name and position) |  |
| Department |  | Department |  |
| Address |  | Address |  |
| Email  |  | Email  |  |
| Telephone number(s) |  | Telephone number(s) |  |

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| Additional partner (supporting the delivery of the project) |
| Additional partner (main focal point name and position) |  |
| Institution |  |
| Department |  |
| Address |  |
| Email  |  |
| Telephone number(s) |  |

2.3 Which partner institution will be responsible for signing the contract with THET? (i.e. the lead UK partner or the lead LMIC partner)

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2.4 Complete the table below outlining the roles and responsibilities that each partner and stakeholder will play in the delivery of this project. All partners named above, and any other stakeholders who must be engaged for the project to be successful, should be included here. Add more rows as necessary.

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| **Project partner (organisations)/ Stakeholder** | **Roles and responsibilities in the delivery of this project** |
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2.5 Please describe any relevant health systems strengthening or capacity development projects, and other work, the lead UK partner has completed either individually or with a different LMIC partner. Please include the health system changes you have achieved, with emphasis where applicable on the theme, or themes, under which you are applying. Please note, by partners we mean the organisations rather than individuals. *(Maximum 150 words)*

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2.6 Please describe any relevant health systems strengthening or capacity development projects, and other relevant work, the lead LMIC partner has completed either individually or with a different partner. Please include the health system changes you have achieved, with emphasis where applicable on the theme, or themes, under which you are applying. Please note, by partners we mean the organisations rather than individuals. *(Maximum 150 words)*

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2.7 Please detail how the lead partners met and how you have developed this proposal together. *(Maximum 200 words)*

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## 3. Justification

3.1 While new partnerships will be expected to complete a more thorough scoping and needs assessment upon award of a grant, please describe the opportunity, or opportunities, for health system improvement that you have identified so far and how they align with the theme, or themes, under which you are applying. *(Maximum 300 words)*

Please include details of:

* The operational environment at the institution(s) the project will be delivered.
* The health system, or part thereof, in which the relevant department(s)/institution(s)/location(s) is situated.
* Relevant stakeholders, their needs, and whether these needs could overlap/clash.
* How, and how well, needs are currently being met.

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3.2 Briefly describe your methodology for assessing the need for this project. This might include desk-based research, or face to face/teleconference meetings. *(Maximum 100 words)*

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3.3 Describe how the partnership will more thoroughly assess the need for this project on award of the grant. This might include stakeholder consultation and/or a formal needs assessment. *(Maximum 100 words)*

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## 4. Project Description

4.1 Clearly describe the changes and overall achievements you expect to see through your project by completing the monitoring and evaluation plan below. All changes should be SMART. If you expect to see more than three changes, at either output or outcome level, then please add additional rows where relevant. If you would like to use more than one indicator for your goal or each change then please feel free to do so. See the grant Q&A document for examples and further guidance.

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| Goal – what is the overall aim of your project? | Goal Indicators – how will you know you have achieved your goal? (Please include a target figure where appropriate) |
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| Outcomes – what health system changes do you expect to see by the end of your project?  | Outcome Indicators – how will you know that this change is happening? (Please include a target figure where appropriate) |
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| Outputs – what changes do you need to occur in order to achieve your outcomes?  | Output Indicators – how will you know that this change is happening? (Please include a target figure where appropriate)  |
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| In recognition of the mutual benefits of health partnerships, please also detail up to three goals for the UK institution/s from which the volunteers belong. | Indicators – how will you know that this change is happening? (Please include a target figure where appropriate) |
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4.2 List the main project activities (no more than 20) that will ensure you achieve the changes and outcomes listed above and during the project implementation period, September 2021 - February 2023. Mark an X in the quarter(s) in which the activity will take place. Please review the Q&A document for further details.

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| --- | --- | --- |
|  | Year 1 | Year 2 |
| Activity | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** |
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4.3 How does your project contribute to the theme, or themes, under which you are applying? *(Maximum 300 words)*

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4.4 How will your partnership ensure it documents and disseminates lessons learned, and influences the scale-up and adoption of successful initiatives and approaches to inform practice, policy, and decision-making? Please also specify the institutions or stakeholders you intend to influence. *(Maximum 200 words)*

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4.5 How will your partnership facilitate and encourage an open environment that allows learning to flow between partners freely? You may want to consider how any intended or unintended outcomes for the UK partner institution/s, from which volunteers are being sent, will be incorporated and lead to change in the UK partner institution/s. (Maximum 200 words)

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4.6 Despite there being a discrete gender equality and social inclusion (GESI) theme for this call, all partnerships must nevertheless consider how their project will overcome barriers, or advance issues, related to GESI. Please explain how this has been considered in the design, and how it will affect the implementation, of your project? *(Maximum 200 words)*

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4.7 How have you ensured that your project is relevant and appropriate to the local context and how will it align with the LMIC’s health priorities and plans, and avoid duplication of other health actors’ efforts working in the same field. (*Maximum 300 words*)

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4.8 Explain how your changes will be sustained beyond the lifetime of the project and how buy-in and ownership will be ensured. *(Maximum 200 words)*

You might like to include:

* Any use or consideration of behaviour change and ‘Train the Trainer’ approaches
* How relevant institutions (i.e. the lead LMIC partner, or other government and non-governmental bodies) will take ownership of changes
* Considerations of both sustaining institutional and systemic impact
* How the project will build the capacity and increase leadership of the LMIC partner

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4.9 What proactive steps will you take to ensure that your project takes a ‘do-no-harm’ approach? *(Maximum 300 words)*

This could include considerations on:

* The climate crisis and other environmental matters
* Impact on patient safety of LMIC staff being away from their duties due to project activities
* Ensuring volunteers are well-prepared to work in challenging contexts

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4.10 What good-practice or literature have informed your approach? *(Maximum 200 words)*

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## 5. Project Management and Support

5.1 Describe the organisational systems, structures and processes that currently exist within your partnership. If they do not exist, but you plan to develop them, please include these and make it explicit. Please refer to THET’s [Principles of Partnership](https://www.thet.org/principles-of-partnership/) for further guidance. Add more rows as necessary.

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| Systems | What, How and Who? |
| Governance Structures |  |
| Decision Making |  |
| Communication (between partners) |  |

5.2 Please describe your individual and organisational project management experience and capacity, including any experience with reporting, volunteer/staff management, budget and financial management, and monitoring, evaluation and learning. Where applicable, please detail where this has involved international or partnership working. *(Maximum 200 words)*

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5.3 Explain how the project will engage short- and/or long-term volunteers in order to deliver project activities and describe the processes by which volunteers will be recruited, inducted and managed. *(Maximum 300 words)*

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| Recruited |  |
| Inducted |  |
| Managed |  |
| Debriefed |  |

## 6. Budget

6.1 According to the four ‘Es’ below, please detail how your project will achieve Value for Money. Please refer to the Q&A document for guidance.

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| Economy – *how will costs be kept as low as possible for the appropriate level of quality?* |  |
| Efficiency – *how well will costs be converted into outputs?*  |  |
| Effectiveness *- how well are the outputs achieving the intended effect or outcome?* |  |
| Equity – *how will benefits from the project be distributed fairly and how have you budgeted for addressing GESI?* |  |

**6.2 Please complete the budget using the separate excel budget template.** *THET will not be able to accept grant applications which have either used their own template or have not completed the excel budget template provided for this Call. Please refer to the Q&A document for further details.*