

1. PURPOSE

Funded by NHS England (NHSE), the Global Capacity Building programme (GCB) offers grants to health partnerships to collaborate on health systems and health worker capacity strengthening between England and Uganda, South Africa and Zambia. This call is for applications for the second round of the small grants stream.

NHSE aims to support health partnership activity which enables NHS staff in England to develop as professionals, supports NHS employers with their staff engagement and organisational development, and play a role in tackling shared global health challenges.

As fund manager, the Tropical Health and Education Trust ([THET](#)) is offering health partnerships the opportunity to bid for grants of up to £10,000 for virtual or in-person health partnership programmes. These placements are designed to enable collaboration on capacity strengthening activity in global partner health institutions, while demonstrating benefits back to the NHS (for example, staff development, engagement and satisfaction, recruitment and retention).

THET will award seven grants in Round 2 with an implementation phase from October 2024 – June 2025.

A well-tested methodology, Health Partnerships are long-term arrangements between England and global partner health institutions (in this case, based in Uganda, South Africa and Zambia). They aim to improve global partners' health services and systems through the reciprocal exchange of skills, knowledge and experience. For more details on health partnerships and how to form one, [please see here](#). Generally, capacity building activities are delivered by staff volunteering their time.

We have opted for a wider scope for small grants to allow for innovative solutions to the varied present-day issues interconnected to healthcare. Applicants are encouraged to create grant applications which bring into consideration THET's integrated themes. The grant application should consider and be designed to thread at least one of these integrated themes.

SMALL GRANT'S THEMES:

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| Integrated themes | <ul style="list-style-type: none">• Promoting opportunities for those who would not usually have the opportunity to engage in global health, such as nurses, midwives, Allied Health Professionals, individuals with protected characteristics (such as age, disability, gender reassignment etc) and those from low socioeconomic backgrounds.• Projects led by or including members of the diaspora. You can read more about the contribution that diaspora NHS staff make to global health in our report Experts in Our Midst.• Projects with a focus on staff well-being. |
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- Projects with a focus on planetary health, sustainable delivery of healthcare, or climate adaptation: for example, aligning with [Greener NHS policies](#); review of supply chains, procurement and waste management; review of the carbon footprint of the service user through the patient pathway, etc.
 - Hybrid delivery models and/or innovative use of technology to deliver benefits. You can read more about [principles of digital development](#) and sign up to THET's online [Pulse](#) platform. A recent report was published on [digital transformation](#) for universal healthcare.
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While the focus is on capacity strengthening of global partner health workers and/or the system within which they work, we wish to encourage the pursuit of multi-directional learning. The partnership must be able to show therefore that the NHS volunteers will add value and help achieve outcomes and benefits for the health partnership, and the volunteers themselves.

2 SIZE AND DURATION

Grants will have an implementation period of 9 months, beginning on 1st October 2024 and completing no later than 30th June 2025. Each applicant can bid for a maximum of £10,000 in value.

Please note the following restrictions:

- A health partnership ([comprising the same lead partners](#)) can only secure funding from one round, therefore if the same health partnership received a small grant in round 1, they are not eligible for round 2.
- If a health partnership was already awarded a large grant or small grant through the GCB programme, they will not be eligible for a small grant.
- Institutions in multiple partnerships may submit more than one application but a partnership (comprising the same lead partners) will only be awarded one grant.

3 CORE REQUIREMENTS

- Applications must be made jointly by an English health institution and a South African or Zambian health institution. Uganda institutions may apply, but a greater weighting will be allocated to South Africa & Zambia applications towards promoting geographical spread (8 of the 11 current grantees are located in Uganda).
- Both lead institutions must be one of the following: not-for-profit hospital or other health delivery institution; NHS hospitals in England; Trust or arms-length body; professional association; regulatory body; health education or academic institution; or NGO.
- The application must demonstrate that at least one member of the NHS workforce in England will volunteer their time to engage in global health through collaborating on capacity strengthening activity with a global partner health delivery institution.
- NHS Volunteers must have clear terms of reference with objectives and activities aligned to the partnership or project's aims. These objectives and activities should lead to clear results and generate lessons learnt and good practice.

- NHS Volunteers objectives should be linked to the global partners' health workforce and health system development.

4 SELECTION CRITERIA

If the core requirements and eligibility criteria have been met, applications will be assessed based on the following criteria:

- The project has a clear goal that is achievable with the resources and time available.
- The project has a clear methodology and resources for measuring success.
- The approach must be appropriate and relevant to the local context.
- The project is based on recognised good practice and is informed by available literature and resources.
- The project should demonstrate clear benefit back to the NHS in England and the Ugandan, South African or Zambian health institution. Please refer to the HEE Toolkit for Evidence for ideas: <https://www.thet.org/resources/toolkit-collection-evidence-knowledge-skills-gained-participation-international-health-project/>. This could include individual personal development such as improved communication, pedagogical and leadership skills; staff engagement and well-being; and staff recruitment and retention.
- Partnerships must be able to demonstrate capacity to deliver the project, including relevant processes and policies to support volunteers and provide adequate duty of care.
- The project must demonstrate value for money.
- The project must demonstrate a commitment to Gender Equality and Social Inclusion. Please refer to the [Gender Equality and Social Inclusion toolkit](#) for further information.

5 GRANT HOLDER RESPONSIBILITIES

The lead partner will be the contract holder for these grants. Their responsibilities are outlined below:

- Signing the grant contract with THET
- Receiving grant funds and managing them in accordance with the contract
- Maintaining financial records
- Reporting on finance and bursary activity to THET, at the end of the project, through a very short narrative report. The report will consist of 3 main sections: project progress, volunteer engagement, and health worker details.
- Attending a mid-project progress meeting with THET
- Ensuring grant finances are audited as part of the institution's annual audit.
- Taking responsibility (as laid out in the contract) for all security, insurance and registration matters related to those travelling/working on behalf of the project.
- Demonstrating safeguarding compliance, including having or developing a safeguarding policy and ensuring that volunteers have read and will abide by it.
- Please note that all NHS Volunteers must complete a pre and post volunteer questionnaire provided by THET and will be offered the opportunity to contribute to research on the wellbeing impact of volunteering.

6 FUNDING RESTRICTIONS

GRANTS WILL FUND:

- Local and international travel and associated costs, e.g. economy class travel, travel insurance (if not already covered by a central institution policy), accommodation and subsistence.
- Where at all possible, THET urges applicants to consider conducting work remotely. International economy flights will only be covered for travel of periods over 3 days in order that the project benefits sufficiently from the environmental impact.
- Training and workshop costs such as venue costs, refreshments, travel expenses and training materials (but not per diems). While it is expected that most of the training will be delivered by people volunteering their time, we will accept small trainer fees (up to 10% of the total grant) where absolutely necessary.
- Bank charges for transfer of funds
- Reasonable project management and office/overhead costs. THET would not expect this to exceed 25% of the total budget. This can include project staff salary contributions in any partner institution for part-time posts required to deliver the project within the set project period. Communication around management (for example telephone and internet costs), office costs (for example rent), administration support and office equipment (for example laptops) are included within these costs.
- Monitoring, evaluation and learning costs (no more than 25% of the budget)
- Communication and meeting costs (refreshments, transport, teleconferencing, video conferencing, etc.)
- Reasonable medical equipment and consumables
- Reasonable digital equipment
- Contingency up to 1.5% of the total budget to factor in exchange rate variances and/or bank charges.

GRANTS WILL NOT FUND:

- Backfill funding for NHS volunteers
- Volunteer per diems
- Sitting allowances (for individuals to attend training)
- Entertainment costs
- Costs relating to the delivery of health services
- Non economy travel
- Capital costs

7 APPLICATION AND SELECTION PROCESS

Please read the below outline for THET's selection process carefully

6th May 2024

Launch of Small Grants

23rd May

Small Grants drop-in webinar

1st July 2024	Application submission deadline
July/August	Review by selection group and grants awarded Due diligence process for shortlisted grants
September	Contracts issued and signed
1st October 2024	Grants begin
30 th June 2025	Grants close

Applicants for small grants should submit the following documents to grants@thet.org by **17:00 (BST) on 1st July**.

- Application form
- Letters of support from both lead partner institutions

Applications received after this date will not be considered. If you do not receive an acknowledgement from us within 2 working days, please assume we have not received your application and re-submit.

All information should be included in the body of the project outline and budget. Additional documents or footnotes will not be considered by the selection panel.

If applications have been shortlisted for the selection panel, THET will require both lead partners to submit a due diligence assessment form and associated documentation.

Applications will be reviewed by THET against the eligibility criteria and grant requirements listed above. **THET's decision to award grants will be final.**

Project development is a consultative process with THET. Applicants must be willing to engage in this process.

For those looking for some guidance on **proposal writing**, a training video can be found [here](#).

THET will also hold a **drop-in session** for the GCB small grants call on **23rd May at 10:00 AM** (UK time). This will allow for questions and clarifications. Sign up [here](#).

If you have any additional questions, please email us at grants@thet.org.