**NHS Grampian Charity**

**Lasting Impact Programme**

**Guidance Notes**

**Programme Introduction**

The Lasting Impact Programme was created to support the development of an active programme of co-produced research that has a positive and long-lasting impact on the health of the people of Grampian.

The programme welcomes applications from community and public sector groups working in collaboration with researchers to undertake public health research, studies and pilot projects with a strong focus on lived experience. These projects should have the potential to lead on to the undertaking of further projects and tests of change that can lead to real improvements in the major health priorities and can create a lasting impact for the people of Grampian.

Funding is available for a wide range of research modalities, from qualitative to quantitative, in a variety of projects which are directed towards improving wellness, access to health care, as well as preventing, investigating causes of, and treating ill-health.

The programme will support projects with a public health focus and which are in alignment with the UN’s Sustainable Development Goals, as well as with Public Health Grampian’s priorities.

**Key Themes of Interest**

* Young people’s mental and physical health and wellbeing
* Loneliness and isolation
* Adult mental and neurological health
* Barriers to accessing health services, including digital literacy and access
* Physical inactivity and related health issues
* Poverty and related health issues
* Elderly health and wellbeing
* Substance misuse and related health issues

**Programme Outcomes**

The table below identifies some of the key intended impact areas the Lasting Impact Programme aims to achieve.

|  |  |  |  |
| --- | --- | --- | --- |
| **Short (Phase 1)** | **Medium (Phase 2)** | **Longer** | **Alignment** |
| Increased understanding of people experiencing inequalities in health outcomesKnowledge of how we can improve health and wellbeing of the people of GrampianPartnerships developed to facilitate improvements in healthcare | Improved access to healthcareNew ways of working to enhance service provision developedMore efficient and effective models of practice to improve healthcare developedIncrease local funding, and investment attracted for further research and test developments  | Enhanced health and wellbeing of the people of GrampianImproved physical and mental healthReduced health inequalities | Scotland’s Public Health PrioritiesScotland’s National Performance FrameworkUN’s Sustainable Development Goals |

**Timescales**

The funding call for the initial phase of the programme opens on Friday 24th January 2025 and will close at 12pm (noon) on Monday 31st March 2025. Please note we will not be able to accept any applications after this time.

Funding applications will be reviewed by a panel made up of members from NHS Grampian Charity, NHS Grampian Charity Grant Research Panel, patient and public representatives, and third sector representatives.

Recommendations will be presented for final approval by NHS Grampian Charity Committee on Friday 27th June 2025, and we anticipate applicants should be informed of the outcome of their application by Friday 4th July 2025.

All projects must start within three months of the award agreement being signed and be completed within a 12-month period unless otherwise agreed by the charity (please see guidance for section 3.2.)

The funding call for phase 2 of the Lasting Impact Programme will follow the end date of all projects in 2026/27.

**Eligibility & Criteria**

Grants are available to collaborative partnerships of community and third sector organisations, public sector and health organisations, and academic institutions within Grampian. At least one applicant must have relevant research experience.

All applications must have a lead organisation and a principal investigator (PI) who are jointly responsible for the co-ordination and reporting of the project.

Applications working in partnership with multiple organisations are welcome.

All projects should result in, or have the potential to result in, the improvement of the physical or mental health of people within the NHS Grampian area. We require beneficiary engagement to be included as part of the application.

A favourable opinion from an appropriate ethics committee should be in place for the project (if applicable) prior to any research starting. The PI is responsible for ensuring any relevant ethical approval is secured in a timely manner, and the project plan should allow adequate time for this before the commencement of the study. No funding will be released until ethical approval is obtained.

A replacement PI must be identified and the charity informed if the applying PI is unable to complete the study in the timeframe or if they move outwith the NHS Grampian catchment area.

Any alterations or changes to the project for any reason that affects the funding awarded (e.g. timescales, staff changes and project delays) should be detailed in writing to NHS Grampian Charity using a Grant Adaption Form as soon as the changes/problems are identified with the request for a project amendment.

The lead contact and PI will both be responsible for the provision of interim and end of project reporting.

The lead contact and PI are required to attend the final showcase event and provide a presentation on the work.

Fees for a postgraduate degree are not funded, but research costs for research contributing to a registered degree will be considered.

Projects that recruit patients and/or use patient samples are encourage to contact NHS Grampian R&D department or the Grampian Biorepository for help and advice.

**Funding**

There is no funding application limit. Project expenditure should be costed to reflect good value for money and with adequate funds to enable the project to be undertaken cost efficiently and effectively. The number of applications which will be funded will depend on the value of those received, which are scored as fundable, within the available fund of £1 million.

Applications for activities that have potential to leverage further external grant income to Grampian will be looked upon favourably.

Funding will be awarded directly to the organisation(s) and researcher(s) by the charity on receipt of signed award agreements.

Funding will be paid directly to each individual participating organisation or, in the case of NHS Grampian applicants, funding will be paid internally via recharge.

Once approved, payments will be made in two instalments. The first payment of 75% of the total award amount will be paid at the start of the project and the second payment of the remaining balance will be paid at the mid-point upon receipt of an approved interim report.

Funding can be used for studies or pilot activities that will lead to second phase applications to NHS Grampian Charity, or which may bring more external funding to Grampian through subsequent applications to external bodies. Please note that grants are awarded on an application basis and without commitment to any further funding.

Please also note that second phase applications will be invited only after first phase projects have been successfully completed.

**Responsibilities of the lead organisation and PI**

In accordance with the conditions of the grants, you are expected to:

* Ensure the funding is used only for work for the benefit of the people of Grampian;
* Commit to adhering to the agreed project activities and timescales as outlined in your application;
* Ensure a favourable opinion from a relevant ethics committee has been secured;
* Ensure approval of your institute or organisation’s management or governance are in place for your participation in the project;
* Attend the final showcase event and provide a presentation on the work;
* Promptly identify any required replacement staff if you are unable to complete the study (please note, an approved Grant Adaption Form will be required);
* Inform us of any changes to the project (e.g. timeframe, staff changes, delays, etc.) in writing using a Grant Adaption Form as soon as changes/problems are identified;
* Adhere to timely completion of reporting requirements.

**Definitions**

**Organisation:** This is the organisation of the lead contact (i.e. “Third Sector”);

**“Third Sector”:** This includes charities, voluntary and community groups, and public bodies (e.g. local authorities);

**Lead contact:** This is the applicant who is leading and is responsible for the overall management of the project;

**Principal investigator (PI):** This is the lead (experienced) researcher who is considered a co-lead contact;

**Co-investigator:** Other applicants involved in the project.

**Application Guidance**

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| **The following information corresponds numerically with the application form and should be read alongside whilst completing the form.****Please ensure all requested information is provided, as incomplete application forms will not be considered.** **You should ensure you include all relevant information in the body of your application. Please note that we are unable to follow links to websites for additional information.** |

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| **Summary** |
|  | **Short title** |
|  | Please include a short title of no more than six words, based on your project title in section 4.1. |
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|  | **Total amount requested** |
|  | Please insert the total sum being requested. |
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| **Section 1: Organisation Information** |
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| This section should be completed by the organisation’s lead contact. |
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| **1.1.** | **Organisation lead contact** |
|  | This is the lead applicant and the main contact person for the work, who will be responsible for ensuring the project stays on track and that any reporting requirements are met. |
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| **1.2.** | **Organisation second contact** |
|  | Please provide details of your Chief Executive or Senior Director. This should be someone who has senior authority and can approve your organisation’s support of this work.  |
|  |  |
| **1.3.** | **Organisation details** |
|  | Please tell us the name and address of your organisation, the type of organisation (e.g. registered charity, Community Interest Company, etc.) Please provide us with your Scottish Charity Number (if applicable), and the date in which your organisation was set up.  |
|  |  |
| **1.4.** | **Description of your organisation** |
|  | Please provide a brief description of the main purpose and type of work of your organisation. This should include the geographic area you cover, and the benefit of your work for the health of the people of Grampian. Please do not exceed the 400 word limit.  |
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| **Section 2: Researcher(s) Information** |
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| This section should be completed by the Principal Investigator (PI). CVs should be appended for ALL investigators (including the lead contact named in section 1.1.) Researchers should provide a short (max. 2 page) research CV, and other applicants should provide a brief CV with details relevant to their role in the project.  |
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| **2.1.** | **Principal Investigator** |
|  | This is the main researcher undertaking the work who will be responsible for ensuring the project stays on track and for any reporting requirements. |
|  |  |
| **2.2.** | **Co-investigators** |
|  | Please provide key details of any co-investigators and their line managers.  |
|  |  |
|  | Please feel free to copy and paste the table if you need to add additional co-investigators. |
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|  |  |
| **Section 3: Project Information** |
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| This section should be completed with input from all key partners participating in the project. |
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| **3.1.**  | **Project description** |
|  | This section is to tell us about the project you want to undertake. Using lay language, this should include key details of all activities including what you are seeking funding support for. Please do not exceed the 1,500 word limit. |
|  |  |
| **3.2.** | **Project duration** |
|  | All projects must start within three months of the award agreement being signed and be completed within a 12 month period unless otherwise agreed by the charity. |
|  |  |
| **3.3.** | **Beneficiaries and identified needs** |
|  | Please tell us who the intended beneficiaries of the project will be – this may include information like their gender or age group; ethnicity; presenting conditions or problems; geographical area, etc.  |
|  |  |
|  | Details of any subjects/patients participating in the research project (including demographics, inclusion/exclusion criteria and recruitment strategy) should be provided in section 4.6. |
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|  | You should include detailed information on how you are aware of rising needs and how you have engaged and involved this group of people. Please do not exceed the 750 word limit. |
|  |  |
| **3.4.** | **Lasting impact** |
|  | In this section we want to hear about the potential impact of undertaking the project (i.e. the longer-term changes you hope to achieve). Please do not exceed the 250 word limit. |
|  |  |
| **3.5.** | **Theme** |
|  | Please tick only **one** theme in this section. If your project fits within more than one theme, please choose the one that you feel best aligns with your project. If your project does not fit within one of the listed categories, please use the ‘other’ section to tell us.  |
|  |  |
| **3.6.** | **Outcomes and indicators** |
|  | Please describe up to three intended outcomes for this aspect of your project. This is an outline of the change you intend to make by undertaking this piece of work which you are applying for funding for. Your outcomes should describe the who, what and how of change. Please do not exceed the 50 word limit. |
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|  | Please also provide indicators for each of your outcomes. These are things you will measure to tell you whether or not you are achieving your intended outcomes. Please do not exceed the 100 word limit.  |
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|  | For this programme, applications which focus on achieving lasting improvements in the categories outlines in section 3.5. will be particularly welcome. Also encouraged are applications which address the range of factors such as health inequalities which underlie NHS Grampian’s public health priorities in areas such as cancer, heart disease, COPD, mental and neurological health, obesity, stroke and diabetes. For further information please see [NHS Grampian’s Public Health Report.](https://www.nhsgrampian.org/your-health/director-of-public-health-annual-report/) |
|  |  |
| **3.7.**  | **Partners and stakeholders** |
|  | This section is to tell us about all the partners and other stakeholders who are required to successfully complete this project. Please do not exceed the 1,000 word limit.  |
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| **3.8.** | **What happens next?** |
|  | On completion of this stage of your project, please tell us about your intentions to progress the work further. Please include details of any further studies, pilot projects and funding requirements that you may wish to be progressed. Please do not exceed the 800 word limit. |
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| **3.9.** | **Any other relevant information** |
|  | This section is to provide any information relevant to your project which you feel you have not yet covered. Please do not exceed the 500 word limit. |
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| **Section 4: Details of the research project** |
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| This section should be completed by the Principal Investigator named in section 2.1. |
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| **4.1.** | **Research project details** |
|  |  |
|  | Please provide a project title and a start and end date for the research project, if these vary to the title and dates provided in the summary and in section 3. |
|  |  |
| **4.2.**  | **Lay summary** |
|  | Please provide a **lay summary** of your research project. Tell us what you plan to do and include as much specific detail as you can using non-scientific specialist language. You may wish to read the charity’s guidance on lay summaries, which is available by emailing gram.charities@nhs.scot. Please do not exceed the 500 word limit. |
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| **4.3.** | **Scientific summary** |
|  | Please provide a **scientific abstract** of your project in the format: Background; Aim(s); Protocol/Methodology; Expected outcomes/benefit. Please do not exceed the 300 word limit.  |
|  |  |
| **4.4.** | **Proposal background** |
|  | Please explain the research and other background to the project and provide a clear lead up to the study aims in section 4.5. This section should be supported by appropriate references. Please do not exceed the 1,000 word limit. |
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| **4.5.** | **Aims** |
|  | Please provide a clear numbered list of the aims of your research project. Please do not exceed the 300 word limit.  |
|  |  |
| **4.6.** | **Research plan** |
|  | Please include detail of the objectives designed to achieve the aims, protocol/methodology, patient/subject recruitment (as applicable, and incorporating inclusion/exclusion criteria), power calculations, proposed statistical analysis as relevant, and timeline for achieving objectives (e.g. GANTT chart). |
|  |  |
|  | Please also explain how the third sector and NHS/academic researchers will interact (e.g. timing/format of progress meetings, data/results sharing). Please do not exceed the 1,700 word limit.  |
|  |  |
| **4.7.** | **References** |
|  | Please provide a list of all references cited anywhere in the application using either Harvard or Vancouver format. Please do not include any references for additional information which are not mentioned elsewhere in the application.  |
|  |  |
| **4.8.** | **Suggested reviewers** |
|  | All research proposals which are accepted as meeting the programme’s criteria are subject to anonymous review. Reviewers nominated by the applicant may be used, or alternatives sought at the discretion of the charity. You will be invited to respond to reviews and submit a revised application (if appropriate). |
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|  | Please provide contact details of two reviewers along with brief statements of their appropriateness. |
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| **4.9.** | **Any other relevant information** |
|  | This section is to provide any information relevant to your project which you feel you have not yet covered. Please do not exceed the 500 word limit. |
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| **Section 5: Funding** |
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| This section should be completed with input from all key partners. |
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| **5.1.** | **Staffing costs** |
|  | A detailed budget of funding for salary costs is required, and should include on-costs (e.g. pension and NI contributions).  |
|  |  |
|  | Where the salary is for a specified post-holder, a CV should be appended to the application. In the case of a names post-holder, the actual salary should be given. Otherwise, salaries should be quoted at a grade and level of the scale in question which is realistic and appropriate to the requirements of the project. |
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|  | Please also note that NHS Grampian Charity does not fund the ‘full economic costing’ model used by universities.  |
|  |  |
|  | Please tell us in the ‘Payable to’ column which organisation this funding is being requested by.  |
|  |  |
| **5.2.** | **Additional costs** |
|  | This section should include a complete breakdown of all other projected costs associated with the project. Please include unit costs and details of expenditure.  |
|  |  |
|  | Please tell us in the ‘Payable to’ column which organisation this funding is being requested by.  |
|  |  |
|  | Please note that the procurement of goods and services must comply with your organisation’s standard procedure.  |
|  |  |
|  | NHS Grampian applicants must adhere to NHS Grampian’s standard procurement policies and procedures as detailed in the Standing Financial instructions which can be viewed on the finance department [intranet site](https://nhsgintranet.grampian.scot.nhs.uk/depts/Finance/Pages/default.aspx) (networked devices only). |
|  |  |
| **5.3.** | **Total per organisation** |
|  | Please provide a total amount being requested per organisation, as well as the grand total amount that is being sought.  |
|  |  |
| **5.4.** | **Justification** |
|  | Please justify the requirement for each significant element of your proposed budget in terms of necessity for successful completion of the work. Salary costs requested should be justified by explaining why the person/post and level of salary requested is essential in terms of the expertise/experience required for successful completion. All significant cost elements should be justified.  |
|  |  |
|  | If your application includes the purchase of equipment, please tell us if there are any associated maintenance costs and how these will be met beyond the duration of the grant. Please do not exceed the 500 word limit. |
|  |  |
| **5.5.** | **Other funding** |
|  | Please provide details of all other associated funding. |
|  |  |
| **5.6.** | **Future funding** |
|  | Please provide details of possible future funding requirements, bearing in mind that there is no commitment from the charity to provide further funding.  |
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| **Section 6: Attachments** |
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|  | Please tick to confirm that you have included all the relevant attachments with your application.  |
|  |  |
|  | If you are unable to provide any of the required attachments, please clearly explain why. |
|  |  |
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| **Section 7: Signatures** |
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|  | All contributors and their organisational representatives are required to sign the application form. You must ensure all the information is complete and accurate before signing.  |
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|  | The Principal Investigator must ensure they have written agreement from all co-investigators before signing on their behalf.  |
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|  | Digital signatures are accepted.  |

**Important information**

Please ensure that all sections of the form are fully completed, all additional information is attached, and your application is emailed to gram.charities@nhs.scot before 12pm (noon) on Monday 31st March.

Please name your application using **Project Short Title – Lasting Impact Application – Applicants Initials** in both the document title and the email subject line.

Please note that we are unable to progress applications which do not adhere to the provided guidance.