



# Improvement Fund Application Guidance Notes

August 2019

## Kent, Surrey and Sussex Dementia Care Improvement Network (DCIN)

Improvement Fund Information Pack to support applications for small funding awards focused on 'creating better dementia care'.

### 1. Who are we?

We are the Kent Surrey and Sussex Dementia Care Improvement Network (DCIN). We are funded through a partnership between the Brighton & Sussex Medical School Centre for Dementia Studies, Health Education England in Kent Surrey & Sussex, and Sussex Partnership NHS Trust.

The Network's aim is to help staff involved in dementia care in Kent, Surrey and Sussex to develop good local initiatives, create better dementia care, and share good practice

### 2. Why are we offering these small Funding Awards?

An exciting new addition to our Network offer in 2018 was the opportunity to develop bids for small grants of up to £5000 and pitch to a "Dragons' Den" panel to win a funding award.

Recent reports on Innovation (*Adoption & Spread of Innovation in the NHS, The Kings Fund, January 2018*) demonstrate consistently that good service ideas and improvements are often held back by the lack of small amounts of funding.

*"Innovators and adopters in the NHS need to be able to access small amounts of funding quickly and easily to support rapid adoption and spread of effective innovations."*

This funding can be used for a range of things. For example, the funds might be used to help something to get started and to test an idea; to help something spread from one setting to another; or to educate others and share learning and skills about good approaches to care.

### 3. Who can apply?

Anyone working within the Kent Surrey and Sussex area in Health and Social care settings with people living with dementia.

### 4. What will we fund?

There are three areas of service improvement in dementia care eligible for Awards

#### **1. Developing a specific service improvement**

You have identified an improvement needs to be made but have a range of ideas to test using a PDSA approach.

Alternatively, you may have already tried and tested a range of ideas and identified the change you want to make to deliver an improvement but require some additional resource to implement the change successfully.

## **2. Scaling up or spreading a service improvement**

You have a successful service improvement but require additional resource for it to be adopted by more people or more departments

Alternatively, you have seen a successful improvement in another service and want to adopt this for your own service or setting.

## **3. Spread of learning about an improvement in dementia care**

You have implemented a successful improvement in dementia care and want to share the learning, with a focus on educating others and sharing learning and skills

## **5. How much funding can you apply for and what are judges looking for?**

The DCIN funding should make a significant difference to your service improvement work being able to take place.

Your application should show how your project or good idea can improve the lives of people living with dementia &/or enable staff to work more effectively with people living with dementia.

You can apply for up to £5000 maximum. Before agreeing an Award, the “Dragons” Panel will wish to be assured that the money will be well spent (Note that Awards may be made at less than the maximum level).

The Dragons Den Panel will be chaired by Professor Sube Banerjee, Professor of Dementia Studies, and include experts by experience, and dementia care practitioners.

We anticipate being able to offer two Dragons Den funding opportunities per year.

## **6. Features of your application:**

There are likely to be more applications for funding in each funding round than there is finance available. You should therefore aim to show:

- What is the change you wish to make through this service improvement?  
What is different or distinctive about this?
- Demonstrate the service need and underpinning rationale for this change (draw on relevant supporting evidence, for example from research, patient experience, or other sources)

- Demonstrate your approach to engaging positively with service users and carers in relation to your service improvement.
- Demonstrate your approach to the planning and implementation of the change, considering important aspects such as timing, staffing, costs, or other resources.
- Demonstrate your approach to measuring the impact of the change. How will you know, and show, that the change is an improvement?
- Explain why you are seeking a Funding Award for this service improvement, and how the Award will be used. How will this Award make a significant difference to your service improvement work being able to take place?

### 7. How long do you have to spend the funding?

Funding Awards must be spent within 8 months of the award.

### 8. Support to bidders.

The DCIN team will support applicants in shaping their bids, and will offer further change management support to the successful bidders.

Between opening date in early September and the shortlisting deadline in early October, members of DCIN will be available for booked 30-minute telephone conversations to help bidders shape their ideas and proposals.

The DCIN team will offer shortlisted applicants a Dragons Den preparation workshop to help applicants practice their pitch to the Dragons. This will give applicants a chance to:

- Discuss your improvement ideas with others
- Plan how to structure your presentation to the Dragons Den panel
- Think about key presentation messages, what makes a good story, how to 'sell' your approach
- Rehearse, receive feedback, go back to your teams and services with ideas to discuss and develop before your final 'pitch' to the Dragons Den Panel

The preparation workshop will be on – 25<sup>th</sup> October '19.

The actual dragon's den will be part of the next KSS DCIN Network event on 6<sup>th</sup> November '19.

The network event and the Dragons’ Den will provide valuable opportunities for local groups and services to network about what is happening in the local KSS area

### 8. Key Dates for Improvement Fund Application Round 3: all dates to be confirmed

| <b>Date</b>                                                    | <b>Action</b>                                                                                                                                       |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 <sup>nd</sup> September                                      | Award opens for applications                                                                                                                        |
| 2 <sup>nd</sup> September to October 4th                       | DCIN team available for booked 30-minute telephone conversations to help test your ideas and shape your bids.                                       |
| September to October 4th                                       | Complete the short application form which will be available online from the opening date.<br><br><b>Deadline 5pm on 4<sup>th</sup> October 2019</b> |
| 4 <sup>th</sup> – 7 <sup>th</sup> October                      | Shortlisting                                                                                                                                        |
| 7 <sup>th</sup> October                                        | Notification of successful shortlisted initiatives                                                                                                  |
| 25 <sup>th</sup> October<br><br>Holiday Inn, Gatwick<br>London | Dragon’s Den preparation workshop for shortlisted applicants.                                                                                       |
| 6 <sup>th</sup> November<br><br>Holiday Inn, Gatwick<br>London | Dragon’s Den Panel                                                                                                                                  |

### 9. Application Form

The form is not yet available online for submission.

The indicative form is attached below as a word document. We recommend you fill out the document in word and then copy the text to the online version. Please get in contact if you need any help.

### 10. Any questions?

Please email [KSSDCIN@bsms.ac.uk](mailto:KSSDCIN@bsms.ac.uk)

### Applicant Details

#### Q1. Please give your contact details

|                           |  |
|---------------------------|--|
| <b>Name:</b>              |  |
| <b>Organisation:</b>      |  |
| <b>Job Role:</b>          |  |
| <b>Address City/Town:</b> |  |
| <b>Postal Code:</b>       |  |
| <b>Email Address:</b>     |  |
| <b>Phone Number</b>       |  |

#### Q2. Please give the names and roles of your team members

**Q3 Shortlisted projects will be required to attend the Network Event on 6<sup>th</sup> November and the Practice session on 25<sup>th</sup> October.**

**Network Event tbc. I confirm that I/my team are available to attend (required)**

**Practice Session tbc. I confirm that I/my team are available to attend (required)**

## Project Outline

**Q4. Describe your project briefly. What is the change you wish to make through this service improvement? What is different or distinctive about this? (250 words)**

**Q5. Demonstrate the service need and underpinning rationale for this change (draw on relevant supporting evidence, for example from research, patient experience or other sources)**

**Q6. Demonstrate your approach to engaging positively with service users and carers in relation to your service improvement. (250 words)**

**Q7. Demonstrate your approach to the planning and implementation of the change, considering important aspects such as timing, staffing, costs, or other resources. (250 words)**



**Q8. Demonstrate your approach to measuring the impact of the change. How will you know, and show, that the change is an improvement? (250 words)**

**Project Budget**

**Q9. Explain why you are seeking a Funding Award for this service improvement, and how the Award will be used. How will this Award make a significant difference to your service improvement work being able to take place? (250 words)**

**Q10. The Improvement Fund offers awards up to £5,000. How much funding are you requesting?**

**Q12. Please give a breakdown of how the money will be spent?**

|                                |  |
|--------------------------------|--|
| Staff costs                    |  |
| Non-staff costs e.g. resources |  |
| Indirect costs                 |  |
| Other                          |  |
| Total                          |  |