Taking action on the social determinants of health

Guidance notes on using AIMS to complete an award proposal

All applications must be made via our online application portal, AIMS.

*Please note, the Health Foundation uses a standard application form for our award proposals and **not all of the information requested in the online form is required** for the 'Taking action on the social determinants of health' funding call. Some sections are optional. Also, this funding call offers grants of £40,000 to £60,000, please keep responses proportionate to the size of funding requested and **note there is no requirement to write to the full word limit**. Shorter responses are likely to be appropriate for this call.*

Please see the guidance below. Information noted in capitals is guidance specific to the 'Taking action on the social determinants of health funding call'. If you have any questions about the application form or using AIMS, please contact clare.smyth@health.org.uk *or on 020 7664 4662.*

Section 1: Contact Information

1.2 **Organisation**
Please provide the name and address of the body that would administer any award, including charity and company numbers if applicable
THE LEAD ORGANISATION SHOULD BE A MEMBER OR OBSERVER OF THE UK PUBLIC HEALTH NETWORK (UKPHN). PLEASE PROVIDE THE ORGANISATION'S DETAILS HERE.

1.3 **Primary contact**
Please provide the name, job title and email address of the person we should contact about this application. This is also the person who will be listed in the award agreement as the primary contact.

Section 2: Project Information

2.1 **Project title**
What is your project title?

2.2 **Aims**
What are the overall aims of the project?
PLEASE PROVIDE DETAILS OF HOW THE PROJECT WILL INFLUENCE ONE OR MORE SOCIAL DETERMINANTS OF HEALTH.

2.3 **Background**
How do you know that there is a need for your project? What evidence do you have that a problem exists?
OPTIONAL. YOU MAY USE THIS SECTION TO HIGHLIGHT THE NEED FOR YOUR PROJECT IF DESIRED. IF YOU WISH TO LEAVE THIS SECTION BLANK, PLEASE WRITE N/A IN THIS SECTION.

2.4 **Activities or methods**
Please describe your project methodology.

2.5 **Timetable**
What are the major milestones for the project and how will progress be monitored?
A SUMMARY TIMELINE WITH KEY POINTS IS SUFFICIENT. PLEASE NOTE THERE IS NO REQUIREMENT TO UPLOAD A DETAILED PROJECT PLAN FOR THIS CALL.

2.6 **Staffing and organisation**
Who are the key personnel and how will work be assigned to different members of the project team? If personnel will be recruited as part of the project, please advise on the roles you will be seeking to fill.
IN THIS SECTION, PLEASE PROVIDE DETAILS ABOUT THE PARTNERSHIP BETWEEN THE UKPHN MEMBER AND/OR OBSERVER(S) AND THE NON-

2.7 **Project risks**
What are the key project risks and how will you manage these?

2.8 **Expected outcomes**
Describe the anticipated results of the project and also any outputs such as publications, educational material or patient information. How would you describe success?

2.9 **Dissemination**
What are your plans for disseminating results and learning? How will learning be embedded?

Section 3: Financial Information

3.1 **Total cost**
What is the total cost of your project?

3.2 **Total amount of funding requested**
How much funding are you requesting from the Health Foundation?

3.3 **Other funding**
Have you approached anyone else for funding? If so please provide details.

3.4 **Detailed budget**
*Please complete **the attached budget form**, with details of how much you are requesting for the following:*

A. Staff costs
If the Foundation is being asked to contribute to some or all of the costs of staff, please give the name of the postholder (if known), their total salary including on costs and the percentage of time allocated to the project, for each member of staff to be funded. The number and level of staff requested should be appropriate to the work proposed. Salary increases can be included but should be no more than 3% per year.

B. Running costs
The Foundation will fund reasonable running cost such as consumables, data analysis, computing costs, essential administration and office expenses

directly related to this project. All such costs must be directly related to this project. Please note we do <u>not</u> fund overhead costs.

C. Travel & subsistence
Reasonable costs (economy/standard class fares) will be met, where applicants can justify the need to visit each other or collaborators or to participate in conferences and meetings.

D. Non-recurring costs
Equipment essential to the project but currently unavailable in the organisation/ department may be funded, provided this is clearly justified. The cost should be a current quotation from the supplier. If the applicant and the project move during the tenure of the award, the Foundation may require that any equipment purchased moves with them.

E. Other costs
Funding for exceptional items may be available providing they are justified. (For example, access to specialist facilities or equipment or the use of consultants may incur charges). Please add any other costs which do not fit under any of the above headings here.

3.5   Budget Justification
Please provide justification for items requested in the budget and the level of funding requested. Please note an important part of our assessment will be how you demonstrate value for money