**The innovation den**

*No idea is too small*

Please refer to the **Information sheet** for eligibility criteria and further information

**IMPORTANT NOTE:** Applicants should give signatories (Section E) enough time to review and approve applications. The Charity suggests applications are sent to the required people, no later than **Monday 20th April 2020**. It is the responsibility of the applicant to ensure the completed application, with all necessary signatures, is then submitted to the Charity by **Monday 4th May 2020.**

# Section A – Applicant details

|  |  |
| --- | --- |
| Project Lead  full name and title |  |
| Lead applicant department & address |  |
| Telephone/ext. number |  |
| Email |  |

|  |  |
| --- | --- |
| Project Co-Lead full name and title |  |
| Co-Lead department & address |  |
| Telephone/ext. number |  |
| Email |  |

|  |  |
| --- | --- |
| Has this project, either whole, or in part been submitted to the Innovation Den before? | Yes  No |
| If yes, please provide the title of the previous project and detail how it has been altered. |  |

**Section B – Project summary**

|  |  |
| --- | --- |
| Title of project |  |
| Executive Summary  (max. 100 words) |  |
| Lay summary of the project  (max. 500 words) |  |

**Section C – Project details**

Please ensure you fully address the following sections to describe your project. Graphs/Figures are permitted.

|  |  |
| --- | --- |
| https://shared-d7-royalmarsden-public.s3-eu-west-1.amazonaws.com/files_trust/s3fs-public/T19010n_Trust%20website%20graphic_2.pnghttps://shared-d7-royalmarsden-public.s3-eu-west-1.amazonaws.com/files_trust/s3fs-public/T19010n_Trust%20website%20graphic__1.png  https://shared-d7-royalmarsden-public.s3-eu-west-1.amazonaws.com/files_trust/s3fs-public/T19010n_Trust%20website%20graphic_4.pnghttps://shared-d7-royalmarsden-public.s3-eu-west-1.amazonaws.com/files_trust/s3fs-public/T19010n_Trust%20website%20graphic_3.png  Please describe how your proposal is connected with at least one of the Trust’s Strategic Objectives and reflects the Trust’s values  (max. 400 words) |  |
| Please detail the time-frame of your proposal, including any significant milestones  (max. 200 words) |  |

|  |  |
| --- | --- |
| Please describe the expected impact of the project and the methods utilised to measure this  (max. 400 words) |  |
| This award is valid for one year (from the award start date). If your intention is to continue the project after the initial award has finished, please describe what your next steps are and how the project will be self-sustaining  (max. 200 words) |  |

# Section D – Breakdown of costs

Salaries

Please complete the table below if your proposal includes staffing costs and ensure you liaise with your Finance Manager and relevant HR Manager.

|  |  |
| --- | --- |
| Name 1 (if known) |  |
| Role |  |
| Year 1 | |
| Basic salary |  |
| Other costs/allowances |  |
| Total |  |
| Overall total |  |

(Please copy and paste the table, if more than 1 post is being described)

Other costs

|  |  |  |
| --- | --- | --- |
| Description | Details | Cost (£) inc. VAT |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Total Cost (inc. VAT)** | £ |

|  |  |
| --- | --- |
| Brief explanation and justification of costs  (total cost must fall between £5k–£60k)  Please also describe if you are expecting the spend to take place in one go, or over a period of time |  |

# Section E – Approvals

Either paste a scanned signature into the boxes below, or attach, with this form, individual emails showing authorisation. **IMPORTANT NOTE: Applicants should give signatories enough time to review and approve applications.** The Charity suggests applications are sent to the required people below, no later than **Monday 20th April 2020. It is the responsibility of the applicant to ensure the completed application, with all necessary signatures, is then submitted to the Charity by Monday 4th May 2020.**

Divisional Director

*I fully support the proposal described the above, and confirm its feasibility.*

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |

Divisional Finance Lead

*I confirm that the above stated costs are accurate and feasible.*

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |

Other Relevant Department e.g. HR Manager for staff costs, Marketing for filming support, IT for IT support

*I confirm that the Trust \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_department is able to support this proposal.*

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |

*I confirm that the Trust \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_department is able to support this proposal.*

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |

Please email a Word and PDF version of this application form by midday **Monday 4th May 2020** to the Charity Grants Team charity.grants@rmh.nhs.uk

**Timeline**

**Monday 20th April 2020** – Submission deadline to signatories

**Monday 4th May 2020** – Submission deadline to the Charity grants team

**Week Commencing 18th May 2020** – Applicants informed if they have been shortlisted

**Monday 1st June 2020** – shortlisted applicants pitch their ideas to The Den.