**Carer-focussed rapid-learning pandemic legacy projects Spring 2022 Project Bid Form**

Thank you for your interest in initiating a carer-focussed project to evaluate, capture and communicate pandemic learning. Please complete all sections of this Project Form including the Financial detail section which is required to facilitate our financial approvals process.

**Organisation name**

**Project contacts: names, job titles, email addresses and telephone numbers**

**Project name**

**Confirmations – please can you confirm the following:**

Please confirm that your project will take place before the end of March 2022

 **Yes / No**

Please confirm that you will submit a final project report by latest 28th April 2021

**Yes / No**

**Finance details**

**Have you previously been paid by NHS England?**

If yes, please could you provide the name and address that you are set up on the NHS England finance system, so we can check that you are currently set up as a supplier?

If no, please could you provide the following so we can arrange for you to be set up as a supplier.

• Organisational trading name

• Invoicing address

• Contact name

• Contact email

• Contact telephone number

• Bank name

• Account name

• Bank account

• Bank sort code

*Could you also send a copy of your bank details on your company/organisation letterhead and email a copy when you submit your confirmation form.*

**Project Detail**

* Project overview & background
* **Deliverables**
* What activities/outputs are covered by this project?

**Indicative Timeline:**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Deadline** | **Responsibility** |
|  |  |  |
|  |  |  |
|  |  |  |
| Confirm and share a structure for the final summary report  | 11th March 2022 | NHS E&I |
| Submit a final project report  | 28th April 2022.  |  |

**Benefits – who will benefit from your project and how?**

**Financial Costings**

Funding will be for no more than a total of £10,000 made in a single payment by Purchase Order

**How will you communicate your project findings?**

**Signature:**

**Name in written form:**

**Job title:**

**Date:**

**Please sign and date this form and email it with the supporting documents (including bank details on your letterhead) to** **england.nhsthinkcarer@nhs.net**

With NHS E&I Carer Spring 2022 Project in the subject line

**Thank you**