

Patient Participation Group Small Grants scheme

Brighton and Hove Clinical Commissioning Group (CCG) would like to invite Patient Participation Groups (PPG's) in the city to submit proposals for small grants. The CCG has commissioned Community Works to assist PPG's in the application process.

The CCG aims to build on the progress so far that PPG's in the city have made; this grant programme offers support around attracting members, ensuring PPG membership reflects our diverse communities, and gathering feedback from the patient population. We hope this small grants scheme will help PPG's to develop new ways of reaching out to local patients.

The grants can be **up to £500** (max one per PPG) and must fulfil one or more of the following aims:

- **To increase the numbers of members of your existing PPG**
- **To increase diversity of members of your existing PPG, such as lesbian, gay, bisexual, transgender (LGBT) members, members from black, minority and ethnic (BME) backgrounds, younger people and people with disabilities etc.**
- **To reach out to local communities, forming links between PPG's and community groups**
- **To gather local feedback about NHS services and bring it back to the PPG**
- **To develop an online PPG/discussion forum**
- **To run events that enable information exchange, and increase awareness around the roles of PPG's and local health issues.**

Who can apply?

- Any PPG from a Brighton and Hove GP practice.
- Any group or forum that functions as, or instead of, a PPG (e.g. area based forum linked to GP practices). Forums can do a combined bid and apply for more than the £500 limit, for instance if your forum covers three GP practices it can apply for 3x £500. However Forums can also support individual PPG's to apply for the maximum of £500 to do specific activity within their surgery.

When to apply:

Applications are invited from PPG's **by Wednesday 31st January 2018**, on the application form attached. We will aim to let you know if you have been successful **by the end of February**.

Funds:

We know that most PPG's do not have a bank account; we are therefore asking that where a PPG does not have a bank account that the Practice Manager signs the application as a commitment to ring fencing this money for PPG use.

If your application is successful funds will have to be in accounts **before 26th March 2018 and spent by March 2019.**

Monitoring

We will ask you to set out a timescale for the activity you want us to fund. You will be asked to provide a short summary, including a case study (ideally with photographs!) at the end of your activity indicating the outcomes you have achieved, what you have learnt and the difference this has made to your PPG. You will also be asked for a simple breakdown of how you spent the money. It is important to keep all receipts and clear records about how and why money was spent as you progress with your activity. (Note, any funds left unspent at the end of the period specified will need to be returned to the CCG)

How will my application be evaluated?

There will be a small panel made up of appropriate people looking at applications.

Any questions?

If you have any questions about this process, or you would like to discuss plans before putting in an application, please contact Magda Pasiut , Project Officer 01273 234035 or email magda@bhcommunityworks.org.uk.

If you already have a community development worker working with your PPG, they should be able to assist you in making your application. For PPG's that do not have a community development worker, Magda can provide bespoke application support. Please book some time with her directly. This support can take the form of a telephone conversation, a face to face meeting or email advice.

In Summary

Funds will be allocated to PPG's to increase their reach and enable them to support their GP practice through new activity, events and collaborative working.

GP practices can "hold" funds for their PPG but decisions about expenditure must be clearly reported (i.e. in minutes of meetings or evidenced by email/ written correspondence).

Direct support is available to PPG's that do not have an allocated community development worker or are not covered by an overarching Health Forum.

In previous years funding has been awarded to:

- promotion materials (leaflets, posters, a pull-up banner, regular newsletters, PPG promotion stall);
- running health events; covering costs of hiring a venue, refreshments;
- families and youth consultation work;
- access to trainings (social media, website management, carers awareness etc.);
- targeted postal campaign to "minority" patients without internet access (those with no mobile phone or email recorded) to increase the numbers and diversity of existing PPGs;
- development of a patient engagement portal (with link from Surgery website) so that PPG can engage directly with patients;
- expenses for disabled patients to access PPG meetings;and
- a local community directory.