**Funding competition: Using innovation and intersectional approaches to target mental health support for students**

## Bid template

### How to complete the template

Please email completed templates to [mhfundingcomp@officeforstudents.org.uk](mailto:mhfundingcomp@officeforstudents.org.uk). We will confirm receipt. You should also use this inbox for any questions throughout the process, and we will respond as soon as possible.

1. Please use the template provided below – we will not be able to accept your bid otherwise. Please respond to all questions using the text boxes. Boxes can be expanded to the required length (see paragraph 2 below). All sections and tables must be completed. Do not amend or otherwise alter the template layout.
2. The completed template **should not exceed 12 sides of A4 including all tables**, not including this instructions page. Font size should be no smaller than 11-point Arial. It must be submitted as a Word document.
3. Full priorities, outcomes and selection criteria are set out in the bidding guidance.[[1]](#footnote-2)
4. To include with the completed template, we also require signed letters of support from the accountable officer of the lead higher education provider, and the Director of Finance at the lead higher education provider.
5. We **do not at this stage** require letters of support from any partner organisations directly involved in the bid. However, the bid must clearly state what each partner intends to contribute towards the project: for example, whether cash or investment in kind, and the monetary value of the latter; any conditions on investments; and any issues of timing. If the project is approved for funding, all partners must have formal arrangements in place that set out the responsibilities of each partner and ownership of any outputs developed as part of the project. We will request letters of support to be provided by the partner organisations before we confirm any funding.
6. The Office for Students (OfS) has produced guidance for providers submitting bids for funding competitions. It does not provide guidance for this competition specifically, but rather overarching principles which we recommend you review and consider when constructing your proposal and filling out our bid templates[[2]](#footnote-3).

### Project contact information

|  |  |
| --- | --- |
| Legal name of lead higher education provider |  |
| Project title |  |
| Project start date | *(must be no earlier than 01/09/2020 but not later than 30/09/2020)* |
| Project end date | *(must be no later than 30/09/2022, including all evaluation and reporting)* |
| Approval from both director of finance and accountable officer (for lead provider). Signed letters must be provided. | Yes/No  (delete as appropriate)  *(All bids need confirmation of these approvals in order to proceed through the assessment process)* |
| The lead provider, and relevant partners are committed to being involved in the OfS’s coordinated network, evaluation and dissemination of results | Yes/No  *(delete as appropriate)*  *(All bids need confirmation of these approvals in order to proceed through the assessment process)* |

### Contact for accountable officer of lead provider

|  |  |
| --- | --- |
| Title and full name of accountable officer |  |
| Job title of accountable officer |  |
| Accountable officer email address |  |
| Lead provider postal address |  |

### Contact person for the bid

|  |  |
| --- | --- |
| Title and full name |  |
| Job title of contact person |  |
| Position and name of provider |  |
| Phone number |  |
| Email |  |

### Project partners

(Add rows as required)

|  |  |  |
| --- | --- | --- |
| Partner name (use legal name for higher education providers) | Role in project | Level of co-investment to be provided including status[[3]](#footnote-4) of investment |
|  |  | £ |
|  |  | £ |
|  |  | £ |

### Funding and finance

**Funding is available to support revenue costs only** **and may not be used for equipment and infrastructure costs**

|  |  |
| --- | --- |
| Total funding requested from OfS | £ |
| Total lead provider co-investment | £ |
| Total co-investment from partners | £ |
| Total project cost (all funding sources) | £ |

### Project budget by year

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Project management** | | **Workstream 1**  **[add additional for more workstreams]** | | **Evaluation** | | **Total** | |
|  | **OfS funding** | **Co-investment** | **OfS funding** | **Co-investment** | **OfS funding** | **Co-investment** | **OfS funding** | **Co-investment** |
| Staff costs | £ | £ | £ | £ | £ | £ | £ | £ |
| Non-staff costs | £ | £ | £ | £ | £ | £ | £ | £ |
| Indirect costs | £ | £ | £ | £ | £ | £ | £ | £ |
| Central overheads | £ | £ | £ | £ | £ | £ | £ | £ |
| **Total** | **£** | **£** | **£** | **£** | **£** | **£** | **£** | **£** |

#### **Provide an explanation for the funding costs across the project lifetime, including the details of any co-investment. Make clear how the funding will be distributed across the key activities, and which organisations would be paying for the various activities.**

##### **Staff costs**

Set out the rationale for any staff costs. Make clear which organisations are paying for the individual costs.

|  |
| --- |
|  |

###### **Non-staff costs**

Set out the rationale for any non-staff costs, including indirect costs and overheads. Make clear which organisations are paying for the individual costs.

|  |
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### Profile of funding

We will pay in quarterly instalments. Please complete funding amounts needed by each quarter. The total should equal total funding requested. We cannot pay in advance of need.

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Amount** | **Month** | **Amount** |
| September 2020 | £ | June 2021 | £ |
| December 2020 | £ | September 2021 | £ |
| March 2021 | £ | December 2021 | £ |

### Project information

|  |
| --- |
| 1. Summarise the project in maximum 150 words   (If your bid is successful this will be the description used on the OfS website) |
|  |
| 1. Describe the project and key activities, including:  * the nature of the collaboration and role of partners * how the proposal will deliver a whole-provider approach to supporting mental health outcomes * how this project aims to improve connectivity between health agencies and higher education |
|  |
| 1. What groups of students will be supported? You should consider the competition priorities referenced in the bidding guidance:   a. **particular groups of students with characteristics identified as increasing the risk of poor mental health** (e.g. ethnicity, socioeconomic background)  b. groups of students who might **experience barriers to accessing support due to their course or mode of study or other characteristics** (e.g. those on placements as part of their course, commuter students, mature students, part-time students, postgraduate taught students, international students, first in family, carers, care leavers, LGBT+) |
|  |
| 1. Describe how the project will deliver practical outcomes for these students, including:  * how would the project accelerate the pace of change in supporting mental health, and preventing mental ill health, for students? * how many students do you anticipate will be supported by the project? |
|  |
| 1. How does the project include innovative approaches to addressing these issues? Include:  * development and testing of new initiatives * consideration of technological and digital approaches, where appropriate * consideration of relevant effective practice guidance and regulation including around data protection, information sharing and user-centred design |
|  |
| 1. Describe the proposed design and methodology, including:  * the existing evidence base used for the design of the project * identification of potential barriers and solutions * how any ethical issues will be addressed * dissemination of potential learning and effective practice for the benefit of the wider higher education sector * how the key activities delivered by the project will be embedded and sustained beyond any funding period |
|  |
| 1. Describe how students will be engaged with and support the development, design, implementation, and evaluation of the project through genuine co-production |
|  |
| 1. For all higher education providers and partners involved in the project, describe their current strategic approaches to mental health support, including:  * how these are underpinned by active and effective senior leadership and governance * how this project complements existing strategies and delivery |
|  |
| 1. Explain how these proposed new activities will complement and not duplicate ongoing OfS-related activities, including the access and participation plan, or any other OfS projects and investments.   (Please indicate if one or more of the higher education partners are involved with any projects funded via the OfS’s Mental Health Challenge Competition, or the former HEFCE’s Catalyst Fund scheme for postgraduate research students’ mental health) |
|  |
| 1. Describe how your project will be evidenced and evaluated. A robust evaluation approach must be outlined within this bid. The evaluation should run throughout the lifetime of the project and be proportionate in time and resource to the overall activities proposed. We acknowledge there may be some changes as the successful projects are confirmed and collaborative work is undertaken with the OfS programme level evaluation. The evaluation outlined in this bid should demonstrate how you will work with the programme-level evaluation and respond to any external changes.   You must specify meaningful and measurable outcomes that your project can bring about and identify its long-term impact on students and graduates. As part of your evaluation you must include:   * any current evaluation, research, reporting mechanisms and monitoring already in place to test existing approaches and how these can be enhanced or scaled up for new activities * the baseline data you will use to determine whether your project has been successful in meeting your identified outcomes * appropriate methodologies you will use to carry out your evaluation * the mechanisms you have in place to learn from your evaluation, including how you will share evidence generated through your project. |
|  |

### Key inputs, outputs and outcomes

The OfS will use outcomes, targets and outputs to monitor the progress of the project. These measures must be suitably stretching and proportionate to the funding requested. (Add rows as required.)

|  |  |  |  |
| --- | --- | --- | --- |
| Key inputs | Key outputs | Targets | Outcomes (short and medium term) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Key milestones and risk register

If recruitment of staff is crucial to the delivery of the project, is included in any costings provided, or both, then information on mitigating any delays in recruitment must be included in this table.

If ethical approvals are required for proposed activities, this must be included along with clear mitigations for any delays this might cause.

(Add rows as required.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Key milestone | Risk register | | | | | Estimated completion date |
| **Risk** | **Potential impact** | **Risk level** (low/ medium/ high) | **Probability** (low/ medium/ high) | **Actions to mitigate risk** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

## Data protection

Here is a short summary of how the personal information you submit will be held and used:

* Your personal information will be used to assess, award and monitor funding for projects for using innovation and intersectional approaches to target mental health support for students.
* The Data Controller of the personal information you submit will be the Office for Students.
* The legal basis for processing your personal information is performance of our public task.
* It will be stored on secure servers within the United Kingdom.
* It will not be routinely shared with any other organisations. The Department of Health and Social Care may receive some bids as part of the assessment process and project monitoring.
* It will be retained for a period of seven years and then securely disposed of.
* You have certain rights in relation to your personal information, set out in our privacy notice.[[4]](#footnote-5)
* You may contact our Data Protection Officer ([dp@officeforstudents.org.uk](mailto:dp@officeforstudents.org.uk)) with any queries or concerns you have about the use of your personal information.

1. Available at: [www.officeforstudents.org.uk/publications/funding-competition-to-target-mental-health-support-for-students/](https://www.officeforstudents.org.uk/publications/funding-competition-to-target-mental-health-support-for-students/). [↑](#footnote-ref-2)
2. Available at: [www.officeforstudents.org.uk/publications/funding-competitions-guidance/](https://www.officeforstudents.org.uk/publications/challenge-competitions-guidance/). [↑](#footnote-ref-3)
3. For example, is the co-investment fully confirmed, or available in principle at this stage? State whether cash, or in kind. [↑](#footnote-ref-4)
4. For our privacy notice and further information on data protection, see: [www.officeforstudents.org.uk/ofs-privacy/privacy-notice/](https://www.officeforstudents.org.uk/ofs-privacy/privacy-notice/). [↑](#footnote-ref-5)