## Annex A: Business case template

1. The deadline for returning completed business cases is **noon on Thursday 25 April 2019**.
2. Please email completed templates to [healthcarepolicy@officeforstudents.org.uk](mailto:healthcarepolicy@officeforstudents.org.uk). You will receive a reply to confirm receipt.
3. Respond to the questions using the text boxes provided. Boxes can be expanded to the required length. Contact [healthcarepolicy@officeforstudents.org.uk](mailto:healthcarepolicy@officeforstudents.org.uk) if you have questions about this form.
4. Word count should not exceed 2,500 words (with a font size no smaller than 10.5pt). Any text within the template in italics may be deleted – all other details must remain.

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| **Project information** | | | |
| Institution leading the proposal | | |  |
| Project title | | |  |
| Project start date | | | *(must be no later than July 2019)* |
| Project end date | | | *(must be before December 2020)* |
| Approval in principle from both director of finance and principal or vice-chancellor | | | Yes/No*\* delete as appropriate*  *(NB: all proposals need this in place to proceed)* |
| **Contact person for the proposal** | | | |
| Title and full name | | |  |
| Position | | |  |
| Phone | | |  |
| Email | | |  |
| **Project partners (if applicable)** | | | |
| Partner name | *Explain what their involvement will be* | | |
| *(Add or delete rows as needed)* |  | | |
| **Finance** | | | |
| Awards will provide revenue support for projects with the expectation that institutions will make a contribution of funding or resources. Providers may also seek complementary funding or resources from other partners. We will not provide funding to support capital infrastructure. | | | |
| Total challenge fund request (maximum £50,000 revenue funding): £ | | | |
| Resources from institution leading the proposal | | Total : £  *Detail: State whether cash, in kind, capital, revenue or combinations of these, with specific monetary values.*  *\*(formally confirmed / to be confirmed / discussed but no formal commitment)* | |
| Resources from other sources (if applicable) | | Total : £  *Detail: State whether cash, in kind, capital, revenue or combinations of these, with specific monetary values.*  *\*(formally confirmed / to be confirmed / discussed but no formal commitment)* | |
| Total estimated project cost (all elements) | | Challenge fund request : £  Lead institution contribution : £  Other input : £  Overall total : £ | |

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| **Project information** | |
| Aims of the project | *300 words maximum* |
| Which themes is the proposal addressing? (**At least two** are needed. Delete those that do not apply.) | 1. The project is led by a provider, or prospective provider, of pre-registration therapeutic radiography, podiatry, orthoptics or prosthetics and orthotics, and one of these disciplines is central to the bid. 2. The project proposes an interdisciplinary approach involving at least two pre-registration nursing, midwifery or allied health disciplines at the same provider, or with one or more collaborative partners. 3. The project proposes new ways to attract and retain mature students, or students from other underrepresented groups to pre-registration nursing, midwifery and allied health courses. 4. The project proposes to develop blended (or other novel) approaches to the delivery of one or more pre-registration nursing, midwifery or allied health course. |
| Describe the issue or opportunity this initiative is seeking to address, and the benefits sought, linking these to the themes identified above. |  |
| Outline your methodology and explain why your approach is innovative. |  |
| How will students and partners be engaged with the design, monitoring and evaluation of the project? |  |
| Describe how you will monitor and evaluate the outcomes of the project. | *Against the general aims of the project* |
| Are any of the higher education providers involved with any other relevant projects funded via the former Higher Education Funding Council for England’s Catalyst Fund, Degree Apprenticeship Development Fund or National Collaborative Outreach Programme? | *Please state yes or no.*  *If yes, please submit an annex (One size of A4 maximum) explaining how these new activities will complement and not duplicate ongoing activities and investments. This annex will not be counted as part of your word count.* |
| Are any of the higher education providers involved in receipt of Health Education England project funding for one or more of the disciplines covered in this bid? | *Please state yes or no.*  *If yes, please submit an annex (One side of A4 maximum) explaining how these new activities will complement and not duplicate ongoing activities and investments. This annex will not be counted as part of your word count.* |
| Describe and evidence how the project will align with the lead provider’s recruitment or learning and teaching strategy. |  |
| Describe how the outcomes and evaluation of this project can inform future recruitment and delivery for your institution and others. |  |
| Describe how the project will secure value for money. |  |

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| **Target (outcomes)** | **Outputs with individualised costs** | **Key milestones** | **Key risk** |
| 1. *(e.g. recruit to interdisciplinary summer school)* | * *e.g. Second 0.4 grade 6 staff for six months (£x).* * *e.g. Advertise on local buses (£y).* | *e.g. To start by December 2019.* | *e.g. Not identifying staff for secondment.* |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |