This form is designed to achieve two things

- 1. It should help the Forum Governance Group (FGG) reach an objective decision on approving bids. Bids of under £2,000 between full FGG meetings will be fast tracked for a FGG Chair decision, however this can be deferred if it is deemed necessary to discuss at the next full FGG meeting.
- 2. =hg\ci X\Ydnoi hc XYÙbYh\YUMj]lmhc VYZ bXYX and how this relates to your Forum strategic plan.

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- 1. A description of the activity to be funded and how it relates to the Forum strategic plan.
- 2. A description of what the outcomes are and how they can be measured.
- 3. A breakdown of the costs, including a phased budget.

Mti f DfcZygglcbU @YLXWbbchg[b'c 'noi f V]XZcf' consideration by FGG if

- 1. You have not connected the bid to Council Priorities
- 2. You have not involved a key stakeholder (for example if an event is required as part of a bid, the RCN Events team)
- There is not enough evidence to a) demonstrate the need for the work and b) demonstrate how the work meets that need
- 4. The costs in the associated budget are not explained in detail or outside a policy e.g. accommodation



Identifying your project Proposal

(electronic)/ factsheet/video etc Subscription

Forum submitting the bid			%ULHÀ\ RXWOLQH ZKDW WKH SURMHFW LQYROYHV DQG ZK[[350 characters]
Forum member for feedbac	k		
Project Title			
Brief description of activity to be funded			:K\ LV WKLV SURMHFW QHHGHG" ([SODLQ KRZ LW ZLOO EHC short example. [700 characters]
5&1 3URIHVVLRC	DO /HDG 6LJQ Rc E\		
Nursing Co-ordinator			
Type of bid			
Guideline/ Publication	Library exhibition	Member engagement	

CPD product



	What impact will your project have on RCN diversity and equality policy? [350 characters]
	How will you evaluate the project and determine if the outcome has been achieved? [350 characters]
3 O H D V H L G H Q W L I \ D Q \ S R V V L E O H F R Q À L F W V R I L Q W H U F project team. [350 characters]	HVW \RX DUH DZDUH RI IRU DQ\ PHPEHU RI WKH
	How will you report/ disseminate outcomes of the activity? [350 characters] e.g. A completed representation form, journal article
Will this project need to involve other Forums or other RCN departments, regions or countries? Please detail how and if any discussions/ agreements made. [350 characters]	

Budget proposal

Please give a breakdown of alexpenditure associated with this proposal. [100 words]				Please give a breakdown of alfincome you are relying upon for this proposal. [50 words]		
Please give an overview of costs and a phased budget will need to be inclu ,IWKHSURMHFWVSDQVPRUHWKDQRQH;		Please note, you can request to have a project accepted in principle and then funded by U s soosldrship (please Alistes Wwith sports to be the tonine pate that sports or this could be on a partial funding bases in addition to sponsorship (e.g. 50%)				
Please see additional guidance on standardised costs, estimates should be bespoke products/ activities.	e obtained fo	or		Any income must come back into FGG budget.		
Item (A)	& R V W	•	¶V	Item (B)	,QFRPH¶	
			_	Sponsorship -		
			_	Delegate income (estimated) -		
			_	2WKHU LQFRPH ± SOHDVH GHVFULEH EHORZ		
			_			
			_			
			_			
Total (A)			_	Total (B)		
Please enter the total cost of your project proposal				Please return the completed form to your Nursing C	o-ordinator	
30HDVH HOWHII WKH WRWDO DPRYOW \RY D	IIH DVN	10	*		o-ordinator.	