**Kent and Medway Cancer Alliance Proposal Document**

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| **PROJECT NAME** | | |  | | | |
| **PROGRAMME/TUMOUR GROUP** | | |  | | | |
| **ORGANISATION** | | |  | | | |
| **PROJECT MANAGER/LEAD** | | | NAME | JOB TITLE | EMAIL | |
|  |  |  | |
| **SRO/SPONSOR (DIRECTOR/CLINICAL LEAD)** | | | NAME | JOB TITLE | EMAIL | |
|  |  |  | |
| **KMCA LEAD** | | |  | | | |
| **CREATION DATE** | | |  | | | |
| **FINANCE CONTACT** | | | NAME | JOB TITLE | EMAIL | |
|  |  |  | |
| **TOTAL FUNDING REQUEST AMOUNT** | | | Amount of funding and breakdown of what it will be used for | | | |
| £ | | | |
|  | | |  | | | |
| **PROJECT DESCRIPTION AND OBJECTIVES** | What problem will your project address? What needs to change?  What will you be doing? What do you aim to achieve? | | | | | Weighting |
| [TYPE YOUR ANSWER HERE – MAX 250 words] | | | | | 30% |
| **DESIRED OUTPUTS/ OUTCOMES/IMPACT** | What specific outputs will be produced? What job roles will be put in place? What outcomes are intended? What impact will the project have? What does success look like? Include any relevant baseline data here.  *Use Specific, Measurable, Achievable, Realistic, Timebound (SMART) aims* | | | | |
| [TYPE YOUR ANSWER HERE – MAX 250 words] | | | | |
| **TIMESCALES** | Include rough timescale e.g. start date Q1 2022/23 – 12 month project, and key milestones per quarter. How frequently will you report to KMCA? | | | | |
| [TYPE YOUR ANSWER HERE – MAX 150 words] | | | | |
|  | | |  | | | |
| **METRICS OF SUCCESS** | What data will be used to measure success?  Include qualitative data e.g. patient experience as well as quantitative data e.g. % increase in uptake | | | | | 20% |
| [TYPE YOUR ANSWER HERE – MAX 250 words] | | | | |
| **STAKEHOLDERS** | Which group(s) of patients will benefit from your project? What stakeholders will be involved and how? How will you involve patients/communities/citizens? | | | | |
| [TYPE YOUR ANSWER HERE – MAX 250 words] | | | | |
| **OVERSIGHT** | Which Trust/CCG forum will have oversight? Which Cancer Alliance forum will have oversight? What reporting will you provide? | | | | |
| [TYPE YOUR ANSWER HERE – MAX 250 words] | | | | |
|  |  | | | | |  |
| **RISKS & DEPENDENCIES** | Describe the risks that may impact delivery e.g. recruitment. Describe any dependencies for this project e.g. other projects being completed. | | | | | 20% |
| [TYPE YOUR ANSWER HERE – MAX 250 words]  5% | | | | |
| **HOW DOES THIS PROJECT LINK TO THE CANCER ALLIANCE PLANNING/PRIORITIES?** | Describe how your project supports the Alliance’s planning objectives (see PowerPoint). | | | | |
| [TYPE YOUR ANSWER HERE – MAX 250 words] | | | | |
|  |  | | | | |  |
| **HOW WILL THIS PROJECT IMPACT HEALTH INEQUALITIES?** | Will your project have a positive impact on health inequalities? Which group of patients experiencing health inequalities will benefit from your project? How will you assess this this? | | | | | 20% |
| [TYPE YOUR ANSWER HERE – MAX 250 words] | | | | |
|  |  | | | | |  |
| **Plans for next financial year** | | How do you propose to support this project in the future once Alliance funding has been spent? | | | | 10% |
| [TYPE YOUR ANSWER HERE – MAX 250 words] | | | |
| **What support do you need and from whom?** | | Will you need support from system partners e.g. Cancer Alliance, Screening and Immunisation Team, Macmillan team? | | | |
| [TYPE YOUR ANSWER HERE – MAX 250 words] | | | |

**Notes:**

1. We strongly advise that you consult with the relevant KMCA programme lead below before developing your proposal to check that this meets the priorities/criteria.

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| --- | --- | --- |
| **Programme areas** | **Contact for initial queries** | **Email address** |
| Early Diagnosis | Sarah Barker | [sarah.barker60@nhs.net](mailto:sarah.barker60@nhs.net) |
| Faster Diagnosis & Operational Improvement | Serena Gilbert | [serena.gilbert1@nhs.net](mailto:serena.gilbert1@nhs.net) |
| Treatments & Personalised Care | Claire Mallett | [claire.mallett3@nhs.net](mailto:Claire.mallett3@nhs.net) |
| Patient experience and involvement | Tracey Ryan | [tracey.ryan1@nhs.net](mailto:tracey.ryan1@nhs.net) |
| Health inequalities in cancer | Cathy Finnis | [cathy.finnis@nhs.net](mailto:cathy.finnis@nhs.net) |
| Cancer Workforce | Ian Vousden | [ian.vousden@nhs.net](mailto:ian.vousden@nhs.net) |

1. We will not be able to fund all proposals and will prioritise according to national and local cancer priorities, as per any national guidance and the Long Term Plan for cancer.
2. Ensure all relevant support is involved as early as possible when developing your proposal to ensure adequate lead-in essential technical advice.

**Current deadline for proposals – COP on the 15th April 2022** – please submit proposals to [**england.kmcanceralliance@nhs.net**](mailto:england.kmcanceralliance@nhs.net)

**Evaluation Criteria**

Answers to the above will be assessed according to the following criteria and weighted as shown above:

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Interpretation** | **Score** |
| Unsatisfactory | Unanswered or unacceptable response. | 0 |
| Limited | A limited answer that does not answer the question in an understandable way. | 1 |
| Good | A good answer or providing a more detailed answer, with good evidence. | 2 |
| Excellent | An excellent answer, or exceptionally detailed and/or innovative with particularly strong evidence. | 3 |

**KMCA Evaluation (please leave blank)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Evaluator** | **Section 1 score (30%)** | **Section 2 score (20%)** | **Section 3 score (20%)** | **Section 4 score (20%)** | **Section 5 score (10%)** | **Total score (100%)** | **Comments** | **Supported Y/N?** | |
| Programme Director |  |  |  |  |  |  |  |  | |
| Programme Lead |  |  |  |  |  |  |  |  | |
| Other Relevant CCG/Trust/Clinical Lead (if applicable) |  |  |  |  |  |  |  |  | |
| Outcome | Proposal reviewed and supported? | | | | | | |  | |
| If ‘no’ please give reason: | | | | | | | |
| Further information/ clarification required - please specify: | | | | | | | |