

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. It should help you to explain the need for the work and how this relates to your Forum strategic plan.

It should also help you to explain why you need to do this they will need;

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.

It should also help you to explain why you need to do this they will need;

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)
3. 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

Forum submitting the bid

Forum member for feedback

Project Title

Brief description of activity to be funded

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Nursing Co-ordinator

Type of bid

Guideline/  
Publication

(electronic)/  
factsheet/video etc

Library exhibition

Subscription

Member engagement

CPD product

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[350 characters]

:K\ LV WKL V SURMHFW QHHGHG" ([SODLQ KRZ LW ZLOO EHG  
short example. [700 characters]

What impact will your project have on RCN diversity and equality policy? [350 characters]

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[www.rcn.org.uk](http://www.rcn.org.uk)

Please explain how you will tackle these issues through your proposal

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How will you evaluate the project and determine if the outcome has been achieved?

[350 characters]

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project team. [350 characters]

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How will you report/ disseminate outcomes of the activity? [350 characters]

e.g. A completed representation form, journal article

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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]

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