

Ideas board

Guidance (last updated 15th Dec 2016)

Firstly, thank you for taking the time to think about submitting an idea – we hope you are as excited as we are about this new opportunity for developing ideas direct from the frontline.

**A bit about the background to the ideas board:**

One of the underlying premises of the Frontline Network is that we believe frontline workers have expertise and ideas that are currently undervalued and under-resourced, and which if properly supported could have a positive impact on the lives of homeless and vulnerably housed people. We believe that frontline workers are in a unique position to identify solutions which take into account both the client’s need as well as the practicalities of service delivery. The ideas board is therefore an opportunity for frontline workers to put forward ideas which they think will help their clients.

**What type of ideas are we looking for?**

We are looking for any idea which seeks to improve the situation of someone who is currently homeless or vulnerably housed. The idea could be big or small – it could be just one small part of getting someone back on their feet, or it could be something more ambitious. For example, this might be an event, a piece of research, professional support or to test a new service.  We are looking for creative solutions, to test new ways of working or to release opportunities which might not normally be accessible.

**How much money is available?**

We will give grants of between £200 - £10 000 for ideas that make it past the second stage of the application process, and can give more in exceptional circumstances.

**Who can submit an idea?**

Any frontline worker, currently working with homeless or vulnerably housed clients, can submit an idea. At the initial stages of submitting an idea, you do not necessarily have to have run it past your organisation first, however, at the second stage of the application process we will seek confirmation that the organisation that you work for will support any final application.

The early stages of submitting an idea are designed to be an opportunity to gather feedback and ‘sound out’ your idea without having to commit to developing it.

**What should I include when I submit an idea?**

The key things to consider when you submit an idea online are:

* Make your title reflect the outcome you are trying to achieve.
* Explain who your target audience is and what the need is that you are trying to tackle with your idea.
* If you have previously done any research or pilot studies into the problem you are tackling, mention this.
* Give an indication of how you would attempt to measure the outcomes you are seeking to achieve.

**How do I submit an idea?**

Once you have registered as a Frontline Network member through the Frontline Network website, you will be able to access the Your Ideas section. Simply complete the information about your idea and submit it. Don’t worry if you miss something out – the idea won’t go live immediately, it will come through to us to moderate before it we put it live, so just contact us at [Natalie.King@stmartinscharity.org.uk](mailto:Natalie.King@stmartinscharity.org.uk) if you have something you would like to amend.

**What will happen once I have submitted an idea?**

Once you have submitted your idea it will then be checked over and if there are any queries that need resolving before we post it live on the ideas board, we will contact you.

We will then let you know when your idea will go live on the ideas board and how long it will be live for. During the period that it is live other Network members will be able to ‘like’ it and comment on it. You can also comment on it during this period if you would like to ask for people’s opinions on specific elements of the idea.

When it goes live, we will also send you a copy of the second stage application form so that you can start thinking about it and start liaising with us about developing and implementing your idea.

**When will I find out if my idea will be given funding?**

Once we have received the second stage application form back, we will then assess the application and make a decision on whether or not to fund your idea. If we have questions or think that your idea just needs a bit more of information in the application form, we will come back to you before making a decision.

If you have any other questions about the ideas board and the process for submitting an idea please don’t hesitate to get in touch with [Natalie.King@stmartinscharity.org.uk](mailto:Natalie.King@stmartinscharity.org.uk)