



Small Grants Programme

Guidelines for Applicants 2016/17

1. Purpose of the Charity

The Charity's mission is to work for the benefit of patients and service users of King's College Hospital NHS Foundation Trust across all its sites, by enhancing services and facilities, supporting research and development, and improving the working environment for staff.

We make a difference by funding projects that improve every aspect of health, projects that help to prevent people from becoming ill, and those that improve diagnosis, treatment, and care across a range of conditions.

Our grant making policy seeks to identify and support projects that are:

- *Focused primarily on enhancing the welfare of patients/service users of the Trust;*
- *Aligned with the Trust's strategy and priorities;*
- *Innovative (projects that push the boundaries and transform services and outcomes for patients);*
- *Additional (fund developments that cannot be funded via other sources of voluntary income, augment not replace expenditure);*
- *Sustainable (prime innovation in service development and /or early research);*
- *Evidence based (clear research evidence with a demonstrable positive impact);*
- *Value for money (level of investment versus their expected outcomes and impact);*
- *Aligned with Foundation Trust policies.*

Our full Grant Making Policy including our Additionality Policy and our Grant Terms and Conditions are available on our website.

2. Aims of the Small Grants Programme

King's College Hospital Charity is running a Small Grants Programme to enable departments or specialties within King's College Hospital to conduct small scale projects that have the potential to make a big difference to patient outcomes and experience.

In our Small Grants programme, we are looking for projects that fit within our general grant making policies and:

- in which a relatively small amount of money can make a big difference to patient outcomes and experience;
- in which there is a focus on innovation and transformation.

We also want to encourage applications for projects that tick one or more of the following boxes:

- projects in which patients and services users and their families are directly involved;
- projects in which there is a potential impact across more than one ward, speciality, or hospital site;
- projects from depts./specialties in which there are no designated funds, or designated funds held for this purpose are below £50k;
- projects involving nurses, allied health professionals; multi-disciplinary clinical teams and non-clinical services/staff;
- projects in which there is an element of staff fundraising or other income generation.

3. Eligibility

Applicants will need to be KCH employees or hold an honorary contract with KCH FT.

We will not accept applications to the Small Grants Programme for projects:

- that relate solely to staff development and support and research projects
These are already identified as strategic priorities and specific programmes are planned
- are from wards and specialties in which there are significant designated funds i.e. above £50k which could be applied for this purpose
We want to widen access
- for replacement equipment and basic refurbishment projects
These are relatively 'easy asks' but they will not address our objectives for innovation and transformation
- in which work has already commenced before a decision is received
We do not want to subsidise projects in which there has already been an FT commitment for investment.

or are excluded under our Additionality Policy:

- that include funds for standard staffing or Items of equipment required to support standard clinical care (e.g. syringes, stethoscopes etc.);
- Standard treatments, pharmaceutical or otherwise, which would normally be provided by the NHS;
- Items or expenditure required to support meeting mandatory regulations, policies or guidelines;
- Items or activities without which the safety of service users or staff could be compromised (e.g. radiation shielding for radiotherapy staff which is standard for health and safety);
- Mandatory training and education (e.g. mandatory health and safety certification).
- Replacement of statutory provision in any other way (e.g. hardship support where the individual is eligible for state benefits);
- Unexpected increases in contractual activity.



Application Process

All applications will be handled by the Charity's staff, who will be on hand to answer any initial questions and advise on eligibility and how to submit an application.

Applicants will first need to check that their project fits with the Small Grants Programme aims and the Charity's grant making policies, and that they are eligible to apply.

All application forms will need to be approved by the relevant Foundation Trust Service Manager and Finance Manager before being submitted on the website.

Applications received will be reviewed by a Grant Working Group who will make their recommendations to the Charity's Board of Trustees. The following schedule sets out the timing for applications and consideration by Trustees:

- By Monday February 20th 2017 for consideration at the Trustees' March Board Meeting
- By Thursday 8th June 2017 for consideration at the Trustees' July Board Meeting
- By Thursday 1st September 2017 for consideration at the Trustees' September Board Meeting
- By Thursday 2nd November 2017 for consideration at the Trustees' December Board Meeting.

The Board of Trustees will make the final decision on funding, after which, successful applicants will be notified in writing and will be required to accept and sign the Charity's standard Grant Terms and Conditions before they commence their project.

Support Available

Should applicants require any additional guidance in completing forms or determining whether proposed projects are in line with requirements, they are welcome to speak to Charity staff. Please contact Beverley Galinsky PA to the CEO and Office Manager (beverley.galinsky@nhs.net or on 020 3299 4058 Tuesday, Wednesday, Thursday).

Any applications which are deemed ineligible or fail to receive funding will receive feedback to assist them in future applications.

Grant Terms and Conditions

Small Grant Terms and Conditions should be consulted before an application is submitted to ensure applicants can adhere to the grant and reporting guidelines.

All successful applicants will need to provide a final report on completion of the project. A reporting format will be provided to all successful grant recipients and agreement to fulfil the reporting will be part of the Terms & Conditions of receiving the funding.