**Applying for Funding Guidelines**

**Information about the application process for grant funding**

**Introduction**

This guidance is for Frimley Health NHS Foundation Trust hospital staff who are applying to the Frimley Health Charity for funding. These guidelines are designed to help you complete the application form inputting all the information that is required.

Please note that the charity will not fund anything retrospectively and please ensure you do not spend any money prior to getting approval for a grant first.

If you still have questions once you have read this document, please contact the Charity team to discuss on **0300 6153206** or email [fhft.fundraising@nhs.net](mailto:fhft.fundraising@nhs.net)

**General Tips**

* Read through the application form first so that you are aware of what information you will need to complete it.
* Keep the application simple and include key points.
* If using acronyms, please explain what they are for the first time so that we know what they mean.
* Ensure that your figures add up.
* Ask someone who isn’t involved with the project/funding request to read the application – does it make sense? Can they identify the key points?
* We advise you to apply before parting with any money as each request is reviewed and there is no guarantee the application for charity funding will be successful.

**Guidance on Completing the Grants Application Form**

**Section A: Project Support**

*This section must be completed in full. We may not be able to further consider your application if there is insufficient information provided.*

**Date of Application:** *Please put the date that you complete the application here*.

**Total Grant Amount Requested:** *Please put the total grant amount requested.*

**Hospital/Division:** *Please indicate the Hospital and Directorate in which the project/funding is for.* **Speciality/Area**: *Please indicate what your speciality is/area of medical practice.*

**Project Title/Funding Request:** *Short one line project title/funding request, e.g., salary for Physiotherapist or Play Equipment or Refurbishment of Staff Room, etc. We do not need a full description at this point.*

**Funding Principle –** *The charity has 5 funding principles where our grant-making should be focused. Please can you tick those (the project applied for may fit more than one of the principles) that your project fits:*

* **Improving Patient Experience** – The principle of improving the patient experience acknowledges that healthcare goes beyond treating physical ailments; it’s also about ensuring that patients feel comfortable, cared for, and supported. To achieve this, we will raise funds to support a range of patient centred projects and initiatives as well as funding state-of-the-art medical equipment and specialist training for staff.
* **Pioneering Research & Technology** - By investing in cutting-edge research and innovative technology, the charity can help to improve the quality of care and outcomes for patients, not just locally but also on a national level. The charity’s focus will be on pioneering research and technology aims to support initiatives that have the potential to revolutionise healthcare and transform patients’ lives.
* **Supporting Health Education** - As part of its fundraising principles, Frimley Health Charity will fund initiatives that promote health education and training for our staff, community-based programs, and outreach initiatives that provide health education and support. By supporting health education and awareness it will help to lower healthcare costs and improve overall health outcomes in the local community, reducing the demand on our hospital and community services.
* **Equality, Diversity & Inclusion** - The principle of equality, diversity and inclusion involves raising funds to support initiatives and programs that promote access and equality in healthcare. This may include funding for services that help to reduce health inequalities, such as outreach programs to under-served communities or initiatives that improve access to healthcare for marginalised groups. We will also fund initiatives and programs that promote diversity and inclusion within the healthcare workforce.
* **Supporting Wellbeing** - We understand that the hospital and community environment can be stressful and challenging for patients and their loved ones, as well as for our staff who work tirelessly to provide care and support. The fundraising principle of supporting wellbeing involves raising funds for a range of programmes that promote mental, emotional, and physical health. When patients and their loved ones feel supported and cared for, they are better able to cope with the challenges of illness and treatment. Similarly, when our staff feel supported and valued, they are better able to provide high-quality care and support to their patients.

**Grant Applicant Contact Details**

**Name:** *Name of the person that is making the application*

**Position/Job Role:** *Applicant’s job role, title, or position*

**Email Address:** *Applicant’s FHFT email address*

**Phone Number**: *Applicant’s phone number*

**Line Manager Details**

**Name:** *Name of Line Manager*

**Position/Job Role:** *Line Manger’s job role, title, or position*

**Email Address:** *Line Manger’s FHFT email address*

**Phone Number**: *Line Manger’s phone number*

**Section B: Project Description**

*This section is for you to tell us more about the project/item you would like funding for. We have broken this up into sections to help you provide us with the information we require to assess your application.*

**What is the project?** *Please explain what the funding will be used for – whether it is an item or a project. For example:*

‘*To fund the salary of a Cancer Psychologist to provide support to families of cancer patients being treated by the trust. Those benefiting may include children, partners, spouses, carers, parents, guardians*.’

**Why is the project/funding needed?** *Please explain why the project/funding is needed and how you have identified this need. For example:*

‘*Often families of cancer patients are integral in their care, however, watching and/or witnessing a loved one going through the treatment pathway for cancer takes its toll on the families. Patients worry about how their illness is affecting their loved ones but do not voice their concerns. Similarly, families do not want to worry the patient with how they are feeling. Consequently, stress levels increase, and lack of communication leads to misunderstandings. We have identified this need through patients and their families talking to us about these issues during appointments. Unfortunately, as much as we would like, we cannot devote the time to them for this. Patients do receive psychological support, but their families do not*.’

**Project Plan?** *Please explain how the project is to be delivered, such as length of project, who is delivering the project; if sessional, how many sessions, length of sessions, etc. In addition, please include when the project is to commence and the date when it will be complete. For example:*

‘*The psychologist will work two days a week for six hours each day. Each session will be 50 minutes long. Clients will be referred by the primary patient’s care team. Each family will be offered six sessions – one session a week for six weeks.*’

**What risks have been identified?** *Please describe any potential risks to the project and how these will be mitigated. For example:*

‘*A potential risk is that the role holder will leave. To mitigate this, we have a staff induction for new starters, supervisory support, and generous package. If the role-holder does decide to leave, we have put in place a minimum notice period and in addition, our recruitment processes are tried and tested.*’

**Section C: Impact of the Project/Funding**

*This section is for you to explain what the intended impact of the project/funding will be. This is especially important to the charity as it helps us explain to supporters how the money they donate is used and what the impact of their donations have on patients and staff. Having both quantitative and qualitative evidence is most helpful and provides tangible feedback that donors can relate to. If you would like to add more – then please do so, similarly, if you have only one outcome – that is fine too.*

**What are the Intended Outcomes:** *Please explain what the intended outcomes from this funding will be. For example:*

**Outcome 1:** *This role will help families come to terms with a loved one’s diagnosis and prognosis.*

*What method will you use to measure this outcome?**Combination of patient and staff feedback through* surveys and anecdotal evidence from psychologist

**Outcome 2:** *Enables them to better communicate as a family and to provide support to one another.*

*What method will you use to measure this outcome? Anecdotal evidence from psychologist.*

**Outcome 3:** *May reduce the emotional impact on the patient and relieve some of the stress. In addition, it is our hope that the mental health of all those involved is protected.*

*What method will you use to measure this outcome? Patient feedback, clinical staff feedback, anecdotal evidence.*

**Who will be the main beneficiaries of this project/funding?** *Please explain who will predominantly benefit from this project and how the funding will make a difference to them. For example:*

*‘The main beneficiaries of this project are the families of cancer patients. This will include partners, spouses, parents, children, etc. of those with a diagnosis of cancer and those receiving cancer treatment. They will benefit from receiving counselling, enabling them to express themselves in a safe place without prejudice. This may be quite ‘freeing’ for them and will enable them to cope with their loved one’s diagnosis and prognosis.’*

**Will this funding benefit anyone else and if so, how?** *Please explain if anyone else will benefit from this funding and how it will make a difference to them. For example:*

*‘Secondary beneficiaries of this project will be the person with the diagnosis of cancer, knowing that the mental wellbeing of their loved ones is being taken care of. This will greatly reduce the stress on them, leaving them able to concentrate on recovery. In addition, the counselling that the family receives along with that provided to the patient by the Hospital, will enable the family to cope together unitedly with the health crisis affecting them…etc.’*

**How many people will benefit from this project/funding?** *Please provide numbers of those benefiting from the project.*

**Main Beneficiaries:** *These are people that* ***directly*** *benefit from the project/funding.*

**Secondary Beneficiaries:** *These are people that benefit from the project* ***indirectly****.*

**Does this funding have the potential to have an impact on the Trust? If so, how?** *If this project has the potential to reflect well on the trust, please explain how and why. For example:*

*‘This new role enables the trust to provide support to families of people with cancer, demonstrating holistic support for patients and their families. It is a recognition that families are vital to the recovery of patients. Potential learning from the outcomes and impact of this role could be disseminated and used as an example of what should be provided as part of the treatment pathway for cancer patients which may reflect well on Frimley Health NHS Foundation Trust.’*

**Section D: Additionality**

*This section is for you to explain how this project is over and above what the NHS or FHFT can or will provide. It is very important that this is explained so that we can determine why charitable funds are being requested and whether it is appropriate for them to be requested.*

**How is this project NOT considered core NHS provision?** *Therefore, it is important that you explain clearly why charitable funds are being requested. For example:*

*‘The NHS/Trust will only treat the primary patient i.e. the patient with the cancer diagnosis. This does not include the family, partner, spouse, parents of the patient. Therefore, there is counselling available as part of the treatment pathway for the primary patient, but there is nothing provided via NHS funding for families of patients. The only way that this role helping support families of patients can be provided is through charitable funds.’*

**Section E: Project Sustainability**

**If the role/project is approved, and is to continue once this funding has ended, please explain how it will continue to be funded once the grant from Frimley Health Charity ends.**

*Clearly, not all projects require continuation funding, but for those that do, it is helpful to know whether there is an ‘exit plan’ from the charitable funding to enable the project to continue. For example:*

*‘We will use the impact measurement and evaluation of the role for the trust to consider continuation funding. If we can prove that the cost of this role is far less than potential ongoing costs for NHS mental health support for families, then it is hoped that the trust would make this role substantive.’*

**Are there any opportunities for development and sustainability beyond the end of the funding?**

*We are interested to know whether a project/role has the potential for a wider remit, potentially benefiting more people or a different group than previously thought. For example:*

*‘Once the grant has ended, this role could potentially be expanded to help counsel those families of non-cancer patients, but who have a terminal diagnosis. This could help with funding the role, by splitting the costs between two different divisions which could, in addition to expanding its remit, make it more sustainable.’*

**Section F: Publicity**

**Would you be happy to work with the charity to publicise the project/funding**? *We are asking this so that we know whether we approach you or the Directorate regarding publicity.*

**Can the project/item feature Frimley Health Charity logo branding?** *It is important for us to see if there is a visibility/marketing opportunity available with this work. The more visible we are within the Trust, the more this encourages awareness and increases donations.*

**Section G: Project Costs**

*This section is to be completed to illustrate the project costs. We require a CLEAR breakdown of costs associated with the application/project. The application will be delayed if there is no evidence of costs attached to it. Evidence can be in the form of a quote, screenshot of available options if ordering something online, Salary breakdown costs, Quotes from Estates by email, etc*

**Application Timelines**

**Applications for £1 - £5,000**

Applications for less that £5,000 are considered regularly by our Charity Director and Head of Fundraising. The Charity’s Director has authority to approve or decline these applications on behalf of the Board of Trustees. You should hear the outcome of your application **within a month of your submission**.

**Applications for between £5,001 - £25,000**

There is a two-stage process for applications between £5,001 - £25,000. Applications will first be brought for discussion to the entire charity team at our team meetings which occur every other month. A recommendation will be passed by the charity team at which point it moves onto the second stage. At the second stage the recommendation will be passed to the Charity Director and Director of Operational Finance for review and final approval. You can expect to hear the outcome **within 2 months of submission.**

**Applications for over £25,001 - £100,000**

There is a two-stage process for applications between £25,001 - £100,000. Applications will first be brought for discussion to the Charity Director and Charity Senior Leadership Team. A recommendation will be passed by Charity Director at which point it moves onto the second stage. At the second stage the recommendation will be passed to the Director of Communications and Engagement and Director of Finance or Director of Operational Finance for review and final approval. You can expect to hear the outcome **within 2 months of submission.**

**Applications for between £100,001 - £500,000**

There is a three-stage process for applications between £100,001 - £500,000. Applications will first be brought for discussion to the Charity Director and Charity Senior Leadership Team. If approved, applications will then be presented to the Director of Communications and Engagement and Director of Finance or Director of Operational Finance for review and recommendation. Based on approval, the application will then be presented to the Charitable Funds Committee (CFC) who meet every three months. A recommendation will be passed by the CFC for approval. You can expect to hear the outcome **within 3 months of submission.**

**Applications for between £500,000+**

There is a four-stage process for applications above the £500,000+. Applications will first be brought for discussion to the Charity Director and Charity Senior Leadership Team. If approved, applications will then be presented to the Director of Communications and Engagement and Director of Finance or Director of Operational Finance for review and recommendation. If approved, next the application will be brought for discussion at the Charitable Funds Committee (CFC) meeting which occur three months. A recommendation will be passed by the CFC at which point the application moves onto the final stage. At this final stage the application will be presented to Board of Trust for discussion and a decision on approval will be given by the Trustee. You can expect to hear the outcome **within 6 months of submission.**

**Frimley Health Charity Contact Details**

You are most welcome to contact any member of the Charity team to ask any questions you may have. Please do not hesitate to contact us if you are unsure of anything.

**Email**: [fhft.fundraising@nhs.net](mailto:fhft.fundraising@nhs.net)

**Phone**: 0300 6153206

**Web**: [www.frimleyhealthcharity.org/](http://www.frimleyhealthcharity.org/)

**Address**: Frimley Health Charity, Archipelago (Building 1 Suite A), Lyon Way, Frimley, GU16 7ER