

Guidance For Applying For A Charitable Grant For New Equipment, Facilities And Services etc.

1.0 Introduction

University Hospitals Coventry and Warwickshire Charity is the official charity of University Hospitals Coventry and Warwickshire NHS Trust and exists to support and improve the health and wellbeing of the patients of these organisations.

It does this by supporting:

- Patient Care;
- Non Commercial Research;
- Staff Education.

The Charity also administers, and supports, the fundraising for the charitable funds that support Coventry and Warwickshire Partnership NHS Trust.

2.0 What Can I Apply for Funding For?

University Hospitals Coventry and Warwickshire Charity is able to fund projects, services and resources that are:

1. Beyond the basic provision of the NHS and may be beyond the remit of the NHS;
2. Have a direct impact on patient care;
3. Have public benefit.

For full details of the decision making criteria can be found in UHCW Charity's Grant Making Operational Procedures (point 5).

This may include new equipment; facilities; services; environmental improvements; patient communications; patient comforts and non-commercial research and innovation in healthcare. It may also be used to support staff welfare and training where it can be demonstrated to have a direct beneficial impact on patient care.

3.0 The Process for Applying For a Grant

1. Use the flow chart in appendix 1 to consider if your request is charitable.
2. Identify the charitable fund that the grant will be paid from and discuss your request with the Fund Adviser.
3. Obtain a quote (for rooms, refurbishments and furniture following the appropriate guidance in point 4.0 below).
4. Before you submit the grant
 - A. You must follow the relevant NHS Trust procedures regarding the item you are applying for the grant for. In doing so, you must obtain the appropriate authority and be able to evidence this. It may include presenting a business case to the Capital Committee or gaining authorisation that revenue costs will be met from the speciality group budget; or obtaining authority from ICT (audio, visual and computer equipment).

This step is required because your NHS Trust requires the Charity to ensure that the item has the appropriate Trust authority before we award the grant.

Help:

- University Hospitals Coventry and Warwickshire NHS Trust staff:
Your Group Manager or Commercial Finance Manger will be able to confirm the procedures you need to follow. Refer to UHCW NHS Trust Procedure - Charity Grant Application and Expenditure Procedures.
- Coventry and Warwickshire Partnership NHS Trust staff
Your Service Development accountant *will* be able to confirm the procedures you need to follow. Refer to CWP NHS Trust Procedure - Charity Grant Application and Expenditure Procedures.

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- B. You must be certain that your department can meet the terms and conditions of accepting a grant as outlined in UHCW Charity's Grant Making Operational Procedures (point 6.0). Failure to meet these terms may require your department to repay the Charity the grant value in full, up to five years after the award has been made.
5. Electronically complete the Grant Request Form, print it off and attach the quote.
 6. Pass to the Fund Adviser to sign, to confirm they support the request.
 7. The Fund Adviser will pass to the Trust's Authorising Officer, who will confirm that you have followed the relevant NHS Trust procedures regarding the item you are applying for the grant for.
 8. The Trust Authorising Officer will pass this back to the Fund Adviser, who will submit the Grant Request Form to UHCW Charity.
 9. On receipt of the Grant Request Form, UHCW Charity will review the application to and advise if further information is required, if the request has been unsuccessful (and why) or if a grant will be awarded. This should be within one week of receiving the application.
 10. Grants will be paid directly to the NHS Trust who will be responsible for ordering the item, in line with its own procedures. On occasions, the grant may be awarded on the agreement that they will reimburse an individual who will meet the cost themselves.

4.0 Applications for £5,000 or above

Please ensure that applications for items/projects of £5,000 or above clearly evidence:

- all elements of the project as they must not be dis-aggregated
- how the item/ project
 - is beyond the remit of the basic provision of the NHS Trust

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- supports the service development plan for the department and fits in with the NHS Trust strategy (the delivery of the strategy must not be reliant on a charitable grant)
- that the item/ project has been through all NHS Trust business planning processes and the appropriate NHS Trust authorisation has been obtained subject to external funding being secured.

5.0 Grants For Refurbishments, New Facilities, Including Furniture.

UHCW Charity requires any room/facility it funds to be above and beyond the NHS facility, creating a comfortable, homely, environment whilst considering clinical needs. This may be achieved through decoration, artworks, soft furnishing and/or furniture.

We recommend that before you submit your grant request that you seek advice from the Head of the Charity who will be able to discuss this with you and show you some rooms that have already been funded.

UHCW Charity requires the full costs for a new facility or improvement to the environment before it can consider if a grant can be awarded. Once you have the costs, attach the cost breakdown to the Grant Request Form.

- University Hospitals Coventry and Warwickshire NHS Trust staff:
Where a project is within the UHCW NHS Trust estate, UHCW Charity works with the Trust's Estates Department to deliver these changes. The Estate Department coordinates all aspects of the project working with the PFI. You should not cost this project yourself; instead contact the Estates Department (currently Julie Rice Project Manager) who will do this for you. The Estates Department are aware of the suppliers that have already been authorised by the Trust and have agreed preferential rates for the Charity.
- Coventry and Warwickshire Partnership NHS Trust staff
Where a project is within the CWPT estate, UHCW Charity works with the Trust's Estates Department to deliver these changes. The Estate Department coordinates all aspects of the project working whether it is a

Trust property or the PFI. You should not cost this project yourself; instead contact the Estates Department who will do this for you. The Estates Department are aware of the suppliers that have already been authorised by the Trust.

6.0 Grants Supporting Research

UHCW Charity can support non-commercial research only

- University Hospitals Coventry and Warwickshire NHS Trust

UHCW Charity works with the Trust's RDI department to support non-commercial research; we also support nurse led non-commercial research (such as into new techniques or ways of delivering care), where there is a clear objective and results will be monitored, reported on and shared.

All research should clearly support the charity's objective. Fund Advisers are asked to provide information of the research programmes that the Charity will be asked to support at the start of the financial year, by filling in the Research Brief in appendix 2. These can also be updated throughout the year.

Coventry and Warwickshire Partnership NHS Trust staff

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7.0 Grants For Refreshments For Meetings

The cost of refreshments for staff meetings is not a legitimate charitable expense.

8.0 Grants For Parties Or Gifts For Staff

The cost of parties or gifts for staff is not a legitimate charitable expense.

9.0 Retrospective Grants

UHCW Charity will not award grants retrospectively. An individual will be personally liable for the cost of a purchase or commitment that incurs a cost, on the assumption UHCW Charity will award a grant.

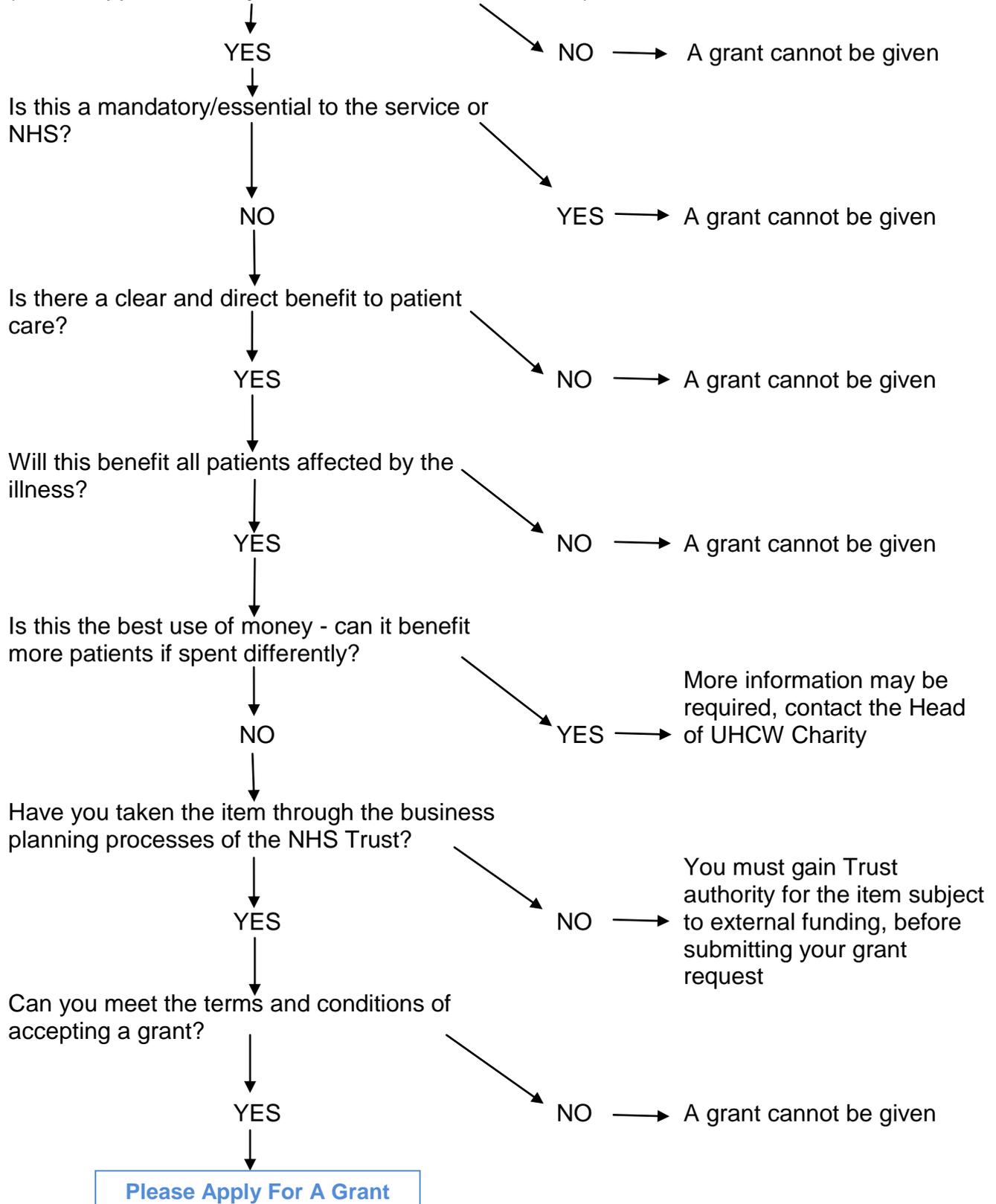
9.0 Exceptions

Exceptions will only be made at the discretion of the Trustees of UHCW Charity. Such requests must be made in writing and be fully supported by a NHS Trust Chief Officer.

END

Appendix 1: Would I get A Grant For New Equipment, Facilities And Services etc?

(Where applicable - Is your research non-commercial?)



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Appendix 2: Summary Detail For A Non Commercial Research Programme For UHCW Charity

PLEASE TYPE INTO THE FORM, if you require the form in MSWord please contact UHCW Charity

Please use one form for each research programme. Please do not use abbreviations or complex medical language as this document will be read by non-clinical people:

Please tick if this is nurse led research []

Research title:	
Research objectives:	
Please confirm that this is non-commercial research.	<input type="checkbox"/> Yes This is non-commercial research <input type="checkbox"/> No This is commercial research. Please note the Charity cannot give grants to commercial research programmes
Who is the lead for this research activity?	
Who are the expert backers to this research?	
Does this have ethics approval?	
What is the time line of the research programme?	
How many patients will benefit from the research?	
What are the expected outcomes/benefits of the research and what is their relevance to the	

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<p>Charity's objectives?</p> <p>Please identify the results you have had to date and their relevance to the Charity's objectives? Refer to UHCW Charity's Grant Making Operational Procedures</p>	
<p>What are your plans to disseminate the results/knowledge gained from this research?</p> <p>How (and where) have you disseminated the results/knowledge to date?</p>	
<p>What is the full cost of the research programme?</p> <p>Confirm that budget will be available to the Charity on request.</p>	
<p>What value of external funding is secured and from what organisation/s?</p>	
<p>What value of funding is requested from UHCW Charity?</p>	
<p>What will the UHCW Charity grant be used for?</p>	
<p>From what charitable fund would the grant be paid (fund name and number)?</p>	
<p>Fund Adviser's Name and Signature</p>	