

Grants post award process (over £5,000)

Version: March 2021



Your Grant application has been approved

What happens when your Grant application has been approved?

We will email you the following:

- **Grant Award letter**, which confirms the award and provides you with instructions and key information such as a Grant reference number. Please remember to quote your Grant reference number in all of your correspondences with the Charity going forward.
- **Grant Agreement**, the contract between you and the Charity, which outlines the terms and conditions of the Grant, including the financial arrangements and payment schedule.

Grant activation

Your Grant is then activated

Once we receive your signed Grant Agreement, we will email you to let you know your Grant is activated. You must start the purchasing process / project delivery within one month of this point. You, as the grantee, are responsible for getting the project off the ground and for seeing it through.

Raising the purchase requisition

Now you can raise the purchase requisition

Once the Grant is activated, you can raise requisitions against the Charity cost centres on Agresso. You must raise the first requisition within one month of Grant activation. If you are not authorised to raise requisitions yourself, you will need to find someone within the Trust who can do it on your behalf. We have a list of people who have authorisation so get in touch if you need help with this step.

You must then inform the Charity of your requisition number as soon as you have it, so that we can reconcile this when it comes to us for approval.

For medical equipment: if you are buying medical equipment, the Medical Physics will raise the requisition for you and will provide the Charity with the requisition number

For Research grants: JRES will administer the process on your behalf and recharge the Charity

Raising the PO

Once approved, the Trust can raise the purchase order

After you have provided the Charity with your purchase requisition number, we will approve the requisition and either you, or the person who raised it on your behalf, will be alerted. You, or they, can then raise the purchase order. Make sure you keep hold of the invoices and / or receipts as you will need them to recharge the Charity.

For medical equipment: the Medical Physics will raise the purchase order

For Research grants: JRES will administer the process on your behalf and recharge the Charity

Recharging the Charity

Recharging the Charity

You as the grantee, or the person who raised the PO on your behalf, can then recharge the Charity by providing us with proof of purchase e.g. an invoice. Without proof of purchase we won't be able to refund you so it's really important you keep the invoices and / or receipts. Please also remember to quote your Grant reference number so we can reconcile everything back to the original Grant request.

For medical equipment: the Medical Physics Team will do this for you

For Research grants: JRES will do this on your behalf

Confirmation of receipt

Let us know when you have received your items

Please drop us an email to let us know your items have arrived safely, are in good working order, have been installed and are ready to use. If you can, please also send us a photograph (with appropriate consents). It is very helpful to be able to post your successes on our social media channels so that donors can see how their money is being spent. It also encourages people to donate, which enables us to fund more worthwhile projects such as yours.

Impact and evaluation

Finally, and importantly, report back to us on the impact of your project

If you have received a grant for an on-going project, you must update us on progress every 6 months, and then submit a final Impact and Evaluation report once it's completed. For a one off purchase, we will ask you to complete an Impact and Evaluation report approximately 3 months after you have confirmed receipt of it. It is crucial for us to quantify and qualify the benefits to patients and / or staff of the projects we fund, so we can report back to both our donors and Trustees.

Contact us at Charity.Grants@stgeorges.nhs.uk if you have any questions, quoting your Grant reference number if you have one.