

## **Annex to Grant-Making Policy**

### **How to Apply for a Grant**

#### **1) How do I apply?**

Grant application forms are on the charity website [www.stgeorghospitalcharity.org.uk](http://www.stgeorghospitalcharity.org.uk) or the Grants Team @ [Charity.Grants@stgeorges.nhs.uk](mailto:Charity.Grants@stgeorges.nhs.uk) . The Grants Team is based on the second floor of Blackshaw Annex, Perimeter Road, St George's Hospital, Blackshaw Road London SW17 0QT and holds surgeries in the Fundraising Office, Grosvenor Wing, Blackshaw Road, London SW17 0QT. Please enquire by email to make an appointment.

Forms must be completed fully with required endorsements by Trust/University/ Community Project Sponsor as applicable before submission.

#### **2) Who can apply?**

People employed by either St George's University Hospitals NHS Foundation Trust (the **Trust**) and/or St George's, University of London (known as the **University** or **Medical School**) with authority to accept a grant on behalf of either organisation are eligible to apply. Co-applicants are welcome. Third parties who provide services within the hospital such as children entertainers for example need a Trust sponsor to apply on their behalf to the Charity. Such organisations need to be formally vetted by the Trust as a recognised supplier. It is best to make contact with the Charity to discuss.

#### **3) Where does the Charity fund?**

The Charity chiefly funds work which takes place within St George's University Hospitals NHS Foundation Trust (incorporating Queen Mary's Hospital, Roehampton) and St George's University of London, chiefly when the university is working in collaboration with the Trust.

This means work funded is chiefly taking place at St George's Hospital and St George's University which are based in Tooting, London as well as Queen Mary's Hospital based in Roehampton. However, the Charity intends to develop partnerships with other organisations working to improve the health and wellbeing of the local community.

#### **4) For what can I apply?**

The Charity funds 6 areas of charitable activity:

- a) Capital Projects: Refurbishments, renovations, new builds, non-medical equipment
- b) Patient Welfare and Family Experience: entertainment, activities, environmental improvement and patient wellbeing (e.g. art), complementary alternative therapies, support groups, community projects
- c) Medical Equipment
- d) Staff Development and Welfare; e.g. professional development training and wellbeing programmes

e) Medical and health services related research

f) Community Projects

### **5) For how much can I apply?**

No hard and fast rule. It is best to discuss needs with the Charity.

The Charity funds small and large projects. Large projects are generally counted as over £20,000 and up to a lot higher. Higher amounts need a special fundraising campaign to secure funds.

Individual research grants (when not funded through SPFs) tend to be up to £150,000 historically.

### **6) Which funds are available?**

The Charity derives its income from many sources: general public donations, small and large appeals, companies, legacies, special fundraising events and trusts and foundations.

You will find information on the Charity's website at

<https://www.stgeorghospitalcharity.org.uk/team-georges-staff-area> which explain the funds available.

We have:

#### ***a) Special Purpose Funds (SPFs)***

The Charity has in the region of 220 special purpose funds. These are funds donated for a specific use with clearly defined restrictions for each fund; for a ward or particular type of research or activity. Each fund has up to three fund advisers who have delegated authority on behalf of Charity Trustees to endorse requests for funding which are submitted to the Charity for final approval.

To find out about funds, applicants should discuss with Trust colleagues who are fund advisers and/or email the Charity at [Charity.Grants@stgeorges.nhs.uk](mailto:Charity.Grants@stgeorges.nhs.uk). Our website has a searchable database of SPFs. If a fund is identified which matches the type and amount of funding sought, then fund advisers must be consulted for their endorsement and signature before submissions to the Charity.

#### **All other Funds:**

#### ***b) Appeal Funds***

The Charity's website advertises its current appeal/s at [www.stgeorges.hospitalcharity.org.uk](http://www.stgeorges.hospitalcharity.org.uk). It also has a number of funds from historic appeals. By emailing [Charity.Grants@stgeorges.nhs.uk](mailto:Charity.Grants@stgeorges.nhs.uk) the Charity can discuss what may be available to match a funding requirement.

#### ***c) Research Funds***

Research funding is available in the main through two funding streams; either specific restricted research legacies or SPF research funds.

SPF research funds are accessed as per SPF application process. Non-SPF research funding bids are submitted to the Charity’s Medical Advisory Group (MAG) which is composed of senior medical academics for their review and recommendations to the Board of Trustees.

Invitation to apply for non-SPF research funding is announced on the Trust’s intranet and via the University. There is a separate application form for research which is provided at the time of announcement. Applications are checked by JRES ((Joint Research and Enterprise Service) prior to submission to MAG.

Research grants are administered via JRES. JRES is the support function for research grant applications for both the Trust and the University.

**d) General Funds**

General funds are used for applications where funds cannot be identified from SPFs, Appeals or Research. Applications for this fund are very competitive and in the main are currently spoken for with known repeat funding requirements by the Trust. Please enquire by emailing Charity.Grants@stgeorges.nhs.uk.

**7) Schedule of Approval Authorisations:**

<b>For all fund types: SPFs, Appeals, Legacies, Unrestricted General Funds</b>	
<b>Board of Trustees</b>	<b>£150,000 +</b>
<b>Grants Committee</b>	<b>Up to £150,000 GICOM to recommend funding above £150,000 to Board</b>
<b>Chief Executive</b>	<b>Up to £50,000</b>
<b>Director of Finance and Operations</b>	<b>Up to £20,000</b>
<b>Head of Grants</b>	<b>Up to £10,000</b>
<b>Grants Officer</b>	<b>Up to £2,000</b>

**8) Which signatures do I need to obtain when I apply?**

Approval signatures by the Trust (and/or University) are required *before submission*. These are as follows *depending on the nature of the request*:

Fund Adviser/s for SPF applications only

Divisional Finance Manager (not applicable for research costs)

Medical Physics (only for medical equipment)

For research: Trust Divisional Chair for Trust applications or University Research Institute Director for University applications

Deputy Director of Estates and Facilities and/or Assistant Director of Capital and Estates (as applicable - aspects to consider listed in application)

Chief Information Officer (for IT related including APP development)

General Manager or Deputy General Manager for under £5,000

Divisional Director of Operations for over £5,000  
Trust Strategy Director.

**9) When can I apply and timing of decisions?**

We aim to operate a flexible and accommodating decision-making timeline which is normally on a rolling basis for funding approvals under £50,000. These can be approved internally by the Charity according to the approvals' matrix listed above.

For approvals over £50,000, these will be approved by the Grants and Impact Committee or the Trustee Board which convenes at set times per years.

**10) What happens when I have a grant approved or rejected?**

For approvals over £5,000 a grant award letter and grant agreement are issued by the Grants Team to the applicant and copied to the Trust Finance Directorate which will sign on behalf of the Trust and return to the Grants Team to activate the grant. Grants under £5,000 are not issued with a grant agreement but will be issued with a grant reference.

In the case of a rejection the Grants Team will contact applicant by email within two weeks of the decision.

For grants which are neither for medical equipment nor capital, the grant applicant/holder is responsible for raising the purchase requisition, using its own department budget code. This will be reimbursed by Trust Finance Directorate to the department budget after the Trust has claimed reimbursement under the Charity's grant terms and conditions. The Trust, when reclaiming, supplies Charity finance with the supplier invoice/s and its own Trust invoice providing the grant reference. The grant reference is on the grant award letter and grant agreement.

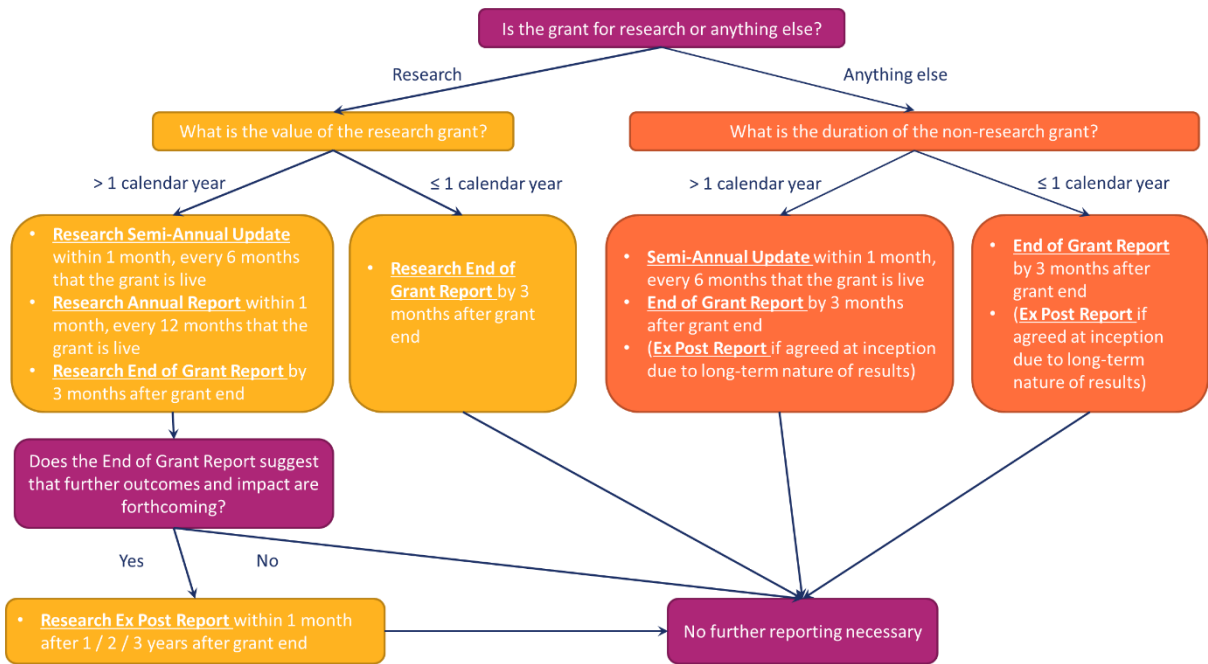
Medical equipment and capital project grants will be handled by either the Medical Physics team or the Capital Projects Team which will raise the required requisitions on behalf of the grant applicant as necessary.,

Interim and final grant feedback reports are requested on the results of the grant funding explaining the detailed benefits and the manner in which these were measured.

**11) For how long are grants awarded and when are monitoring reports expected?**

Non-Research Grants	Generally, 12 months grants, or shorter if known to be the case (such as attendance at a training course). If anticipated duration ≤ 12 months, End of Grant report due 3 months after end of activities / installation of equipment. If anticipated duration > 12 months, Semi-Annual Update due every 6 months and End of Grant report due 3 months after end of activities / installation of equipment.
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	In exceptional cases an Ex-Post Report will be asked for up to 3 years after the grant, upon agreement with the grantee.
Research	Up to 36 months. If anticipated duration $\leq 12$ months, End of Grant report due 3 months after the end of the research / purchase of research equipment. If anticipated duration $> 12$ months, Semi-Annual Update due within one month, 6 months after start and every 12 months thereafter; Annual Report due within one month, 12 months after the start and every 12 months thereafter; End of Grant report due 3 months after end of the research. In exceptional cases an Ex-Post Report will be asked for up to 3 years after the grant, upon agreement with the grantee.



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