

Grant-Making Policy

St George's Hospital Charity

1. Purpose

1.1 The purpose of this policy is to set out the principles, criteria and processes that govern how St George's Hospital Charity (the **Charity**) makes grants.

1.2 A grant is defined as a financial award made by the **Charity** from its funds to support charitable activities which fall within the **Charity's** objects as defined under the terms of its Articles of Association.

In practice, supported charitable activities relate specifically to the funding priorities and purposes as defined by the Charity's Board of Trustees when setting its grant making criteria.

2. The Objects of St George's Hospital Charity

2.1 The objects of the Charity's charitable funding are to:

- a) further any charitable purpose or purposes; relating to the general or specific purposes of the St George's University Hospitals NHS Foundation Trust (incorporating Queen Mary's Hospital in Roehampton) or the purposes of the National Health service
- b) promote, protect, preserve and advance all or any aspects of the health of the public; and
- c) advance and promote knowledge and education in health care, including by engaging in and supporting health-related research (and the dissemination of the useful results) including at St George's, University of London (which is also known as St George's Medical School)

3. Funding Priorities and Purposes

3.1 The number of projects which can be supported is limited by the amount of funds available for distribution in one year.

3.2 The Charity aims to fund activities that the NHS does not cover

3.3 The Board of Trustees have determined funding will support applications from St George's University Hospitals NHS Foundation Trust (the **Trust**), St George's, University of London (known as the **University** or **Medical School**) and **Community Projects** which benefit the health of the broader local population served by the **Trust**

3.4 From time to time new funding opportunities will arise. The Board of Trustees reserves the right to receive funding applications for new areas which are not listed in 3.2.

3.5 Priorities for funding will be identified prior to funding rounds.

3.6 Where applications are from the **University**, Trustees wish to see evidence of project collaboration with the Trust.

3.6 The charitable purposes of the funding will focus on:

- a) Enabling the **Trust** to deliver outstanding patient care and experience
- b) Supporting the **Trust** and University to develop their collaborative research programme
- c) Accelerating the transformation and innovation of key **Trust** services or those in the community for the benefit of patients, staff and local communities
- d) Cumulatively having a positive impact on patient diagnosis and treatment, and facilitating an increase in access and capacity for the services provided to NHS patients
- e) Supporting Trust staff across a variety of measures including wellbeing and health

4. Governance

4.1 The Board of Trustees govern the charity's grant-making by setting the:

- **Grant-making principles** which ensure that decisions are ultimately made by the Charity's Board of Trustees
- **Grant-making criteria** which publicly state the activities the Board of Trustees wish to support in furtherance of its object's. The Board of Trustees reserve the right on occasion to approve grants which from time to time may be outside published criteria but nevertheless fall within charitable law and the **Charity's** objects.
- **Grant-making processes** which explain how grant applications, grant assessments and grant decisions take place.

5. Grant-making principles

Grant-making will be governed by the following principles:

5.1 The Board of Trustees has ultimate responsibility for all grant-making decisions in line with the Charity's charitable purposes and any restrictions agreed with donors and funding partners. However, the Board of Trustees may give certain decision-making responsibilities to its sub committees or staff within its framework of delegation.

5.2 Trustees have assigned the review of certain grant applications to the Charity's Grants Committee which either makes grant award recommendations to the Board of Trustees or approves directly, depending on the amount of the grant under consideration.

5.3 These recommendations by the Grants Committee though shall not include those grant applications for medical research which fall within the auspices for review by the **Charity's** Medical Advisory Group (MAG) which in turn make its own recommendations *directly* to the Board of Trustees.

5.4 From time to time when new circumstances arise the Board may agree on a case by case basis the establishment of special committees to deal with funding derived from large and specific research legacies, donations or restricted grants to the Charity

5.5 Trustees abide by Charity Commission guidance on public benefit and specifically that applying to NHS Charities.

6. Grant-making criteria

- 6.1 The aim of the grant-making criteria is to provide clear information from the Board of Trustees about eligibility and how to apply for a grant.
- 6.2 Staff who are 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.
- 6.3 **Community Project** staff whose work benefits the health of the broader local population served by the Trust will also be eligible to apply according to application criteria published prior to funding rounds. The Charity will be open to considering funding of community projects which meet its objects both in conjunction with and independently of the Trust.
- 6.4 Trustees welcome joint collaboration bids by institutions it wishes to support.
- 6.5 The Charity's charitable funding falls into 5 key areas of activity:
- a) Capital Projects: Refurbishments, renovations, new builds, non-medical equipment
 - b) Patient Welfare and Family Experience: entertainment, activities, environmental improvement and wellbeing (e.g. art), complementary alternative therapies, support groups and community projects
 - c) Medical Equipment
 - d) Staff Development and Welfare; e.g. professional development training and wellbeing programmes
 - e) Medical Research
- 6.6 **University** applications can only be for a) medical research or b) medical equipment linked to the research as part of the research application or c) staff development in connection with research. **University** capital projects are excluded.
- 6.7 The **Charity** favours research projects which are in collaboration with the **Trust** and **promote its strategic objectives** over research projects which are purely by the **University**.
6. The **Charity** aims to support the **Trust** and the **University** declared strategies when considering grant applications.
- 6.9 The **Charity** receives its funding via a host of sources; funding is both restricted and unrestricted in nature. This funding is then managed in line with the terms under which it is given. The Charity consequently awards its funding according to the funds at its disposal. This may mean that the charity is able to make grants which fall outside of declared strategies but nevertheless delivers demonstrable positive impact which is equally valued.
- 6.10 The **Charity** welcomes opportunities to fund in partnership with other charitable organisations and will favour grant applications which clearly demonstrate the ability to leverage additional funding by being in a partnership.
- 6.11 **Trust** and **University** grant applicants must seek all relevant **Trust** and **University** approvals as applicable in the grant application before submission. Without these the **Charity** will not consider the funding request.

6.12 Community Project applicants will be asked to seek separate endorsement from within their own organisation.

6.13 The **Charity** will attach great importance when assessing applications on the applicant's ability to define and measure the impact it intends to achieve through **Charity** funding and this will be key in deciding if funding is granted.

7. Grant making processes

7.1 All grant applications go through a three stage process:

- **Application** – all grant applications will be subject to initial assessment to ensure they meet basic criteria for funding.
- **Assessment** – staff determine whether the request should be shortlisted for support. Shortlisted applications will either be reviewed by the Grants Committee, the Board of Trustees or by a person/ committee who has delegated authority.
- **Decision** – the Charity operates various approval systems which apply once a grant application is deemed worthy and where there is funding for it. Depending on the value and nature of the grant application, grants will be a) approved by Charity staff with authority to do so or b) will be reviewed by the Grants Committee which in turn will recommend to the Board of Trustees for approval unless it is within its power to approve.
- Applicants can apply at any time but the timing of the decision will depend on the amount requested and the source of the funding.

7.2 An annex is attached to this policy with step by step detail on how to apply for a grant.

7.3 The **Charity** will write to all applicants informing them of the outcome within two weeks of a decision.

7.4 The Charity has many demands on its funding. Even if a project meets the Charity's criteria, the Charity may not be able to approve a grant. In some cases, the Charity may decide to fundraise specifically for a project; the choice of project is often determined by whether it is deemed likely to meet the fundraising target.

7.5 The Board of Trustees will not be obliged to provide an explanation to an applicant as to why an application has been unsuccessful though the **Charity** generally aims to be transparent, informative and helpful where it can.

8. Monitoring, Reporting, Complying and Publications

8.1 Before a grant can be confirmed, conditions will be stipulated according to the nature of the grant; grant start and end dates, payment schedule, project milestones and reporting requirements on impact which outline clearly the expected benefits, how these will be measured and reported and project budget consolidation. These are contained in the Grant Terms and Conditions which are provided with the Grant Award Letter. Only once the intended grant recipient acting on behalf of an organisation has accepted these terms and conditions will the grant come into force.

- 8.2 The **Charity** pays the grant money to the grant recipient (**Trust** or **University**), only after it has paid for the services or items under the grant and submitted evidence of payment by them to the Charity. **In the case of funding Community Projects separate payment arrangements will be agreed.**
- 8.3 The **Charity** reserves the right to retract any unused grants should the grant not be used within the agreed timeframe or for the purpose it was granted.
- 8.4 The **Charity** will expect grant reports at agreed times. These will generally be at six monthly intervals until the end of the grant with a final grant report one month after grant end. As in 8.1 these grant reports will require reporting on impact which explains the benefits resulting from the grant, how these benefits have been measured as well as a grant budget consolidation of actual spend against budget.
- 8.5 The **Charity** is keen to publicise the work it funds and will seek opportunities to do so in collaboration with grant recipients using websites and intranet where appropriate.
- 8.6 The Board of Trustees appreciates receiving published articles etc. on the work funded. This is subject to prior agreement for such articles.
8. In the case of funded research, disseminating research results and useful information is a condition of the grant to ensure public benefit.
- 8.8 Reports to the **Charity** are extremely important so that it can assess its impact and report to donors to communicate the worth attached to funding.
- 8.9 The **Charity** will follow up on a case by case basis with monitoring visits to see the grant work in action.

9. Amendments

The Board of Trustees may vary the terms of this policy from time to time.

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