

Instructions

Before starting your application, please familiarise yourself with:

- Details of the [application process and scheme criteria](#).
- Barts Charity's [Grant Policies](#), particularly the Grant Conditions and Cost Policy.

You must complete this online form, as well as the following documents:

- Detailed cost breakdown

This document can be downloaded, completed and attached to this form.

You will also need to upload a letter from your directorate general manager confirming that they support this application, and if you are applying for funds from an SPF, confirmation of support from at least two of the SPF fundholders/signatories.

Do get in touch if we can support you in the application process by applying reasonable adjustments.

You may use this Word version of the form to help prepare your application, but you must complete and submit the online form in order for the Charity to consider your application.

If you have any questions, please contact funding@bartscharity.org.uk.

Legally responsible approval

The application must be costed and agreed by a Finance Manager at your organisation. You must contact the relevant team well in advance of the submission date to allow enough time to provide your costing.

This individual will need to review and electronically approve your application before it is considered by Barts Charity.

When you submit your application, they will be sent a copy of the application form and asked to approve it before the application is submitted to Barts Charity. The application needs to be submitted to us by 5pm on the day of the deadline.

Please see the online form for more information.

Checks

In ticking this you, as the Lead Applicant confirm that:

- 1) you have read and understood the [Grant Terms and Conditions](#), and that you will and are able to agree to them if the application is successful.
- 2) you understand that all personal information provided will be used by Barts Charity to process your application in accordance with our [Privacy Policy](#) and that all members of the project team (including collaborators and named staff) have consented to you sharing their information with us.

3) if the application is successful, you are willing to contribute to marketing or fundraising activities for Barts Charity.

Section 1 – Application Summary	
Lead Applicant	
Administering Organisation	
<i>Guidance: If your application is successful, this is the organisation that will be responsible for administering the financial award.</i>	
Application Title	
<i>Guidance: A good title is short (usually 1 sentence) and states clearly and concisely what the problem is and how you hope to resolve it.</i>	
Proposed duration of funding (months)	
<i>Guidance: You may request up to 12 months of support.</i>	
Proposed Start Date	
<i>Guidance: This date should be as realistic as possible, taking into account the amount of time that it will take Barts Charity to process your application and for you to prepare to start the work. You may adjust this start date if your application is successful. We expect most Everyday Impact grants to start within 3 months of the decision.</i>	
Amount requested	

Section 2 – Proposal Summary
Provide a summary of your application suitable for the wider public. (300 words)
<i>Guidance: This summary should allow a member of the wider public to understand your proposal.</i> <i>It must outline how you identified the need for intervention in this area, what you plan to do and what you hope to achieve, highlighting the benefits for patients.</i> <i>You should avoid unnecessary jargon, abbreviations and technical terms wherever possible. If you have to use them provide a clear explanation.</i> <i>We may use this to describe your project through our communication channels (such as our website) and to describe your project to the public, supporters, donors and our Trustees.</i>

Section 3 – Proposal Details
Proposal Description Provide a detailed description of what you want to do, why it is needed, how you will do it and what the impact will be. (1,000 words)
<i>Guidance: This is the main body of the application, most of the key information should be here.</i> <i>Your application will be read by a range of people including individuals who may not know the context of your application. Please write your proposal with this in mind.</i> <i>References, figures and any other supporting information referred to must be uploaded as an attachment.</i>

The prompts below are intended to help you write your detailed proposal. As this scheme can be used to support many different types of proposals, the list of prompts might not include something relevant for your idea, or some prompts might not be applicable. The list is not exhaustive and should be used as guidance.

- **What is the problem?**
 - What is the scale of the problem? How many services/sites/individuals are affected by it?
 - For refurbishment projects, you must include a photo of the site as it currently is as an attachment.
- **How will your proposal solve this problem?**
 - Why do you think your solution is the right one for this problem?
 - Has your idea been successfully implemented elsewhere?
 - What other approaches have been tried to solve this problem? Why haven't they worked?
 - What benefit(s) will this solution bring to patients/staff in the short and medium term?
- **What planning and preparation do you need to do to implement your idea?**
 - Is there suitable space (and associated utilities) available to house/store a piece of equipment?
 - Do you have sign off/permission from estates for a refurbishment?
 - Will this proposal have an effect on another service/department/Trust that needs to be considered?
 - If your application is for a piece of medical equipment detail whether this is on the risk register. If this is the case, include detail on any mitigation in place to reduce the risk.
- **What are your plans to evaluate the outcomes of this proposal?**
 - Describe how you will measure the difference you have made including plans to collect information before and after implementing your idea.
- **What are your plans to maintain the change beyond the period of Barts Charity funding?**
 - If you are purchasing equipment:
 - will you have a service contact, how long will this be for? How will this be paid for once the grant has ended.
 - does the equipment need consumables? If so, how will these be paid for?
 - If you are planning an event to facilitate training, how will you make sure that the learning is long lasting?
 - If you are proposing a refurbishment, how will you ensure that the new space or furniture will be maintained to a high quality?
- **Do you have the right people involved in planning and delivering the proposal?**
 - State their name, role and how much time you expect they will need to commit to the proposed work.

Section 4-Additional Information

Case for charitable support

1. Why is Barts Charity's Everyday Impact scheme the best funding source for this proposal?
2. What other sources of funding could you approach, or have you approached? (300 words)
3. Are you requesting to use a Special Purpose Fund to support this project (in part or in full)? (Y/N)

Guidance:

1. Please refer to the [scheme webpage](#) and [Barts Charity's Cost Policy](#) for details of what this scheme can and cannot support.
2. This might include funding from your hospital/Barts Health NHS Trust, other charities etc. If you have approached other potential sources of funding, please detail why your proposal was not supported.

3. Provide the SPF number(s) (SPFXXXX) and the names of the Fundholders who have agreed to support this project.

Involvement and engagement

As a local funder, effective involvement and engagement of patients, staff and/or the public in the work we fund is very important to us.

Patients, staff and/or the public who will benefit from the proposal should be involved and/or engaged in every stage, from developing the proposal through project delivery to evaluation.

In this section, please outline your approach to the involvement and engagement of patients, staff and/or the public in all stages of the project, including:

- Who will be/has been involved and why?*
- Why your approach to patients, staff and/or public involvement is/was appropriate for this proposal?*

Costs related to involvement and engagement to support your idea can be funded by this grant and should be detailed in the Project Finances section of this application form.

Describe how patients, patient advocacy groups, staff or communities who will benefit from this idea have been involved in developing/planning/designing this proposal and/or will be involved in the active project and its evaluation. (200 words)

Guidance: *Your involvement/engagement plans can be relatively simple and might include, for example:*

- Patient comments on a rundown waiting area or their views on how a seating area could be made more comfortable*
- Plans to survey patients about the benefits of the new furniture*
- Plans to collect patient requirements for new pieces of furniture*
- Staff comments on the problems they face when using current equipment*
- Results of a survey showing that staff would benefit from more training in a particular area.*

Project Benefit

How many people are expected to benefit as a result of the work that you're planning? (200 words)

Guidance: *Beneficiaries may include patients, patient families and/or carers. Please explain how you have determined the number above. You should also include details of the people expected to benefit, for example, their demographic profile, location or the condition they're affected by.*

Internal Barts Health NHS Trust Approval

Does your project require approval from the Hospital Executive Board/ Clinical Board/ Investment Steering Committee or any other internal Barts Health NHS Trust governance group? (Y/N)

Provide details of the Boards/Committees that have considered your application (including the date) and the outcome. Did the group provide any feedback or raise concerns about your application? If so, please outline these and how you have addressed them.

Section 5 - Applicants

The grant application must be led by one Lead Applicant, with up to four co-applicants. The Lead Applicant is responsible for completing the application form and leading the project. This will be the main person that Barts Charity communicates with.

The project team must include representatives from all services involved.

Please provide a letter from your directorate general manager confirming that they support this application.

Applicant details	
Applicant Role	
Applicant Name	
Centre/Department	
Hospital/Institute	
Organisation	
Email address	

Current position and source(s) of your salary
<i>State your current position (including start and end dates) as well as the source(s) of your salary (for example, through Barts Health NHS Trust or another organisation), and the percentage of your salary they contribute.</i>

Clinical status	
Are you a healthcare professional? (Yes/No)	
(If Y) Indicate your healthcare profession	
Are you clinically active? (Yes/No)	
(If Y) What is your specialty?	
What is your NHS Pay Rate?	

Relevant experience and expertise
Summarise any knowledge, skills, experience and/or training relevant to your role in the application, including details of any relevant related outputs. (300 words)

REPEAT FOR ALL CO-APPLICANTS

Section 6 – Project Finances
We will fund only the direct costs of the project.

- All requested costs must be justified in the context of the proposal.
- You must obtain accurate costs from your Finance Office, including VAT exception certificates.
- All costs requested must be in line with Barts Charity's Cost Policy. [\[LINK\]](#)
- We expect that the majority of the project's costs will be incurred at Barts Health NHS Trust. We will consider providing funds for collaborating organisations on a case-by-case basis and, if agreed by the Charity, this collaboration will need to be managed by the Barts Health NHS Trust as a sub-contract.
- All amounts below must be shown as whole numbers and in pound sterling (£).

Amount requested from Barts Charity	
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Guidance: This must be the total amount requested from Barts Charity, including funding from any Special Purpose Funds Barts Charity manages.

Total project costs	
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Guidance: You should include the value of contributions (confirmed or requested) from other sources (e.g. other charities, the NHS or commercial companies).

If there is a difference, please indicate how this will be met. (300 words)

Guidance: Provide a list of the value and source of funding as well as what this will cover. Indicate whether these contributions have been confirmed or are still under review.

Costs requested

Provide a breakdown of costs requested from Barts Charity using the following cost categories.
You must ensure the breakdown matches the amount requested (above) from Barts Charity.

All amounts below must be shown as whole numbers and in pound sterling (£)

Category	Total
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Staff	
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Materials and consumables	
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Equipment	
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Estates	
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Involvement and Engagement	
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Other	
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Project Specific Justification of Costs
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Guidance: Provide a detailed breakdown of the costs requested. For example: "We see x patients, so require y of item z. Each item costs £A, bringing the total to B."

The list below provides guidance specific to this scheme. You must refer to Barts Charity's Cost Policy [\[LINK\]](#) for full details of the allowed/disallowed costs.

We will not provide additional funds at a later date that are not requested in this application.

Staff

- Outline the role each staff member will play in the project, including a justification for the level of salary support requested.
- Where the requested staff member has already been identified, please provide their name and a justification for their involvement in the project.

Equipment

- *A company quote is required for any single piece of equipment over £5,000.*
- *You must ensure that any freight/shipping/delivery, VAT, installation, or capital/estates costs related to the equipment have been fully accounted for.*
- *The Lead Applicant is responsible for ensuring that a suitable location to house/store the equipment has been identified.*

Estates

- *We will consider costs for refurbishment of existing spaces or the purchase of new furniture through this scheme.*
- *You must ensure that all relevant costs have been fully accounted for. This includes but is not limited to construction, PFI or professional fees, or fixtures and fittings.*
- *A quote or cost estimate must be provided.*

Involvement and Engagement

We encourage the involvement of patients, staff and/or the public in the work we fund. Costs related to involvement and engagement to support your idea, as outlined in the relevant question above, can be requested here.

Uploads

If you are requesting equipment or estates:

- *Your Finance Manager is responsible for checking that the item/work is VAT exempt. If the cost is VAT exempt, you must attach an email or letter from them confirming.*
- *We require a quote/cost estimate, which must be uploaded here.*