



Imperial Health Charity

Compassionate Communities

Guidance Notes 2024/25



**Imperial
Health
Charity**

HELPING
OUR HOSPITALS
DO MORE

T: 020 3857 9840
E: info@imperialcharity.org.uk
www.imperialcharity.org.uk

@ImperialCharity

@charityimperial



Imperial Health Charity is a registered charity, no. 1166084

CHARING CROSS • HAMMERSMITH • QUEEN CHARLOTTE'S & CHELSEA • ST MARY'S • WESTERN EYE

1. Information for applicants



Imperial Health Charity is an independent charity that helps the five hospitals of Imperial College Healthcare NHS Trust (ICHT) hospitals do more through grants, arts, volunteering and fundraising. We fund major redevelopments, research and medical equipment at Charing Cross, Hammersmith, Queen Charlottes' and Chelsea, St. Mary's and Western Eye hospitals.

One of our strategic objectives is to support better health and wellbeing for patients in our surrounding communities.

Following a successful pilot, Compassionate communities funding programme in 2020-21, we are now launching a refreshed call for the funding programme that has been developed in partnership with ICHT.

What is the Compassionate Communities funding programme?

We know that as a voluntary, community or social enterprise organisation (VCSE) you are best placed to support local people in your community. We see you as a key partner in delivering health-related projects. The charity's Compassionate Communities programme is aimed at organisations that provide support and care activities that improve the health and wellbeing of north west London residents who are waiting for or struggling to access health care services.

The north west London area is Brent, Ealing, Hammersmith and Fulham, Harrow, Hillingdon, Hounslow, Kensington and Chelsea, and Westminster.

We have a total of £250,000 in the funding pot to support high quality projects. Your funding request must be a minimum of £5,000 and maximum of £50,000. Projects must be delivered between 12 months and up to 24 months.

To ensure our support benefits as many people as possible, VCSE organisations based in north west London can submit only one application to the programme.

To help you work up your application, the sample Application Form is available for you download from our [website](#). But you will need to complete and submit it online application on Flexigrant (imperial.flexigrant.com), the charity's grants portal.

If your application is successful and to report back on your project, you can also download the Progress and End of Grant Reports Forms from our website. But you will need to complete the online report Forms on Flexigrant.

For more information, please visit the programme's webpage or email Philip Howard, Grants Manager at: grants@imperialcharity.org.uk.

2. Your application



Getting started

In addition to the Guidance Notes, you can download the Sample Application and Report Forms. We will not be able to accept late or incomplete applications, so we encourage you to read these documents carefully before submitting your application. But first, take the Eligibility Quiz to make sure you can apply to the programme.

Application deadline

Complete your application using our online grants portal, [Flexigrant](#).
Click here to download the sample application form.
The deadline to apply is **Thursday 29 August 2024, 12pm**.

Application outcome

You will be notified of the outcome of your application in **November 2024**.

Managing your grant

If your application is successful, you must attend a welcome event on **Monday 2 December 2024** at which you will meet other grantees and charity staff.

At the event, we will explain how to manage your grant, request payment, our grant terms and conditions (Ts&Cs) as set out in your grant award letter, our reporting requirements and how we can support you with evaluating your project. Please note: our Ts&Cs are not negotiable.

Make sure you accept our grant offer on Flexigrant within 10 working days **after** the event. When you accept our offer, Flexigrant will ask for your project start and end dates. Once you've done this you can start your project.

Reporting on your grant

Complete your Progress Report and End of Grant Report on Flexigrant. The Progress Report must be submitted at the halfway point of your project. The End of Grant Report and final invoice must be submitted within 3 months of your project end date.

[Click here](#) to download the Sample Progress and End of Grant Report Forms.

3. Criteria



Compassionate Communities funding programme criteria:

Focus areas

The programme has two focus areas. You must choose at least one.

- Prehabilitation – projects that provide ongoing physical and mental health support to residents who are waiting to access healthcare services
- Peer support and community groups – projects that bring people together with shared healthcare and community experience to provide support and advice to others.

Types of projects we are looking to support, include:

- projects that help north west London residents improve their understanding of health and the health care system, and how to navigate it
- projects that promote and educate on having healthy lifestyles, such as physical and mental health activities, and healthy diets.

We are aware that some people would benefit from receiving one-to-one sessions, such as counselling (whether one session or more). Our funding is to benefit as many people as possible. So, while we would not discount any project that offer one-to-one activities, we would need to assess their quality and value for money.

Types of projects we cannot support, include:

- tackling or reducing poverty, e.g., food banks
- single or multiple social trips within or outside London
- religious and political activities
- how to access benefits
- the purchase of office or medical equipment/devices, or vehicles
- the refurbishment of your office space or capital works.

These lists are not exhaustive. If you have any questions, please email Philip Howard, Grants Manager at grants@imperialcharity.org.uk.

Project outcomes

Your project must have at least 4 outcomes – 2 for your organisation to devise, plus 1 charity outcome and 1 ICHT outcome.

The charity's overarching outcome is to address and reduce health inequalities in north west London through practical interventions.

You must choose 1 charity outcome from the list below and explain your selection in your application:

- To lessen economic barriers in local people's lives, employability opportunities
- To lessen emotional barriers in local people's lives
- To lessen environment barriers in local people's lives
- To lessen cultural barriers in local people's lives.

ICHT encourages partnership working with the VCSE sector, and health and social care partners.

- You must choose 1 ICHT outcome from the list below and explain your selection in your application:
- Increase the numbers of people accessing support including information, advice, and signposting
- Increase referrals to VCSE run initiatives which directly support patients of our Trust
- Increase Trust staff awareness of VCSE run and community-led initiatives
- Improve patient experience for those waiting to access care
- Increase levels and models of mutual/peer support
- Actively address inequalities in accessing services and waiting lists by supporting initiatives targeted at specific populations.

Project service user groups

We are aware that there are groups of people who face significant barriers to access healthcare than others. While we aim to be inclusive, our funding will prioritise the following groups:

- Black, Asian and ethnic minority communities including Gypsy, Roma and Traveller communities.
- Children below 15 years old
- Lesbian, gay, bisexual, transgender, intersex, queer/questioning, asexual+
- Low-income families
- Older people above 65 years old
- People with disabilities including those with a learning disability and autistic people
- People with multiple long-term health conditions
- People experiencing homelessness, drug and alcohol dependence, vulnerable migrants, sex workers, people in contact with the justice system, victims of modern slavery and other socially excluded groups.

Your project service users do not have to be patients at any of the ICHT hospitals, but they must reside in north west London.

Funding requests and project delivery

- Your funding request must be a minimum of £5,000 and maximum of £50,000.

- Your project duration must be a minimum of 12 months and up to 24 months, to include set-up and evaluation periods.
- Your project must directly support and impact north west London residents across any of our 8 boroughs.
- Your project can be new or expand on a current provision (it cannot be just to fund current provision)
- You can apply as a single applicant or be part of a consortium with 1 lead applicant. If you are part of a consortium, you cannot apply as a single applicant, i.e., apply/benefit twice.

Post-award

- If your application is successful, you cannot apply again if there is a 2025/26 round
- If your application is successful, you will need to submit a Progress Report halfway through your project and an End of Grant Report within three months of completing your project
- To strengthen our partnership working with you and to learn more about your work and your service users, we will arrange to visit your project and to meet your team halfway through your project and before the end of the project.

4. Eligibility



It is important to note your eligibility to apply for our funding.

- Your request cannot be more than your annual operating income
- Your organisation must be formally constituted
- Your organisation must be well established in your community within north west London and have operated for a minimum of 3 years
- Your organisation must have at least 2 years published accounts, and an operating income of up to £500k. You must upload your most recent published accounts (2 financial years) with your application on Flexigrant. If your operating income is above £500k, you cannot apply.
- Your organisation must have a bank account in the name of that organisation
- Your organisation's bank account must not have signatories who are related to each other
- Your Board of Trustees must have at least three people who are not related to each other
- The majority of people in your organisation in positions of authority (e.g., Director, Finance Director, Chief executive, Trustees, Senior Managers) must not be related to each other or live at the same address
- Your organisation must have a Board of Trustees that has overall control of, and accountability for your organisation's activities, and must be fully transparent about any conflict of interest
- Your Chief Executive, Finance Director or Chair of Trustees must have read your full application and approve it before it can be submitted
- If you are a national organisation and/or your organisation is affiliated to one, you cannot apply

5. Costs



Project costs can include:

- Project team salary and on-costs
- Fees for freelance workers
- Overheads that are directly related to delivering your project and up to 25% of total project costs
- Overheads can include venue hire/rent, utilities, telephone etc.
- Project activities such as leaflets, translation services, gardening tools, yoga mats etc.
- Reasonable volunteer expenses etc. In your application, you must tell us your organisation's policy on volunteer expenses such as travel and food allowance per day. Our funding will not support any alcoholic beverages.

Costs that cannot be included are payments made to individual service users or to replace government and/or Local Authority funding.

These lists are not exhaustive. If you have any questions, please email Philip Howard, Grants Manager at grants@imperialcharity.org.uk.

More information can be found on the Sample Application Form that you can download from our website.

6. Grant payments



If your application is successful, you will receive 3 payments:

- Payment 1 - 45% of your grant upfront. This will be processed within 10 working days after the welcome event to be held on 2 December 2024.
- Payment 2 - 45% after you have evidenced your spend of the 1st payment and submitted your Progress Report. Please allow up to 20 working days for us to review your report and process the 2nd payment.
- Payment 3 - 10% after you have evidenced your spend of 2nd payment and submitted your end of grant report. Please allow up to 20 working days for us to review your report and process the final payment.

By evidence, we mean:

- any relevant receipts
- on your organisation's letter headed paper, we need to see the following:
 - for salaries of project team, the name of each person and their month-by-month salary breakdown to include on-costs that have been paid
 - for overheads, the cost that has been paid for each item
 - for volunteer reimbursements, a list of names and against each name, how much was paid to them.

The letter must be signed and dated by someone in your organisation who is authorized to do so.

Further information

For any further enquiries or additional support, please contact:
Philip Howard, Grants Manager:
T: 020 3675 2415
E: grants@imperialcharity.org.uk