Imperial Health Charity

Patient Care Programme

Guidance notes

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

Information for applicants

Our patient care funding programme is designed to help you make small changes that will improve the care you and your colleagues are able to provide for your patients. These changes must be simple to deliver and have an immediate positive impact on your patients' wellbeing and overall hospital experience.

Our grants must not replace core NHS funding. But they can help you enhance patient care to provide a service that is above and beyond what is currently being delivered.

What projects can I apply for support with?

Here are some examples of projects that our funding could be used to support.

- Providing patient information and resources in different languages and formats
- Offering preventative health-related activities related to diet, exercise and mental wellbeing
- Providing activities to support patients in their rehabilitation
- Providing activities to support patients receiving palliative care
- Improving patient monitoring
- Providing activities for groups of patients who are living with disabilities or who may have special requirements
- Providing activities for groups of patients who are elderly, young, or from communities or groups of patients experiencing health inequalities
- Improving hospital environments and surroundings for patients, including furniture, fittings and fixtures for patient rooms
- Purchasing certain medical devices or equipment.

In this document we've included further information to help you with your application. Please read each section carefully.

If you have any questions, please contact:

Hani Ahmad, Senior Grants Manager
grants@imperialcharity.org.uk

Your application

1

Read our guidance notes and sample application form
We've created these resources to help you with your application. Before doing anything else, please read the guidance notes and our sample application form carefully.

2

Attend one of our grant support sessions
We've organised a series of grant support sessions to offer guidance and advice that will help you with your application. You can talk to us about your ideas for improving patient care and ask us any questions about the application process. Sign up for one of our virtual sessions **here**.

3

Set up an account on Flexigrant
Flexigrant is the platform we use to manage your application. You'll need to set up an account using your Trust email address and contact information. To get started, go to: **imperial.flexigrant.com**

4

Write your application
Use the sample application form to work up your application, then complete your online application form on Flexigrant. We will assess your application and notify you of the outcome within 20 working days after the closing date for applications.

5

Login to Flexigrant to accept your grant offer
If you're successful, you'll receive a Grant Award Letter. The letter contains your terms and conditions, and how you'll receive your grant monies. Before you accept our grant offer, you must read the terms and conditions carefully. If you fail to comply with the terms and conditions, we will have the right to terminate your grant - and if grant monies have been paid, we will take steps to recoup the monies from the Trust.

6

Write your end of grant report
When you've finished your project, please complete your end of grant report on Flexigrant within 20 working days. We won't be able to make the final payment on your grant until we've received your report.

Key details

Who can apply?
Only permanent members of staff at Imperial College Healthcare NHS Trust staff can apply for funding. You'll need to apply online via our grants platform, Flexigrant. You must open a Flexigrant account with your Trust email address and details.

When can I apply?
The closing date for applications is Thursday 28 September 2023 at 12noon.

What are the criteria?
To be eligible for funding, your project must:

- directly benefit the Trust's patients, either in our hospitals or in the community
- be delivered within 12 months of your grant being awarded
- be straightforward and simple to deliver
- be a standalone initiative and not part of a larger project
- have the support of a project champion, such as a general manager, matron, senior sister or Trust budget holder within your department/service (they must read your full application and sign the signatures of approval form, which can be downloaded from our website).

Unfortunately we will not be able to fund:

- research, pilot studies, PPI studies or clinical trials
- medical devices or equipment that the Trust should pay from its core budget
- an expansion of, or to continue a project for which you've already received an Imperial Health Charity grant
- the design or adaptation of an app/device/use of technology
- patient support groups or forums
- projects that benefit only one patient
- projects that directly benefit staff, such as education/training
- replacement of an old device or equipment
- projects outside north west London
- projects that are primarily for the benefit of patients receiving care at other NHS trusts.

How much can I apply for?
You can apply for between £1,000 and £10,000. Your project should not cost more than £10,000 to deliver. There are several cost types to choose from on the Flexigrant application form when you complete the costings for your project.

How does the funding work?
After you've submitted your application, we will aim to notify you of our decision within 20 working days of the closing date. However, if we need additional information from you, this process may take longer.

How you receive your grant monies will depend on the nature of your project. We will provide you with this information in your Grant Award Letter. Please read your letter carefully and make sure you comply with all our terms and conditions.

Login to Flexigrant to accept your grant offer within 10 working days of receiving your Grant Award Letter. When you accept our offer, please tell us when you will start and complete your project. You must deliver your project within 12 months of the date of your letter. Finally, you'll need to complete an end of grant report on Flexigrant within 20 working days of completing your project. **We won't be able to pay the final invoice on your project until we've received your report.**

Costs we can and cannot support
For any single item that costs more than £500, you'll need to obtain a quote and upload it on Flexigrant as you work through your application. You must include VAT in your costings where applicable. If you include a device or equipment, you must make a **strong case** in your application as to why it can't be paid from the Trust's core NHS budget.

Cost type	Costs we can support	Costs we cannot support
Consumables	Small items to help deliver: - preventative activities related to diet, exercise, mental health etc - rehabilitation activities - palliative care activities - pens, printing cartridges - items for green space activities, such as plants and gardening tools.	
Equipment	Medical devices. Furniture, fixtures and fittings.	Medical devices or equipment that should be funded from NHS core budgets. Furniture, fixtures and fittings that are not exclusively for patient use. Laptops, tablets, mobile devices. New items to replace existing equipment.
Travel	Travel costs for you to deliver your project activities in north west London using public transport or reasonable taxi costs.	Travel outside north west London. Travel to your place of work.
Other	Third-party suppliers to help you deliver your project activities. Reasonable venue hire. Reasonable language translation costs. Reasonable catering costs for activities in north west London.	Repairs, maintenance or service charges to devices/equipment, furniture, fixtures and fittings. Staff salaries or backfill costs. Staff activities including conferences, education (training and courses). Any website or publication costs associated with your project.