

EDINBURGH CHILDREN'S HOSPITAL CHARITY SMALL GRANTS PROGRAMME APPLICATION GUIDANCE

Please read this guidance before starting your application. This will give you a better chance of your application being approved.

Edinburgh Children's Hospital Charity

Edinburgh Children's Hospital Charity exists to transform the experiences of children in hospital, so they can be a child first and a patient second. We do this by funding the extras, which help to make life easier for children, whether they will be unwell for a short time or a lifetime.

Applying for a Grant

Edinburgh Children's Hospital Charity Small Grants Programme is available for you to apply to if:

- you can demonstrate that your application for funds will benefit children using the RHSC Edinburgh; Child and Adolescent Mental Health Services; and / or any NHS-provided children's healthcare setting in the community.
- and you are applying for an amount of money less than £5,000
- and the NHS will not provide the funds which you are seeking
- and your application is not for an individual child or family.

Our Strategy 2016-2018 details the four strategic outcomes which all funding applications must achieve. You can apply for equipment, comforts, distractions and enhancements; providing your application meets the above criteria and fulfils at least one of our strategic outcomes. Please see our website for examples of projects we have funded in the past.

Before You Apply

You must read the related Terms and Conditions of Funding before making your application. You need to be sure that you are able to meet the requirements of these, as funding will only be granted if you can.

Get in Touch

We welcome applications to our Small Grants Programme and we are very happy to provide assistance or advice should you require it. If you are unsure of whether your application is appropriate or if you require help to complete the form please do get in touch. Information on how to do this is included at the end of this guidance.

Submitting Your Application

We accept application forms via email or in the post. Details on where to send your form are given at the end of this guidance. Please do not send anything other than the application form. If we require more information we will contact you to ask for it.

The Small Grants Programme is a rolling programme which means you can apply at any time throughout the year. We recommend that you apply as far in advance as possible, to allow for any discussions which may need to take place between us. If you require quick consideration of your application then do contact us to let us know this before applying.

Notification of Decision

Edinburgh Children's Hospital Charity Small Grants Programme awards are decided by the Chief Executive and subsequently approval is noted by the Trustees. You will be notified of the decision, whether your application has been approved or not, within a maximum time period of one month from receipt of your application.

If you are successful, the notification email will provide all details in relation to claiming the award. You will be reminded at this time of the Terms and Conditions of Funding which you agreed to when you applied.

Reporting

A condition of funding is that you will report back to us at an agreed time on the impact our funding has made. Details of how to do this are given in the template Reporting Form which you will receive with your confirmation email.

How to Contact Us

All initial enquiries should be made to Maggie Pearson, PA and Grants Administrator, maggie.pearson@echcharity.org Telephone: 0131 668 4949.

Where to Send Your Application

Completed application forms should be sent to Maggie Pearson, PA and Grants Administrator, maggie.pearson@echcharity.org Telephone: 0131 668 4949.

Edinburgh Children's Hospital Charity, 1st Floor, 1 Wester Shawfair, Danderhall, Dalkeith EH22 1FD