

EDINBURGH CHILDREN'S HOSPITAL CHARITY LARGE 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

The Large Grant Fund 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; or any NHS-provided children's healthcare setting in the community
- and you are applying for an amount of money more 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. The Trustees may also consider pilot projects and fixed term staffing costs. 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 Large Grants Programme and we are very happy to provide assistance or advice should you require it. We recommend that every applicant applying to this fund gets in touch with us first to check if your application is appropriate. 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.

Notification of Decision

Edinburgh Children's Hospital Charity's Large Grants Programme awards are considered by the ECHC Grants Committee (comprising Trustees) and recommended to the full Board of Trustees for approval. The Grants Committee meet five times a year. If your application needs to be considered outwith a meeting date, then the Grants Committee will endeavour to consider this via email. Your application cannot be approved until a full Board of Trustees meeting.

You will be notified of the decision by email, whether your application has been approved or not, within one week of the Board of Trustees Meeting. We recommend that you keep in touch with us to keep up-to-date with the progress 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 Katie Handy, Personal Assistant, katie.handy@echcharity.org
Telephone: 0131 668 4949

Where to send your application

Completed application forms should be sent to Katie Handy, Personal Assistant, katie.handy@echcharity.org Telephone: 0131 668 4949

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