

## **EDINBURGH CHILDREN'S HOSPITAL CHARITY SMALL GRANTS PROGRAMME TERMS AND CONDITIONS OF FUNDING**

You must read these 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.

By applying to our Small Grants programme you will be accepting the following terms and conditions of funding:

### **Endorsement**

1. Your application must be endorsed by one of the following or we cannot consider it.
2. For RHSC and St John's Hospital applications you must have an endorsement from your Head of Department AND the relevant Associate Medical Director OR the Chief Nurse, RHSC. You must also have authorisation from the Strategic Programme Manager OR the Service Manager to confirm that NHS Lothian – Acute Operating Division will fund any additional revenue consequences arising from this project.
3. For NHS projects outwith RHSC, you should seek endorsement from your equivalent of the above positions.
4. For non-NHS applicants, you should seek endorsement from your Chief Executive.

### **Use of Funds**

5. You must use the awarded funds for the purpose described in your application. If for any reason you can't do this, then you must contact us immediately.

### **Reporting**

6. You will be expected to evidence to ECHC that your funds were used as detailed in your application. In a few cases this may simply be by producing receipts but in most cases you will be asked to provide a report. You will be advised of your reporting commitments in your grant award letter and receive a template Reporting Form.

### **Branding**

7. Edinburgh Children's Hospital Charity is supported entirely through charitable donations. The public who support us work hard to raise the money which they donate. We want them to know that we have spent that money well. We therefore ask all successful applicants to display our branding on any equipment or to make sure that we are mentioned in all literature relating to your funded project.
8. We will provide you with our logo, stickers and / or suitable wording for you to use.

## **Marketing**

9. We would like to share the success of your funded project with those who have donated money to ECHC. This highlights how we have spent money which we have been given but also inspires others, considering supporting us, to do so. The more funds we receive, the more funds we can distribute. We therefore ask all applicants to agree to providing case studies, quotes and / or photos (where appropriate) for us to use on ECHC marketing materials.

## **Decision**

10. Applications must meet the criteria set out in the guidelines. Applications which don't meet these or applicants who do not agree to the terms and conditions of funding will not have their applications approved.
11. Applications to the Small Grants Programme are considered by the Chief Executive. If your application is not approved you will be provided with details of the reasons for this.
12. You can appeal against this decision by writing to the ECHC Grants Committee within 14 days of your application being refused, setting out your reasons for appeal. The Grants Committee will then consider your application and reasons for appeal. The decision of the Grants Committee is final.