

## **EDINBURGH CHILDREN'S HOSPITAL CHARITY GRANTS PROGRAMME**

### **APPLICATION GUIDANCE NOTES**

Before starting your application, please read these guidance notes which include a step-by-step guide to completing the application form. This will give you a better chance of your application being approved.

If you have any questions about the process, eligibility or the application form, please get in touch with Maggie Pearson at [maggie.pearson@echcharity.org](mailto:maggie.pearson@echcharity.org) or 0131 668 4949.

### **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.

ECHC should not be used as an alternative for statutory funding and therefore should your request be vital for the functionality of your department, please speak to a member of your management team.

### **Eligibility Criteria: Who can apply?**

If you can answer 'yes' to the following five questions, then you are eligible to apply for a Grant:

- Is your application for more than one individual child or family?
- Do you work for the NHS?
- Have you read these guidance notes?
- Have you read our terms and conditions?
- Can you demonstrate that your application for funds will benefit children using the RHCYP Edinburgh; St John's Hospital, Livingston; Child and Adolescent Mental Health Services; or any NHS-provided children's healthcare setting?

### **What do we fund**

ECHC exists to transform the experiences of children and young people in hospital and healthcare so they can be a child first and a patient second. We have four strategic outcomes, and all funding applications must be able to evidence a link between their project and at least one of these outcomes.

1. **Children and young people's lives are less interrupted by illness**
2. **Children and young people are less scared of hospital and have a positive experience**
3. **Children and young people's families are better supported and comforted**
4. **Children and young people have an improved experience of healthcare in their community.**

You can apply for equipment, comforts, distractions and enhancements, research and training; providing your application meets the above eligibility criteria and fulfils at least one of our strategic outcomes.

The Grants Committee may also consider pilot projects and fixed term staffing costs.

Please see our website for examples of projects we have funded in the past.

### **Registering your Account**

Before completing your first grant application with ECHC, please register on the ECHC website <https://echcharity.org/grant-giving/download-applications>. To register as a new applicant, please enter your email address and create a password for your account. On registering, you will receive an email which will contain a link to your Account. Please ensure that you store or save this email, as you will need to use

the link to access your Account in the future. This online account will contain the application/reports that are in-progress as well as those that you have already submitted.

### **Completing your Application**

We have developed one application form for our Grants Programme with the expectation that the greater the level of funding requested, the more robust the evidence of need that will be required in the application and the more rigorous the reporting we will expect.

We understand that our applicants have busy roles within the NHS and as such we have endeavoured to make the application clear and concise, focusing on the key information we require to make a decision. To do this, we need sufficient data and detail to understand the activity you are planning to undertake so that a credible case for support can be presented. We need to know how it will make a difference to improve babies, children or young people's lives.

***Please answer all the questions in this form unless we state that the question is optional. You will be unable to submit the application form if the required questions are not completed.***

Many of the questions have a character limit meaning you can only type a certain number of letters into each answer. Please keep your answers clear and concise.

If you wish to complete part of the form at a later time, please click the 'Save & Finish Later' button at the end. This will save your current progress, allowing you to finish the form at another time. On saving the application form, you will receive an email providing a link to re-enter the application form.

We are happy to support you with any aspect of the application process. If any part of this guidance is unclear or you need further help, please contact Maggie Pearson on 0131 449 6868 or by email at [maggie.pearson@echcharity.org](mailto:maggie.pearson@echcharity.org).

### **1-3 Applicant Details**

The applicant will usually be the person who will be our main point of contact during the application process. We will also need the address, ward or department, direct telephone number and email address of the Main Contact so please ensure that you provide one.

### **Project Summary**

#### **4. Project Title**

Please give your project a title which summarises what you're seeking funds for eg; *Therapeutic Play and Art Resources/Paediatric Orthopaedic Training Course/Development of a Physiotherapy Service for Patients with Haemophilia*

#### **5. Grant Type**

Please tell us which of our funding programmes are you applying for?

- Small Grants Fund (applications under £5,000)
- Large Grants Fund (applications over £5,000)
- Training and Research Fund

#### **6. Timescales**

Please provide us with a realistic timescale of when you need this funding to start and finish.

The timing of a decision being made and advised to you will depend on when our next meeting is scheduled. If you are looking for urgent funding, please contact us before completing the application form.

## **7. Project Summary**

Please describe the project/equipment/enhancement that this grant will fund.

Tell us about your plans and the babies, children and young people that you plan to work with.

Please be as specific as possible when describing the type and content of the work you want to carry out e.g. Where will your work be carried out/how often?

## **8. Programme Area**

We categorise our grants into the following areas.

- Enhancements (improvements to the environment in which a child is cared for)
- Comforts or distractions
- Research
- Training

Whilst more than one category may be applicable, please choose the one category that is the primary focus of your project.

## **9. Geographical Reach**

It is important for us to understand where the babies, children and young people your project supports live. We appreciate that many travel from other health boards to access services so please select as many of the health boards as required.

## **Social Impact**

### **10. How do you know that this project is needed?**

You should be able to demonstrate why the project/equipment/enhancement is needed

- What Issue/gap/need will your project address
- How do you know this project is needed/relevant? What evidence do you have? Is the proposed work/project a result of quantifiable feedback/have you undertaken research to determine the need?
- What are the implications for children, young people and families if ECHC funding is not granted?

### **11. Please select the outcome that best illustrates the benefits your project will have on children, young people and their families.**

ECHC have four outcomes (the difference or change that we hope to make) which are set out below. Please tell us which of ECHC's outcomes fits best with the difference your project will make? Please note, you do not need to address more than one outcome however if you are working towards more than one of these outcomes please select as appropriate.

1. Children and young people's lives are less interrupted by illness
2. Children and young people are less scared of hospital and have a positive experience
3. Children and young people's families are better supported and comforted
4. Children and young people have an improved experience of healthcare in their community

## **12. Project Beneficiaries**

### **12a What are the key differences your project will make to children, young people and their families?**

We want to understand how the activities/project that you are going to undertake is going to make a positive difference in the lives of babies, children and young people. These differences (or Outcomes) must be SMART = specific, measurable, achievable, realistic and time-based.

For example, possible differences (or outcomes) might be:

Outcome 1 – 150 children will be less afraid on attendance at asthma clinic appointments by the availability of toys and games in the waiting area, from August 2021 to July 2022.

Outcome 2 – 10 children each year will have reduced need for general anaesthetic and 80% chance of a successful hearing through the use of the Awake ABR hearing test.

Outcome 3 – 500 children and families attending CAMHS outpatients' appointments each month will feel better supported by the enhancement of the waiting area and treatment room.

Try to keep these simple and use language which shows a change. A strong difference often uses words like 'improved', 'reduced', 'increased', 'less', 'strengthened' etc.

### **12b. How do you plan to measure and evaluate the key differences (outcomes) that you have identified so that success can be measured?**

The difference you make in the lives of babies, children and young people needs to be measurable. ECHC relies on donations for all grants awarded. We need to let the supporting public and private funders know how their financial support is making a difference so that they continue their support of ECHC.

We ask you to measure and evaluate your project and report back to us either at the end of the project or the end of our financial year. If you are successful, a copy of the evaluation report template will be included within your grant offer. In some circumstances updates and evaluations are required to meet external funders reporting requirements. We will let you know if these apply and provide details of what they are.

In order to measure, evaluate and report on your project it is important that you collect relevant information about the project regularly from the start of your project so that you can assess how successful it has been in making the difference you intended at the outset.

The question asks about the information you will gather to demonstrate whether you are achieving the intended outcomes.

It is important to determine the most appropriate monitoring and evaluation system for your project. It does not have to be complicated, and you may already be collecting the information to evidence your outcomes.

There are many ways you could gather information including:

- Questionnaires/Feedback forms
- Observations
- Recognised evaluation tools e.g. The WarwickEdinburgh Wellness Scale

Please consider how you will measure each of the key differences you have identified individually as you could use different information for each one. For a full picture it is useful to consider using both quantitative (numbers/statistics) and qualitative (stories/narrative) data.

### **12c/d/e. Numbers of Beneficiaries**

We would like to know more about who your project will be targeting and supporting as well as the numbers that you are anticipating being involved. Please tell us how many children and young people each year will directly and indirect benefit from this funding and the number of children and young people in the different age ranges that you expect to be involved in your project.

### **13. Who does your project support?**

Sometimes our supporters have specific areas of work that they are interested in. We would therefore like to understand more about the beneficiaries of your project. Please let us know by selecting as many of the options that are relevant.

### **Finance**

#### **14. What are the total costs of the project?**

What is the total cost of your project? This figure should include all costs you are applying to ECHC for, as well as any other costs that you are funding from other places.

#### **15. How much funding are you looking to receive from ECHC?**

Please tell us what how much of the total cost is being requested from ECHC.

#### **16. If you are not requesting the full costs associated with your project from ECHC, how do you intend to fund the remaining balance or will you have to alter the project?**

If you intend to obtain part of the funds required for your project from other sources, please tell us if you have already raised this money, or if it is still unconfirmed. If you do not raise all the funds required, can the project continue albeit in an altered format – please provide details about how you can alter your project.

#### **17. Please provide a breakdown of the costs that make up the amount you are requesting.**

Please break down the different costs which make up the amount you are requesting from ECHC. It is useful for us to see a breakdown of your budget into categories on a year-by-year basis (if applicable). Categories could include:

- Staffing costs – this includes any costs relating to wages. If seeking support for salary costs, please ensure you have considered potential salary rises if the post is for more than one year of funding.
- Training/Conferences: please consider all associated costs including the training course, travel and other associated expenses. Please note that consideration should be given to the time it will take to process the application if wishing to take advantage of early bird offers.
- Equipment: please ensure that VAT is considered if you are looking for equipment or enhancement projects. Please also consider training and ongoing or annual maintenance costs.

#### **18. Please explain why the NHS will not fund this project and why you have applied to ECHC for funding**

ECHC exists to enhance the provision of the NHS and is not an alternative to statutory funding. If your request is vital to the functionality of your department, please speak to a member of your management team.

#### **19. Please consider any ongoing costs. If there are any, how do you plan to fund these costs?**

If, for example, you wish to purchase a piece of equipment that will require annual maintenance, please can you let us know how you intend to fund these ongoing costs.

**20. Is this project to be funded by a specific donation/restricted fund withing ECHC? If so, please provide details**

Some funding raised by ECHC is restricted into funds with a specific purpose. If you are aware of a fund that could be utilised for the purpose of your work, please let us know.

**21. Have you received ECHC Funding before?**

Please let us know whether you have received funding before and if so, please provide details of the amount awarded and when it was awarded.

***Please note that we will not award funding to any applicant that has outstanding evaluation reports on a previous.***

**Signatures**

In order for your application to be processed, we need to gain authorisation from two of your **supervisors**.

Please provide the contact details of your Head of Department and your Medical Director/Chief Nurse.

The application form will be sent to these two contacts to review and authorise.

**Declaration**

Please ensure that you have read the important information and privacy notice <https://echcharity.org/privacy>.

Once you are happy to do so, please tick the box to confirm that you are happy that the information given in this application form is true and accurate to the best of your knowledge and belief.

**Submitting Your Application**

Once all required fields have been completed you can review your full application ahead of submitting by pressing the “review and submit” button.

Once you are happy with your application and that any documents you wish to upload have been attached, please press the submit button.

On submitting the application form, you will receive an email confirming successful submission and providing you with a final version of your application.

Before submitting, please feel free to contact Maggie Pearson, Grants Administrator to discuss your application. You can contact Maggie at: [maggie.pearson@echcharity.org](mailto:maggie.pearson@echcharity.org) Telephone: 0131 668 4949

**Notification of Decision**

You will be notified by email that your grant application form has been received and will be given more information about what happens next.

The application form will be reviewed to ensure that sufficient information has been provided to enable the proposal to be considered. You may be contacted if additional information is required.

Awards under £5,000 are considered by the ECHC Internal Grants Committee who meet monthly and approved by the CEO.

Awards between £5,000 and £50,000 are considered by the ECHC Grants Committee (comprising both Trustees and independent advisors who meet three times a year.

Awards over £50,000 are considered by ECHC’s Board of Trustees who meet six times a year.

You will be notified of the decision by email, whether your application has been approved or not, following the relevant Meeting. We recommend that you check the status of your application through the online portal login which you can access by using the link provided in your registration email.

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.