

## EDINBURGH CHILDREN'S HOSPITAL CHARITY 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 Edinburgh Children's Hospital Charity Grants Programme, you will be accepting the following terms and conditions of funding:

#### **Endorsement**

1. Your application cannot be considered unless it is endorsed as follows:
  - For RHCYP and St. John's hospital applications you must have an endorsement from your Head of Department AND the relevant Associate Medical Director OR the Associate Director of Nursing, RHCYP, or (in their absence) the Director of Women and Children's Services.
  - For NHS projects out with RHCYP, you should seek endorsement from your equivalent of the above positions.
2. For all projects you must also have authorisation from:
  - The Service Manager (or equivalent) to confirm that NHS Lothian – Acute Operating Division will fund any additional revenue consequences arising from the project.
    - **If applying for equipment you must contact and obtain approval from [stephen.roberts@nhslothian.scot.nhs.uk](mailto:stephen.roberts@nhslothian.scot.nhs.uk) and [Maxine.marr@nhslothian.scot.nhs.uk](mailto:Maxine.marr@nhslothian.scot.nhs.uk) before completing an application form.**
    - **If applying for any IT equipment (computers, iPads, Internet access) please contact and obtain approval from [ehealth.procurement@nhslothian.scot.nhs.uk](mailto:ehealth.procurement@nhslothian.scot.nhs.uk) before completing an application form.**

#### **Use of Funds**

3. You must use the awarded funds for the purpose described in your application.
4. You will be expected to request your funds in line with the agreed drawdown schedule or within six months of the award date as noted on your award email. If you have not requested drawdown of your funds within six months, and not informed us of this in advance, we reserve the right to close your funding and ask you to re-apply for the funds. If you have incurred expenditure but not requested these funds from us within six months, we may not be able to reimburse you.
5. If your award is to be used for a member of staff, fixed term funding commences from the employee's start date rather than from the date of this email. However, they must be recruited within six months of this email. If you have not successfully recruited in this timescale you will need to reapply for funds as this award will close.

#### **Reporting**

6. You will be expected to provide evidence to ECHC that your funds were used as detailed in your application.
7. You will be asked to measure and evaluate your project and complete an Evaluation form by a specified date, providing evidence that you have met one of ECHC's strategic outcomes and reporting the difference your project has made, as outlined in your application form.
8. You will be advised of your reporting commitments in your grant award letter and will receive a template evaluation form.

9. An email inviting you to complete the online Evaluation form will be sent in advance of your reporting deadline.
10. Please be advised that future funding applications (or if your award is over multiple years, the release of the following years funding), will not be considered if previous evaluation forms have not been submitted.

### **Branding**

11. Edinburgh Children's Hospital Charity is supported entirely through charitable donations. The public who supports the Charity works hard to raise the money which they donate. We want them to know that we have spent this money well. We therefore ask all successful applicants to display our branding on any equipment and/or related materials.
12. We will provide you with our logo, stickers and/or suitable wording for you to use.
13. All staff funded by ECHC must wear an ECHC branded badge at all times and this will be provided by us.

### **Marketing**

14. 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 and social media channels. If there are reasons for you not being able to provide case studies (e.g. child protection reasons) then please let us know when you submit the application.
15. We may also ask you to provide us with a copy of any materials associated with the funded work.
16. We may ask you to make a short presentation on your project, experiences, or findings at one of our events.

### **Decision**

17. 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.
18. Applications to the Grants Programme for under £5,000 are considered by the Chief Executive.
19. Applications to the Grants Programme for over £5,000 and up to £50,000 are considered by the Grants Committee, made up of ECHC Trustees and ECHC Staff.
20. If a grant is for over £50,000 it will be reviewed by the Grants Trustee board and recommended to the full Board of Trustees for approval.
21. If your application is not approved, you will be provided with details of the reasons for this.
22. You can appeal against this decision by writing to the ECHC Board of Trustees within 14 days of your application being refused, setting out your reasons for appeal. The Chair will appoint a Trustee to consider your application and reasons for appeal. The decision of that Trustee is final.