



Making Hope Happen

C&I CHARITY CHARITABLE FUND

GRANT APPLICATION PROCESS

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1. Introduction

The C&I Charity is the charity of Camden and Islington NHS Foundation Trust (the Trust) and is a charity registered with the Charity Commission (England and Wales) through the CNWL NHS Foundation Trust Charitable Fund.

The **charitable objects** of the C&I Charity are;

To assist and support the mental health, wellbeing and recovery of Trust service users within the wider local communities of Camden Islington and Kingston by providing additional support and resources not normally available through statutory authorities.

The grant application process and awards criteria included in this guidance are to be applied against applications made to the funds held by the C&I Charity. There are two basic criteria that the application must meet - the applied use of the funds must be both legal, and within the objects of the C&I Charity. In addition, the Trustees may from time to time provide directions as to the type of activity they are looking to support.

Grants will be awarded in lots of up to £2000 each.

The Trustees have an overall objective that the grants awarded should be used to help *build resilient communities which enables the sustainability of clinical care provided by the NHS.*

As funding is limited, the charity is not considering applications received in respect of:

- Clinical and non-clinical activities already commissioned or funded (except where they specify matched or shared funding as a condition of commissioning)
- Duplicating commissioned services, where they are not commissioned.
- Staff hardship
- Staff training or benefits, except when such benefits will have a direct and beneficial impact on service users
- Individual patient / service user hardship

2. Guidance on the Application Process

The following notes are intended to provide guidance on the application process. If you would like any additional support or guidance please contact the Associate Director For Charity Development Andrew.machin@nhs.net or the C & I Finance representative Gail.Carter@Candi.nhs.uk.

- **Idea Originator** – this can be anyone – Patient / Carer / Staff / Manager / Researcher. What defines the originator is that they have an idea, which fulfils the objects of the charity, and any guidance the Corporate Trustee has issued.

The C&I Charity encourages and looks for evidence of co-production – involving staff, patients and carers when it receives applications. Further information about Co-Production can be found at <http://www.nesta.org.uk/publications/co-production-catalogue>

Idea Sponsor – As ideas can be generated from anyone, it is important that before the application process begins, a sponsor is identified within the Trust, the idea, consequences, benefits, and risks are discussed with them, and they agree to actively support the application. In terms of who can act as a sponsor, this should be a person responsible for managing the

impact of the grants award – This would normally be an individual graded as a Divisional Director or above, and they will need to confirm their support in writing (See Appendix 1).

Grant Application – A proforma application form is included in Appendix 1.

1. The C & I Finance representative will receive all applications prior to submission for approval. They will check the application has been submitted correctly and act as the key point of contact between the Sponsor and idea originator in liaison with the **Charity Advisory Group (CAG)**, who will decide on the grant award. The C & I Finance representative will give an indication of timescales to the sponsor and act as the key coordinating person for all communications.
2. The **Charity Working Group (CWG)** (or 3 core members including: The C & I Finance representative, the CNWL Associate Director for Charity Development and at least one Service User member), will initially consider all applications received, and will use a set of criteria, and weighted scoring matrix to evaluate each application using the appropriate form (Appendix 2). They may ask the sponsor for further information/clarity during the application process.
3. The C & I Finance representative will present all bids that have been received, assessed and regarded as sufficiently complete to be reviewed and considered at the next meeting of the CAG (or, if time limited, by the Chair of the CAG, the Director of Finance, and at least one CAG service user member, acting on behalf of the CAG).
4. The **CAG** may make one of four decisions:
 - a. To ask the **CWG** to seek further information/clarification and reconsider the application at the next meeting
 - b. To reject the application
 - c. To award the grant, but to impose restrictions
 - d. To award the grant and impose no additional restrictions
5. Following the **CAG**, The C & I Finance representative will formally notify the sponsor within **one** week of the **CAG's** decision or if any further information is required. If outcome (c) or (d), then they will prepare a formal agreement, which outlines the terms and conditions of the award. This will be signed by the Director of Finance, the **Sponsor** and the **Originator** who will be asked to return the form when fully signed.

Please note:

- a. The CAG meetings are held frequently, however, whilst applications are expected to be presented and fully agreed at these meetings, where necessary, urgent applications may be submitted supported by an explanatory statement.
- b. The formal agreement sets out the amount, and the period of the award. It also identifies when a report on the outcomes/impact of the award is due, and any special conditions the **CAG** consider appropriate. It is therefore very important that the letter is read, and any aspects requiring clarification addressed with the **CAG** before it is signed and returned
- c. No part of the grant is released until the formal agreement is received by the C & I Finance representative. Therefore, any expenditure incurred, before the date the **CWG** accepts the signed Formal Agreement, is a liability of the individual or Trust incurring the cost, and the Charity may not be held liable, or obliged to meet this cost

- d. The formal agreement will be deemed acceptable when it is received, fully agreed and signed by the C & I Finance representative, the **Sponsor** and the **Originator, and this will be acknowledged by email to the grant recipient.**

3. Criteria for funding

The **CAG** will apply the following criteria and weighted scoring methodology when considering and comparing applications submitted. Each criterion includes a more detailed requirement that the C&I Charity will use to assess the application, and the nature of evidence that the C&I Charity will look to demonstrate the criteria has been met. Please note, each application will be different, and the nature of the evidence available will vary. What is important is the quality of evidence available, and clarity if the evidence is not available. The weighting reflects the relative importance that the **CAG** holds each criterion.

The **CAG** will use the “Scoring and Assessment Matrix” (Appendix 2) to record their decision. While one criterion can, automatically, remove the application from consideration, the **CAG** has not set a minimum score, as each application will be considered on its own merits. It is recommended that you refer to this table when writing your application.

4. Criteria, Application, Evidence and Weighting

Criteria	Application	Evidence	Weighting
Purpose	The application must demonstrate that its activities are legal and meet the objects of the charity	<ul style="list-style-type: none"> The applicant must be able to state that the activity is legal within the relevant jurisdiction the grant will be applied The applicant must demonstrate that the purpose of the grant is compliant with the objects of the charity The ability of the application to demonstrate compliance with <u>both</u> of the above is a prerequisite of the grant being considered. Failure will lead to the application being rejected from further consideration 	Not Applicable
	The application must demonstrate that it fulfils any directions set by the Trustee	<ul style="list-style-type: none"> The applicant must demonstrate that the purpose of the grant is consistent with any conditions the C&I Charity may from time to time impose Only in <u>exceptional</u> circumstances will the C&I Charity consider applications which do not meet these criteria. The CAG has the final say on what constitutes “exceptional” 	5
Location	The grant will be applied in or across locations where C&I provides services	<ul style="list-style-type: none"> The name of areas, boroughs, towns or location where the grant will be applied 	5
Financial	A financial analysis of the sum required	<ul style="list-style-type: none"> A Statement which analyses the projects gross income and expenditure by Financial Year. Identifies one off capital costs. Identifies any on-going revenue commitments (e.g. maintenance, insurance, salary liabilities) Identifies any guarantees or indemnities required or imposed 	5
	Where an application exceeds £1,000, preference will be given to those applications which can demonstrate a proportion of the overall funding requirement is (conditionally) provided by a third party	<ul style="list-style-type: none"> An authorised funding agreement/ funds availability statement/ Conditional agreement/ copy of a submitted application for a grant 	5

	Is the application affordable by the C&I Charity	<ul style="list-style-type: none"> The cost of the bid (as a single or staged payment) compared to the value of Unrestricted funds, less existing commitments, less a balance for future applications, plus any known income 	20
Applicant	The C&I Charity must be assured of the applicant's good character and ability to deliver the project	<ul style="list-style-type: none"> The applicant should provide evidence, appropriate to the size of the financial commitment, which assures the charity, that the grant will be used in the manner described in the application. In particular, evidence which demonstrates the successful implementation of similar projects The C&I Charity may ask the applicant for additional evidence, such as referees, evidence of insurance, DBS statements, or other information on which to assess the applicants' character and ability 	5
Beneficiaries	The C&I Charity will support applications for the following beneficiaries, in descending order of priority: <ol style="list-style-type: none"> 1. Patients/ Service users 2. Carers 3. Staff – If direct benefit to service users 4. Others (Public/universities/ Local Authorities) 	<ul style="list-style-type: none"> The Application must include an explanation of who, how and when the benefit will be experienced Where the benefit is experienced indirectly, the application must explain how the ultimate beneficiary will receive the benefit, when, and how the beneficiary will know that they have received benefit 	10
	Applicants demonstrate the involvement of beneficiaries	<ul style="list-style-type: none"> Evidence of a beneficiary co-production, from conception through application, to implementation and on-going development of the grants purpose 	15
Impact	Applications demonstrate, or seek evidence to demonstrate that the grant will make a long term and positive impact on the opportunities and experiences of beneficiaries	<ul style="list-style-type: none"> Application must identify the long-term improvement that beneficiaries can expect Applicants should demonstrate how the grant will help to build resilient communities which enables the sustainability of clinical care provided by the NHS Application must outline how and when the long-term improvement beneficiaries can expect to receive will be measured, and how this will be reported and assessed 	20
Risk	The bid must identify all risks associated with the application	<ul style="list-style-type: none"> The Applicant should use the C&I Risk matrix to measure a risks Likelihood and Impact 	10

		<ul style="list-style-type: none"> • Any existing or proposed mitigating controls or actions should be identified • Any residual risk (after mitigation) should be identified and measured • The application should include the risks associated with the Charity not providing the grant (in whole or in part) • An application which is assessed as having a “high” risk after mitigation, may not necessarily be declined, if it can be demonstrated that the risks are well understood, managed, and the likely benefits are commensurate with the risk being taken 	
TOTAL			100

Scoring

Score	Explanation: Level at which the application meets the Criteria
0	No
1	Unsatisfactory
2	Satisfactory
3	Good
4	Excellent
5	Perfect – meets all criteria