

**New Services and Innovations in Health Care  
Guidelines on completing the application form for funding requests up to  
£20,000 (arts projects)**

<b>Before starting to fill in the form</b>	<p>This application form is designed for a specific type of project where for example:</p> <ul style="list-style-type: none"> <li>• You want to commission a piece of art work such as a sculpture, tapestry, glass window etc to enhance the patient and staff environment. The Charity has developed a protocol for such commissions whereby an initial small amount of funding is made available (via Chairman's action) to run a design competition. The winning design is then the subject of a second bid for the funds to implement it.</li> <li>• You want to commission performance art such as music, poetry or theatre to enhance the lives of patients and staff whilst they are in hospital/working.</li> <li>• You have a project that is related to preservation of the history of either/both Guy's Hospital and St Thomas' Hospital.</li> </ul> <p>The major difference between these projects and others funded by the Charity is that you should not make an application until you have discussed your project with the Charity's Director of Art and Heritage and have been invited to make an application.</p> <p>Although the application will be managed by the Charity's grants team as usual, decisions about which projects to support have been delegated to the Arts &amp; Heritage Committee.</p> <p>You can find information about the types of arts projects that have been supported in the past and membership of the Arts &amp; Heritage Committee and its meeting dates at: <a href="http://www.gsttcharity.org.uk/arts/index.html">http://www.gsttcharity.org.uk/arts/index.html</a>.</p>
<b>General advice</b>	<ul style="list-style-type: none"> <li>• In making an application you are giving the Charity permission to share the information in the form to aid inter-organisational communication should that be necessary or appropriate.</li> <li>• Please ensure that you have read the eligibility criteria, Note 1 below, to make sure that you can apply for funding.</li> <li>• There is a separate funding stream for projects where the focus is environmental improvement rather than the commission of arts objects or performances. Details can be found at: <a href="http://www.gsttcharity.org.uk/pdfs/sep0808gd.pdf">http://www.gsttcharity.org.uk/pdfs/sep0808gd.pdf</a></li> <li>• Please complete the form carefully and fully. Ensure that appropriate photographs are embedded or attached to the form.</li> </ul>

	<ul style="list-style-type: none"> <li>You do not need to sign the form and a hard copy is not required. We will formally confirm with the relevant NHS Trust that the application has corporate support although, as described in the document “Who can apply” (see URL above), you will need to have confirmed that support will be forthcoming informally before submitting the application.</li> </ul>
<b>Principal applicant (Note 1)</b>	The eligibility criteria is set out in a document located at: <a href="http://www.gsttcharity.org.uk/pdfs/eligibility0808.pdf">http://www.gsttcharity.org.uk/pdfs/eligibility0808.pdf</a>
<b>Consultation (Note 2)</b>	In the description of the project (Q6), you will need to be able to say who was consulted about the project so far. In some cases consultation will not have taken place yet because that will be part of the selection process to identify the winning design for a particular object – in that case describe who will be consulted in the future.
<b>Start date (Note 3)</b>	Please do not make an application if you are not likely to be able to start the project within six months of being notified of the grant being awarded. If the project does not start within one year of the grant being made and the Charity has not formally agreed to the delay, the funding will be withdrawn and you will need to reapply.