

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

General advice	<ul style="list-style-type: none"> • 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. • Please ensure that you have read the eligibility criteria, Note 1 below, to make sure that you can apply for funding. • To comply with the criteria for a grant under the buildings and environment theme, you must be able to describe how the project “adds value”. Charitable funds cannot be used to carry out routine redecoration or the regular replacement of worn furnishings and fittings that should take place in any institution. Funding for that is the responsibility of the exchequer and it is not a sufficient reason to apply for charitable funds that exchequer funds are not available. By “adding value” we mean that those that use the area have been consulted about what they would like and, if appropriate, expert design advice has been sought. The end result should be something more than the ordinary. You can look at examples of projects that have been funded under this grants programme at http://www.gsttcharity.org.uk/arts/index.html. • There is a separate funding stream for projects where the focus is the commissioning of a piece of art or garden design to enhance a particular area. Details can be found at http://www.gsttcharity.org.uk/pdfs/sap1009gd.pdf. • Please complete the form carefully and fully. Ensure that appropriate photographs are embedded or attached to the form. • 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. • The grants team is happy to provide feedback on draft proposals prior to formal submission. Just email the form to the address given and make it clear that you are seeking feedback. Mrs Karen Sarkissian, the Charity’s Director of Arts and Heritage will be pleased to offer design advice if you need help with that. She can be contacted on 020 71881223.
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Principal applicant (Note 1)	The eligibility criteria is set out in a document located at: http://www.gsttcharity.org.uk/pdfs/eligibility1009.pdf .

Consultation (Note 2)	In the description of the project (Q7), you will need to be able to say who was consulted about what the area should look like and how that influenced the final design chosen.
Start date (Note 3)	<p>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. Similarly if, once activated, there are no transactions on the account for over a year, the funding will be withdrawn.</p> <p>In applying, you are agreeing to be responsible for the financial management of any charitable funding awarded including keeping the Charity informed of any delays in claiming the grant. The Charity does not chase for explanations of funding not being claimed.</p>
Expenditure (Note 4)	The expenditure listed should be accurate either as a result of the organisation's Estates Department having costed the project or an external supplier having supplied a quotation. In seeking quotations, the applicant is responsible for ensuring that his/her organisation's Standing Financial Instructions are followed.