

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

General advice	<ul style="list-style-type: none"> • Please ensure that you have read the eligibility criteria (Note 1 below) to make sure that you can apply for funding and the Charity's strategic themes (Note 3 below) to make sure that what you want to do fits with the funding criteria. • It helps your case if you make the form pleasant to the eye for the reader. Use a size 12 font that is different to the font used in the form (Arial) and divide any long sections into manageable paragraphs. • You can take up to two sides of A4 to describe the project (Q9) but, if you can make a convincing case in less than that, please do so. • 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 below), you will need to have confirmed that support will be forthcoming informally before submitting the application. • No applications can be accepted "in confidence". By submitting an application you accept that it will be shared with others where appropriate and necessary. • 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.
Principal applicant (Note 1)	<p>The eligibility criteria is set out in a document located at: http://www.gsttcharity.org.uk/pdfs/whocan.pdf.</p>
Partnership (Note 2)	<p>If your project impacts on other organisations, you should confirm who, representing those organisations, has been consulted and that your project is supported. For example, if you are an employee of one of the two acute NHS Trusts wanting to implement a project in the community, your proposal will need to have been formally considered by the relevant Primary Care Trust(s). If you do not have the name of the relevant contact the grants team is happy to help.</p>
Funding theme (Note 3)	<p>The themes are described in a document located at: http://www.gsttcharity.org.uk/pdfs/themes.pdf</p>
Consultation (Note 4)	<p>If your project impacts on patients/service users, you should describe how they have been consulted and influenced the project. If you do not consider consultation appropriate, please explain why.</p> <p>For some projects consultation will not be appropriate at this stage, particularly when feasibility funding is being applied for. In that case you should describe your future intentions in relation to user consultation.</p>
Description of project (Note 5)	<p>Please use the bullet points as headings and describe the project in the space provided (expanding to the page limit). Ensure that you describe your project here – if you append the project description the application will be deferred until the form has been correctly completed. If you reference any statements, please ensure that the reader can easily link the statement with its corresponding reference.</p>
Anticipated achievements (Note 6)	<p>There is no need to over-complicate this question. It asks you to describe the outputs which are the direct results of the funding (purchase of a piece of equipment for example) and outcomes which are those things you anticipate the outputs will cause to change for the better. For example, if you are applying for funding to carry out a</p>

	<p>feasibility study, the objective is to undertake a study to investigate the feasibility of xxxx. You will achieve the objective if the study is carried out in the agreed time for the agreed budget. What you will measure is whether the study improves the knowledge base which informs future decision-making.</p>
Ongoing costs (Note 7)	<p>We would not normally expect a small project to have any ongoing revenue consequences. If there are, you will need to explain how these will be met once the charitable monies have been used up.</p>
Start date (Note 8)	<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 a 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>
Costs (Note 9)	<p>The Charity does not fund overheads, other indirect costs or standard office computers required for administration purposes. You can claim all other expenses directly related to the project and which can be justified.</p>
Funding the project (Note 10)	<p>The Charity wishes to maximize the use of its resources and requires applicants to consider what contribution can be made from other sources of funds. The Charity will check to see whether there is any scope for the use of any of its uncommitted special purpose fund monies to fund or part fund an application. This includes any special purpose funds on which the principal applicant is a signatory.</p>