



Grant Application



Supporting Guidance

The Friends of Charing Cross Hospital supports bids and activities to benefit patients and staff within Charing Cross Hospital, and the local community.

Our key priorities are:

- to provide grants which directly improve the patient experience
- to provide grants which directly improve staff welfare
- to provide grants which directly benefit the local community

Funding is given to areas such as:

- Improvements to the patient experience
- Improvement for enhanced staff welfare
- Equipment
- Staff training and development
- Benefits for the local community

We cannot fund bids that:

- are normally funded by the NHS
- are of no direct benefit to the patients and staff of Charing Cross Hospital or the local community
- have access to adequate funding from a special purpose fund

How to apply

Complete the grant application form (sections A to D for grants of £1,000 or less; sections A to E for grants in excess of £1,000) and return with accompanying documents and covering letter by email to friends@friendscxh.org.uk. The covering letter should be on headed notepaper and countersigned by your Divisional Director and Director of Operations, if required.

Approval Process

Grant applications are reviewed by the Board of Trustees, Friends of Charing Cross Hospital, who meet six times a year.

Applicants will be notified in writing of the committee's decision within two weeks of the meeting, subject to all information being satisfactory.

C - FINANCIAL INFORMATION

- Please note that VAT should be shown, where relevant.
- Please attach quotes relating to supply of equipment - at least one quote to be included.
- An Estates and Facilities schedule is required for refurbishment or minor building works.

Description	Details	Cost
EQUIPMENT		
Please confirm that a suitable location to place the equipment has been identified YES <input type="checkbox"/> NO <input type="checkbox"/>		
Medical		£
Scientific		£
IT		£
Office		£
Staff/Patient rest room		£
TRAINING		
Medical		£
Scientific		£
Other		£
CAPITAL		
Refurbishment		£
OTHER – please specify		£
BID TOTAL		£

D - ADDITIONAL COSTS

<p>Are there any indirect costs that will be incurred to ensure the Bid can be taken forward both now and in future years? (e.g. overheads, maintenance, running, staff-related costs? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If YES, how will these costs be covered?</p> <p>Please ensure that you have verified these costs with your divisional finance manager</p> <p>Any additional operational costs required from the NHS budget must be approved by the Divisional Director of Operations; without this approval the application will not be accepted (see Section E – Endorsements).</p> <p>Costs - £</p> <p>Details</p>
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E - ENDORSEMENTS

The application will not be taken forward without ALL the following endorsements:

Supporting Divisional Clinical or Executive Director	
I confirm that this request is appropriate and supports the strategic direction of the division.	
Name	
Signature	Date

Divisional Director of Operations	
I fully endorse the application and confirm that any future associated running costs will be met from the divisional budget.	
Name	
Signature	Date

If the bid is for clinical equipment an endorsement from Clinical Engineering is required.

Clinical Engineering	
I confirm that this request is appropriate and fully endorse this application.	
Name	
Signature	Date

For FoCXH use only

Received by FoCXH	Date:	Reviewed by Committee on:	Date:
Requested granted / rejected		Date:	
Reason for rejection		Requestor Informed	Date: