



ROYAL FREE
CHARITY
Grant Information Pack

Contact details

Name: Ikram Hirse, Executive Assistant / Grant Administrator

Tel: 0207 472667 EXT 31903

Email address: rf.charitygrant@nhs.net

Contents

	Page
1. General Information	4
1.1 What are Royal Free Charity Grants for	
1.2 Funding Decisions	
1.3 Criteria	
1.4 Timeline	
2. Grant Process	5
3. Access Funds	6
3.a. The process of paying for the goods yourself and how to get reimbursed	
3.b. The process required for the supplier invoices the Charity directly	
3.c. The process of purchasing equipment through PECOS:	
4. Grant Start Certificate	7
4.1. Why is this important	
4.2. 4.2 Where do I find the grant start certificate	
4.3. 4.3 Submitting grants start certificate	

***Note**

Before completing your application, please read these notes in full to check whether:

- You have the full cost of the items required ensuring you include VAT, where applicable
and
- You understand and agree to the Terms and Conditions

If you need further clarity regarding the grant application, please contact the Grant Administrator using the contact details provided on page 2.

1. General information

1.1 What are Royal Free Charity Grants for

Royal Free Charity (RFC) is committed to supporting the patient experience and pioneering research within the Royal Free London NHS Foundation Trust.

Our remit is to support initiatives beyond the scope of NHS approved funding which includes:-

- Improve services, facilities and the environment for patients and staff of the Royal Free Hospital
- Promote medical knowledge through research and by ensuring this is well communicated
- Preserve the heritage and spirit of the Royal Free London NHS Foundation Trust as a pioneering and influential organisation

1.2 Funding decisions

All applications received are considered against RFC's current funding priorities, which are (i) patient experience, (ii) staff experience and (iii) research and clinical.

1.3 Criteria

In order to be eligible, you must demonstrate that:

- A. The application fits into the 4 categories detailed above
- B. RFC grants are one-off. Any applications received from departments / individuals who have previously received grants will not be accepted and grantees need to ensure they do not apply for similar project

* Note

Please note we may sometimes ask you why your request is not covered by the Special Purpose Fund from your department.

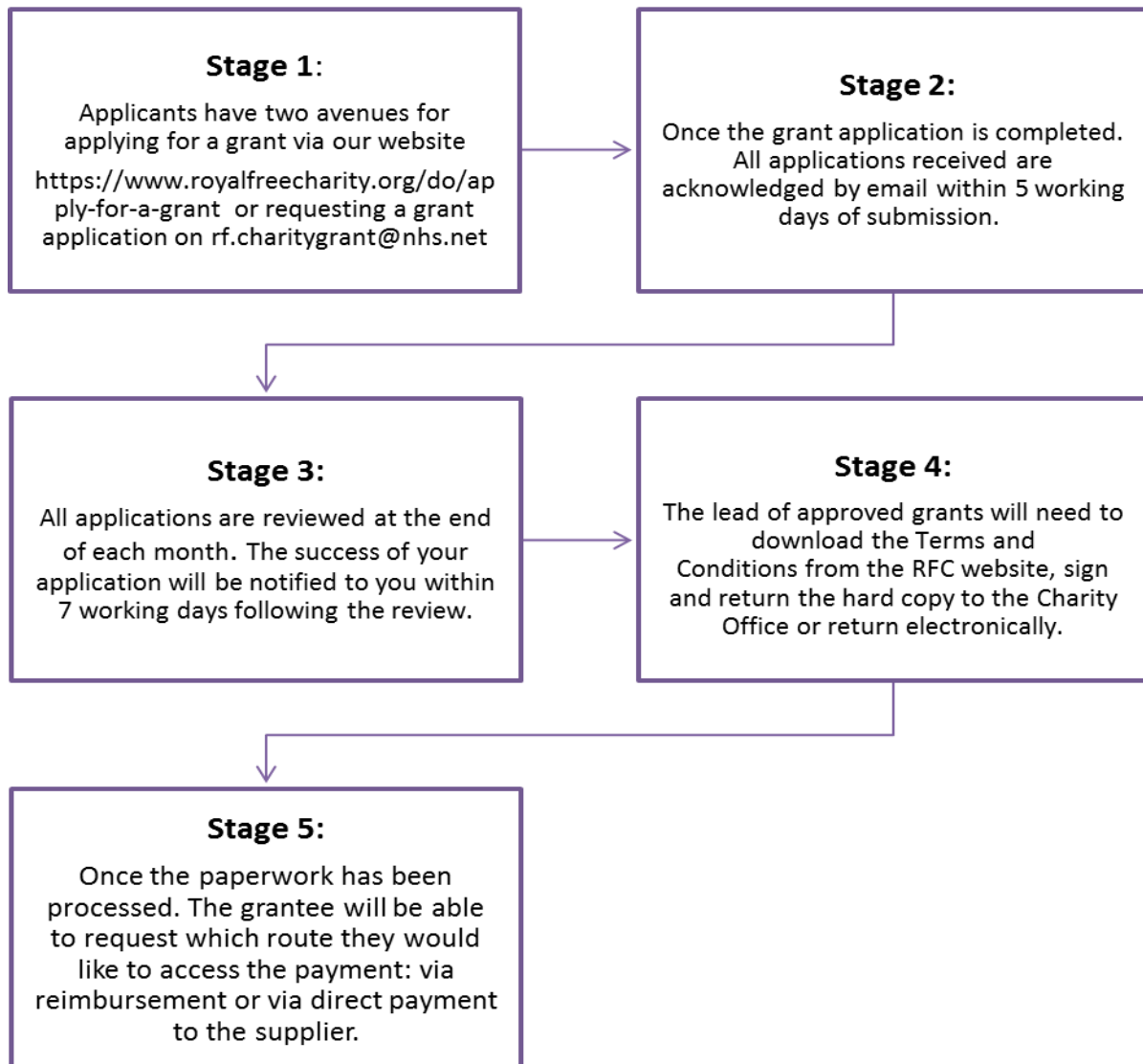
1.4 Timeline

All applications received are acknowledged by email within 5 working days of submission. All applications are reviewed at the end of each month.

The success of your application will be notified to you within 7 working days following the review.

The lead of approved grants will need to download the Terms and Conditions from the RFC website, sign and return the hard copy to the Charity Office or return electronically.

2. Grant Process



3. Access funds

Once your grant application has been approved, you can access your funds in two ways:

1. pay for the items and claim reimbursement
2. provide the supplier with Charity invoice details

3.a. The process of paying for the goods yourself and how to get reimbursed:

Documents required:- (i) payment request form, (ii) receipts, (iii) proof of payment and (iv) grant certificate

1. Download the 'Payment request form' from the Charity's website, which is stored within the 'About' tab at the top of the page and then the 'Payment request' section.
2. Once you have paid for the goods ensure you attach the receipts to the payment request form.
3. Ensure the form is filled out correctly, otherwise reimbursement will be delayed. Please **ignore** the 'Fund No' and Signature Fund holder. However, your signature will be required beside the field 'Amount'.
4. Download the grant start certificate from the RFC website, this can be found in the 'apply for a grant' section
5. Please submit the payment request to the Charity's main office or scan all the documents and send it to rf.charitygrant@nhs.net

3.b. The process required for the supplier invoices the Charity directly:-

Documents required: grant start certificate

1. You will need to provide the supplier with the following details:
**FAO Ikram Hirse
Royal Free Charity
Pond Street,
NW3 2QG**
2. Download the grant start certificate this can be found in the 'apply for a grant' section.

3.c. The process of purchasing equipment through PECOS:

Documents required: grant start certificate

1. You will need to identify the item on PECOS and ensure the total cost includes VAT. The Charity will not be liable for any remaining amount of the cost for the equipment. It is the grantee responsibility to obtain and confirm the correct quote.
2. Send to the Charity the total item, upon receipt the Charity will order the item on your behalf.
3. The Grant Administrator will complete the Grant Start Certificate once the order has been completed.

4. Grant Start certificate

4.1 Why is this important?

It allows the Charity to identify when the grant was first used, thus ensuring the grant fulfils the Terms and Conditions of issuing the grant i.e. use within 6 months.

4.2 Where do I find the grant start certificate?

Please visit <https://www.royalfreecharity.org/do/apply-for-a-grant> and download the form.

4.3 Submitting grants start certificate

Once you have decided which avenue of payment to pursue, please fill in the grant start certificate once the payment has been made or confirmation from the supplier has been received.