

THE GUILD OF THE ROYAL HOSPITAL OF ST BARTHOLOMEW

GRANTS POLICY – Updated February 2020

1. Grant applications can be submitted by employees of Barts Health NHS Trust, patients and others entitled to benefit by virtue of the Objects as set out in 3.1.
2. Applications should be submitted using the official application form.
3. The item/service requested will need to be in compliance with the Constitution of Barts Guild, specifically 'Article 3. Objects' which states:
 - 3.1. The charity's objects are to help The Royal Hospital of St Bartholomew ('the Hospital') by providing:
 - 3.1.1. by personal service and by the provision from the charity's funds of such amenities for the patients and staff as would not be available for them under the National Health Service; and
 - 3.1.2. such other charitable assistance to the Hospital, its patients, former patients, staff, students and others involved with the affairs of the Hospital as the trustees may determine.
4. The grant application must confirm compliance with all relevant laws and regulations, including the Hospital's Health & Safety standards. If relevant to the grant, approval should be sought from the Trust's estates and facilities department (for example, if installation of equipment is required).
5. The application will need to consider the durability and cost-effectiveness of the item/service requested, specifically where on-going maintenance or consumables are required.
6. Barts Guild will consider grants for educational activities of staff (courses, professional development, conferences) if they are deemed to be of benefit to the Hospital and its patients.
 - Staff will be required to explain how undertaking the educational activity will benefit the hospital and its patients.
 - Support from the applicant's line manager/supervisor will be necessary, confirming the above.
 - Travel and accommodation fees will be considered, up to a maximum of £150 per application.
 - Usually, only one educational activity will be considered per member of staff in any 12 month period.
 - A maximum of two members of staff will be supported to undertake any one educational activity at a time.
 - It is not the Guild's usual practice to support funding for modules contributing towards higher degree courses, such as Masters degrees.
7. Barts Guild will consider part-funding requests if funding from other sources can be obtained.
8. Barts Guild will only consider prospective requests. It cannot reimburse for items already purchased. For successful applicants, it is usual practice for Barts Guild to refund payment on the submission of receipts. If an alternative payment arrangement is required, please contact us to discuss.

9. Successful applicants may be requested to write a case-report on the impact of the grant, for publication online and/or in *Barts Guild News*.
10. Barts Guild supports medical elective grants and financial hardship grants for medical students studying at Barts and The London School of Medicine and Dentistry. These have their own criteria and are administered by the medical school's finance office. More information can be found at www.qmul.ac.uk/smd/undergraduate/finance/bursaries

APPLICATION PROCESSING PROCEDURE

- Applications for Grants less than £1000 will be considered by the Grants Committee as soon as possible, generally within two weeks. The Grants Committee may escalate the decision to the Guild's Management Committee if this is deemed necessary.
- Applications for Grants of more than £1000 will be considered by the Management Committee following a recommendation from the Grants Committee. If any decision requires discussion at a Management Committee meeting, notification of outcome may be delayed and the applicant will be advised accordingly.

APPLICATION OUTCOME

Once a decision has been taken, the Grants Coordinator will notify the applicant of the outcome. On occasion, further information may be requested from the applicant in order for a final decision to be made.