

Grants FAQs

I would like to apply for funding, but I am not sure how to go about it.

Who can I talk to?

The Grants team can help with any questions you might have about funding. We can guide you through the process, help you develop your application idea and identify the best fund source.

To get in touch, please email: grants@shct.nhs.uk and give us a brief description of:

- Your idea/ funding problem
- Which Directorate/ward you are based at
- How much funding you think you'd need

I would like to arrange a meeting for my team to learn about applying for funding. Can you help?

The Grants team is happy to meet and provide an overview of our processes.

We are happy to meet on site or virtually via MS Teams. We can also share with you the details of any funds we hold which could be accessed by your team. Please contact us at grants@shct.nhs.uk to arrange a meeting.

What makes a project or scheme charitable?

To be charitable, project ideas need to be:

- 'above and beyond' what the NHS is required to provide
- initiatives the public would be proud of
- good value for money

I don't have a quote or a clear breakdown of the costs to provide with my application.

If you have not provided a quote or a costs breakdown, this will delay the review of your application. Please make sure your application is complete when you apply.

Who reviews and approves applications?

All applications are reviewed by the Grants team in first instance.

For grants under £5,000 and Study Leave -

decisions on whether to approve or decline funding are made internally by the Grants Team. You can expect an outcome within 2-3 weeks.

For grants over £5,000 -

The Grant Investment Panel* is authorised to approve applications with a value up to £500,000. The Panel meets four times a year. You can expect an outcome within 1-2 weeks of the Panel meeting. For Panel meeting dates [check this page](#).

*The Panel is a sub-committee of our Trustee Board and is made of: SHC leadership team, representatives of our NHS Trusts, and representatives of the Trustee Board. The Grants Manager attends the meeting to present and make recommendations on applications received.

What happens when I am awarded funding?

We will need you to complete and sign a Grant Acceptance Form. We will also advise on how to claim the grant monies, or to order items through your Procurement teams (only for grants of £5,000 and under).

Do I need to keep you updated on what happens with my project?

We expect you to communicate with us, especially if things have changed, or not progressed well. For instance, the item you wanted to purchase has not been delivered yet, and therefore you need more time to complete the project.

If your project is more substantial, at the time of awarding the grant we will establish several reporting points and inform you in advance of what type of evaluation we would want to receive: this could consist of images, quotes from users or a brief report.

Evaluations help us understand how far our funding goes in supporting patients and staff.