

Small Grants – Guidance and Frequently Asked Questions



I would like to apply for funding, but my Directorate does not have access to charitable funds. What should I do?

If your request is below £5,000, then apply to our Little Wishes funding opportunity instead.

I am unsure about the Funds I could utilise. How can I find out more?

Our Grants Team can assist you with identifying the Funds available to your Directorate, understand the Fund Objectives and contact the Fund Champions.

I have contacted the Fund Champions, but I have not received an answer. What should I do?

Please inform the Grants Team that you are having difficulties of getting hold of Fund Champions.

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.

What happens once I have completed an application?

Our Grants Team will review your application. If we are not clear about some elements or need further information, we will contact you. If all the necessary information has been provided, we will notify you of the outcome of your application within 2-3 weeks.

When you apply, please consider the time it takes us to review your application and the time it might take for you to order items and have them delivered.



What happens if I am awarded funding?

We will need you to complete and sign a Grant Acceptance Form. We will also advise on how to order items and what your Finance Lead should do.

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

We will ask you to notify us that things have progressed well. For instance, the item you wanted to purchase has been delivered or the room has been renovated.

If your project is more substantial, at the time of awarding the grant we will inform 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.

What can the Charity fund?

We can only support funding applications which:

- Reflect our grant-making priorities
 - Align with the strategic objectives of STH and/or SHSC
 - Seek funding for services, equipment or other things that are 'over and above' what the NHS is required to provide
 - Have the potential to have a direct impact on patients, carers and families and/or the staff at either of our Trusts
 - Are considered good value for money
 - Are an initiative that stakeholders and members of the public would be proud of.
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What would the Charity not fund?

Celebratory events, parties and meals

We do not fund celebrations to mark birthdays, anniversaries or retirement. We will fund celebration events to mark an official opening, support fundraising or recognise days of significance, such as the International Nurses Day.

We do not fund staff parties or departmental get-togethers and meals, including at Christmas time, unless this is the scope of a specific fund objective. In this case, the cost per staff member cannot exceed £50.

We do not fund the costs of coffee, tea and milk in staff areas nor the provisions of toiletries for staff.

In no circumstance we will fund the purchase of alcohol or tobacco items.

Single-use items to promote campaigns, events or other initiatives.

- o Flowers and foliage plants to be displayed on site where this contravenes the Trust's policy.
- o Leaflets to be distributed on site where other forms of e-communications (such as via Staff Newsletters or the Learning & Development Platform 'PALMS') can be as effective as leaflets and where leafleting significantly contravenes the Trust's policies on sustainable and greener choices.

Staff clothing. We do not fund staff clothing that is essential to carry out one's own duties. Occasionally, we might consider a request for clothing not part of the uniform provided that:

- o Clothing is for staff travelling across sites.
- o Clothing is for staff employed in the community.

If so, clothing will need to be funded via Directorate's Funds and must carry the Charity logo.

Vouchers. We cannot fund vouchers due to tax implications and it is prohibited by the HMRC for us to fund vouchers.

Gifts for staff: We do not fund gifts or other forms of incentives for individual members of staff, such as a retirement gift. We do not fund vouchers or anything else that can be exchanged for cash.

There are two exceptions:

- o Gifts for the whole team provided the costs does not exceed £5 per person.
- o Gifts for the whole team in excess of £5, where a donor had expressively restricted their donation to gifts for staff. In this case, gifts cannot exceed £50 per person.

Gifts for patients: We do not fund gifts or other forms incentives or support for individual patients There are two exceptions:

- o Gifts for all the patients on the ward provided the cost does not exceed £10 per person.
- o Gifts for the all the patients in of the ward in excess of £10, where a donor had expressively restricted their donation to gifts for patients. In this case, gifts cannot exceed £50 per person.

Lunch and Refreshments for staff training or staff engagement sessions

Where staff training is mandatory, we do not fund the cost of lunch or refreshments.

If training is non-mandatory and on-site, we expect attendees to bring or pay for their own lunch, but we can cover the costs of refreshments.

If the training is non-mandatory and off-site, we can contribute up to £5 per person per day inclusive of both lunch and refreshments.

Research studies falling under one or more of the following:

- o **Only ancillary costs.** For example, we will not fund consumables, travel expenses, or publication costs of research that we have not funded.
- o **Primarily supporting academic outcomes.** For example, where publications and academic or career progression is the principal outcome or measure of success.
- o **Commercial profit is a primary rather than ancillary benefit**
- o **Dependence on the Charity's funding.** There is over reliance on SHC charitable funding to support research. we expect that over the duration of our funding, that the infrastructure is built to enable sustainability.
- o **Better placed funders.** Sheffield Hospitals Charity's funding available is low in relation to many other research and innovation funders, therefore every effort must be made to secure other external funding, where available.
- o **Projects previously not supported.** Projects which have failed to secure funding from us in a previous funding call or application.

Initiatives that support the learning outcomes of university students and trainees. This also applies to cases where there might be an indirect patient benefit.

Refurbishment and renovation projects consisting of:

- o Replacement of furniture that the Trust is required to provide for, such as standards seating in waiting areas and nurses' stations.
- o Standard signage, such as Ward or Department name.
- o Signage or other form of recognition of individuals where this is not compliant with the Trust's policy
- o Standard forms of equipment to enable to regular functionality of facilities (i.e., desk, chairs,

white boards, air condition units, water coolers, cups and general office supplies).

- o Hardware and software required for NHS staff to undertake their regular duties, including working remotely.
- o TVs in ward areas and radios to be played in communal and busy areas
- o Ongoing revenue costs for medical equipment.
- o Christmas decorations or other type of decorations where this is not compliant with the Trust's policy.

Subscription to entertainment services (e.g. Netflix, Sky) or TV licensing costs associated with internet access on any site where Wi-Fi is available as standard.

