

Guidance Notes

ELFT Charitable fund is providing an opportunity for services to consider applying for grants to support Service users in the following priority areas:

- *Improving Social Networks*
- *Improving Employment Prospects*
- *Improving Digital Accessibility*

Two options for applying for funds:

Option 1: This is limited to £5,000

Purpose: This year we are making funds available to support great ideas and improvements focused on supporting our service users in East London, Luton & Bedfordshire.

Level of Funding: Up to £5,000 is available

Duration of funding: Up to 12 months

Region: East London, Luton & Bedfordshire

Option 2: For funding applications that are more detailed in support and address larger aspects of needs within the wider community. We understand in such situation's application may require larger funding.

Purpose: This year we are making funds available to support great ideas and improvements focused on supporting our service users in East London, Luton & Bedfordshire.

Level of Funding: In excess of £5,000

Duration of funding: Up to 12 months

Region: East London, Luton & Bedfordshire

We may be able to help you further develop existing activities or get a new initiative off the ground.

We are interested in funding innovative projects that make a positive and long-lasting change at ELFT and go above and beyond what we'd expect the NHS to normally provide.

In your application for a grant, we will look for:

- The benefit on service users, public and/or staff
- A clear plan to make it happen.
- Originality, innovation and inventiveness
- Plans and commitment to making the project sustainable beyond ELFT Charitable funding and/or lead to a lasting change
- Plans to monitor and evaluate the impact and share your findings and outcomes (both locally and in the wider healthcare sector, if appropriate)
- Why the project should be supported by charitable funds

Sometimes the most impactful ideas are simple and not the most inventive and original. We manage funds donated for a restricted or specific purpose which we may be able to use to help fund your idea in those cases so still do get in touch.

Who can apply?

If you are employed by ELFT (and will be for the duration of the grant), you can apply for funding as the main applicant.

You can apply with co-applicants. They may be external to the Trust, but you'll need to explain why their specific expertise is needed.

What we offer

Please see the [grants cost policy](#) for what types of cost can be requested.

How to apply

For option 1:	For Option 2:
<p>A full application form, that requires the following information:</p> <ul style="list-style-type: none"> - Project Summary - Project Details - Additional Details - Sponsor Details - Project Cost 	<p>Stage 1: Expression of Interest</p> <p>Firstly, you will need to complete an Expression of interest. This will help us to advise you whether your project is something we might be able to fund, before asking you to complete a full application.</p> <p>Stage 2: Full application</p> <p>A full application form, that requires the following information:</p> <ul style="list-style-type: none"> - Project Summary - Project Details - Additional Details - Sponsor Details - Project Cost

Funding decision and review

Funding decisions are taken by the Grant Panel part of the **ELFT Charitable Operational Committee**, but we may approach relevant teams within the Trust if we need additional input to help us assess your request. We will also liaise with sponsors to ensure the funding requested is appropriate.

We will also ensure funding is equally distributed across East London, Luton & Bedfordshire and reflect equally across Mental Health Services, Community Health Services, Older Adults, CAMHS and Women's Health Services.

You can expect an outcome within **8 weeks** of the deadline.



Deadlines

Expressions of interest are accepted all year round but must be submitted 4 weeks before a full application deadline. This will ensure that we have enough time to review your expression of interest and you have enough time to complete the full application form.

Small applications (under £5000) are considered once a month in the Charitable Operational Committee Meetings. Forms must be submitted by the 20th of each month for considered in the following months' meeting.

Large applications (over £5000) are considered four times a year in Charity Committee Meetings. Applications must be submitted by 5pm on the day of the deadline. All completed applications must be sent to elft.charity@nhs.net

Questions and queries:

For any queries relating to the funding applications, please contact:

Natalie Richards (ELFT Charity Lead)
0203 827 7576
elft.charity@nhs.net

For further information look out for our quarterly webinars that are advertised in Trust News emails.