

Grants Costs Policy

Principles

We will fund:

- Activities and initiatives that meet the priorities set by the Charity Committee
- We will fund the direct costs of the project
- All requested costs must be justified in the context of the proposal
- We expect that the majority of costs would be incurred in East London NHS Foundation Trust. We will consider providing funds to other collaborating organisations on a case-by-case basis.

Allowed and disallowed costs

This list provides guidance for requesting and attributing costs to ELFT Charity grant. The document will be reviewed and updated regularly.

	Allowed costs	Disallowed costs
Staff	<p>New staff resources required to deliver a project, full or part time.</p> <p>The application must include:</p> <ul style="list-style-type: none"> • Employer's contributions, including any statutory obligations (e.g. National Insurance contributions if you're based in the UK) and pension scheme costs • Any pay awards and/or salary adjustments likely to occur during the grant period 	<ul style="list-style-type: none"> • Salary of (lead or co-) applicants, except for fellowship schemes. • Salary recovery for staff already employed by East London NHS Foundation Trust.
Materials & consumables	<p>Non-reusable items specific to the project, for example:</p> <ul style="list-style-type: none"> • Associated charges for shipping, delivery and freight. • All costs must be project-specific and itemised. 	
Equipment	<p>Items of equipment that are essential to the proposed project.</p>	<p>Standard computing equipment, mobile phones and tablets, unless specifically justified.</p>

	<ul style="list-style-type: none"> • Items of equipment and upgrades to existing equipment to deliver better care and to replace old equipment that is no longer fit for purpose. • Costs may include purchase, delivery, installation, maintenance and training, where necessary. 										
Access charges	The cost of access to major shared equipment or facilities, only if run through an access charge system.	Contributions towards departmental technical and administrative services.									
Travel	<ul style="list-style-type: none"> • Travel required for the delivery of the project by the project team e.g. to facilities, to partners/collaborators for data/sample collection. • Travel for subjects and volunteers involved in project (if not part of routine NHS service). 	Costs that form part of routine NHS service.									
Data collection	Survey and data collection, including communication and data collection services and any associated costs such as essential field materials, travel costs and language translation services.	Costs that form part of routine NHS service.									
Dissemination	<p>A contribution towards:</p> <table border="1" data-bbox="300 919 934 1195"> <thead> <tr> <th></th> <th>Large project grants</th> <th>Small project grants</th> </tr> </thead> <tbody> <tr> <td>Publication and open access fees</td> <td>Up to £3,000</td> <td>N/A</td> </tr> <tr> <td>Conference attendance</td> <td>Up to £3,000</td> <td>Up to £1,000</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Public engagement materials where dissemination (including printing and publishing) is a key activity of the project. 		Large project grants	Small project grants	Publication and open access fees	Up to £3,000	N/A	Conference attendance	Up to £3,000	Up to £1,000	
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<p>Other</p>	<ul style="list-style-type: none"> • Furniture, refurbishment or estate costs that have a strong case to lead to better patient experience at a ELFT Premises and are fully supported by the Trust board. • Recruitment and participation fees for participants to a project. 	<p>Indirect costs. This includes:</p> <ul style="list-style-type: none"> • General administration costs, such as personnel, finance, library, room hire and some departmental services. • Estates costs, such as building and premises costs, basic services and utilities. • Phone, postage, photocopying and stationery, unless you can justify these within a clinical or epidemiological study. • Office furniture, such as chairs, desks, filing cabinets, etc. • Clothing and personal protective equipment, such as lab coats, medical uniforms, gloves, shoes, goggles. • Cleaning, waste and other disposal costs. • Routine care for patients. • Formal personal development training. • Ethics reviews. • Indemnity insurance (insurance cover against claims made by subjects or patients associated with a project). • Catering, prizes, room and venue hire for staff parties, team-building events and social activities. • Contingency or other non-specific costs.
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