

Crown Fund 2024

King's staff can
apply for grants
of up to

£150,000

**Guidance
Notes**



Reaching patients in greatest need

King's College Hospital Charity is looking to fund programmes that help to achieve our strategic goals, making the best care possible for patients who are experiencing a high level of need.

Through the Crown Fund we aim to invest in projects to improve outcomes for patients who are particularly frail or vulnerable, whether through the complexity of their needs, the acuity of their illness or through wider factors that prevent them getting the help they need.

We invite applications for grants of **between £5,000 and £50,000**. To make best use of funds, we anticipate awarding one or two grants at the higher amount and a number of smaller grants.

Community collaborations are welcome. In exceptional circumstances, we may fund short-term or temporary staff costs, but please read on for detailed guidance notes.

OUR CURRENT INTERESTS

We are interested in projects that improve patient experience and care, for example:

- Equipment to support innovation in patient care, rehabilitation and experience
- Capital projects – for example, improving side rooms or day rooms
- Innovations in technology - including AI and digital tools to improve services
- Initiatives to improve communication with patients and visitors, especially geared towards needs of vulnerable groups
- Initiatives to reduce patient stress
- Access to services for vulnerable groups

Applications open: 25 September 2024

Applications deadline: 13 November 2024

Grants announced: March 2025

Target groups

We aim to improve support for patients with the highest degrees of need, including those who are particularly vulnerable or frail.

We are also interested in patients who do not meet conventional criteria and who fall between cracks in diagnosis and the system.

Our interest encompasses a vast range of cohorts, which may include but is by no means limited to high acuity, unrecognised needs and end-of-life.

High acuity patients

Those who require particularly high levels of care, as a result of their illness, symptoms or wider effects. These patients may have multiple conditions or frequently attend hospital. They may be prematurely frail.

Unrecognised needs

Including patients with:

- Poor mental health
- Learning and other disabilities
- A need for others to advocate on their behalf
- Poorly understood or recognised conditions
- Social disadvantage

End-of-life cases

Patients approaching the end of their life who require additional support.

Here to help!

Before you start your application, contact us at grants@supportkings.org.uk to discuss your idea.

CONTENTS

ASSESSMENT CRITERIA	5
Table of criteria	5-6
GUIDANCE NOTES	7
Review process and timetable	7
Grant value and duration	7
Application eligibility	8
Additionality and staff costs	8
Ineligible applications	8
Equality, diversity and inclusion	9
Senior Trust authorisation	9
Other Trust departmental approvals	9
Finance manager authorisation	10
Procurement approval of equipment, goods, or services	10
Supporting documents	10
ASSESSMENT	11
Grant offers	11
Unsuccessful applications	11
Payment of grants	11
LINK TO APPLICATION AND CONTACT INFORMATION	12

Any questions?

grants@supportkings.org.uk

supportkings.org.uk/crown-fund

Assessment criteria

We are looking for compelling bids, and will be assessing applications against the criteria below. The guidance notes, from **p7** onwards, break down precisely what information we are seeking.

Need

Demonstrable needs of patient cohort assessed in terms of:

- Frailty, vulnerability, acuity, disadvantage, unrecognised need, end-of-life, other factors.
- Number of patients affected, and the depth of their need.
- Challenges faced by this cohort around the services available to them, and also other special needs.

Solution

Projects must make a credible case for meeting the need including:

- Realistic plan for delivery, including reporting on milestones/progress.
- Capability/capacity of applicants and co-applicants to deliver.
- Collaborative solutions if applicable.

Impact on patients and families

The solution should include:

- Evidence, or a credible hypothesis of the benefits to patients (and potentially families/carers/loved ones) and that a marked improvement in the patient's situation, experience or health outcomes is expected.
- Demonstration of how benefits/outcomes might be sustained after the project is complete.
- Indication of **number** of patients likely to benefit from the project and **degree** to which they are likely to benefit.
- Indication of how immediate and longer term patient outcomes may be tracked and measured.

Wider impact of project

Indication of how this solution may be applicable further afield, within other care groups and King's more widely, through collaborations in SE London, through dissemination of best practice, knowledge, evaluation findings, lessons learned, etc, or through influencing the policies and actions of other agencies.

Sustainability

Impact must be sustained beyond the life of the grant, please explain how this may be achieved.

Additionality

- The project is above and beyond ordinary NHS delivery or funding.
- King's has a compelling reason to host this initiative.

Fit with Trust priorities and requirements

The project demonstrates a fit with Trust priorities and is supported by colleagues.

Patient involvement

Patients have been (or will be) consulted and involved in identifying needs and designing solutions.

No person left behind

- Access to the project's benefits is equal, inclusive, meets diverse needs, the needs of the target group, and reflects King's catchment area.
- The project will help to address health inequalities.

Value for money

Clear and comprehensive budget, including project management costs, measurement/evaluation, and resources for data collection.

Guidance notes

Please read through this document before proceeding with your application.

Our selection process is aimed at encouraging a broad pool of ideas and applications.

Review process

The review and selection process will be supported by a Panel including Trust staff, patients, carers and volunteers, together with Charity staff and Trustees.

For the Charity and Panel to evaluate the proposals and circulate recommendations ahead of these meetings, we may ask for more information or seek the opinions of senior Trust stakeholders.

TIMETABLE

- Applications open between Wednesday 25 September 2024 - Wednesday 13 November 2024.
- Grants announced March 2025.

Grant value and duration

The Charity has committed £150K in total to the Crown Fund call and is looking for bids between £5K-£50K, plus several grants spread across the grant range.

Projects should start by Autumn 2025 and have a clear timeline, completing within 24 months of the start date.

Applicant eligibility

The Crown Fund 2024 is open to staff from all Trust areas, departments and care groups.

We welcome applications involving collaboration with other teams, departments or partners based at King's College Hospital or other organisations from the local community.

Applications must be Trust staff members employed by King's College Hospital with track records of implementing improvements at a small or large scale. This can include clinical and non-clinical staff members.

All applications must be supported by an authorised member of staff, who will be asked to provide assurance that the applicant will be permitted to conduct the project at King's, and if required, can be released/partially released from their duties.

Additionality and staff costs

In general, staff costs are not eligible. In very exceptional circumstances, staff costs may be agreed, for example, to set up or implement specific functions of your project.

The staff costs should be for a time limited period that should be justified in the application. However, we will need to follow Trust processes and approvals for this, so please ensure

staff allocations have been authorised by a senior member of staff. We will also require authorisation from Finance.

The Charity's additionality policy states that it cannot pay for anything which is considered to be a core normal function of the NHS. This includes funding for existing permanent staff, basic equipment, facilities, or activities necessary to deliver safe, effective care, which would normally be funded from NHS budgets.

Ineligible applications

- Research projects, education, training, or fellowship programmes are not eligible. Projects may have training or education elements, but professional development should not be the aim of the project.
- Projects may have minor capital input, but we are not expecting to fund major capital projects or investment in the core estate.
- Applicants who have a Designated Fund for their ward, department, or clinical speciality with a balance of £50,000 or more that could be used to fund this project will be redirected to this Fund.

To check your designated fund budget, please contact your Fund advisor or email grants@supportkings.org.uk.

- Projects where funding is from other sources that has not been confirmed are not eligible. However, the project is eligible if it has its own outcomes as part of a larger project or programme, and the funding for the larger programme has been confirmed and is in place.

Equality, diversity & inclusion

A key principle of the Charity's strategy is our focus of "no person left behind". Here, this means addressing inequalities - including socioeconomic determinants of health and barriers to access - which can prevent people with the greatest need getting the best support and care.

Applicants must reflect on the diverse needs of King's patients and consider where people may be left behind and how their project will address that, including highlighting any work required to remove barriers and ensure the project can benefit everybody in the care of King's.

Applicants should actively engage with patients and stakeholders from a wide range of backgrounds, perspectives, and experience in the

design of projects to maximise the benefit to the patients affected.

Senior Trust authorisation

We require all applications to be supported and authorised by a senior manager. This authorisation can be by the Director of Operations, Clinical Directors, Director or Heads of Nursing or equivalent senior Trust staff, who must confirm that there is appropriate space, time, and resources available to support the application.

The authoriser(s) will receive an email from the Charity with a copy of the application form asking to confirm their authorisation for the project. The email is generated by the Charity's online system. Please ensure you provide accurate contact details and inform the relevant staff member as we will not be able to progress your application without their timely authorisation.

Other Trust departmental approvals

Approval from areas of the Trust involved in implementing this project (such as Estates, Workforce, IT, MEIC) will be expected as a condition of the grant prior to disbursement. As part of the Application Form, please provide details of the necessary approvals from relevant departments.

Finance Manager Authorisation

Applications must also be supported and approved by the relevant finance manager. This must be someone with the authority to confirm that the potential project can be hosted within their area, confirm that there is the capacity to deliver the project and that the proposed budget is appropriate and eligible for the proposal. We will also require authorisation from Finance on staff costs.

Procurement approval of equipment, goods, or services

Please provide supplier quotes where possible and ensure that the supplier is on the Trust Oracle system before submitting your application. If the supplier is not listed on the Oracle system, please explain why. The Charity will procure items from Oracle at our discretion and with Trust approval.

All equipment requests should be approved by the relevant departments (e.g., MEMs) to ensure adherence to the Foundation Trust's procedures and to ensure compatibility with existing equipment, on-going maintenance, and adherence to the Trusts standards of care.

Please speak to your Service Manager (otherwise General Manager) about procurement and equipment consent and approval. Please contact MEMs before you submit your application to ensure

your equipment is eligible and costs are appropriate for maintenance and installation.

Supporting documents

Supporting documents (such as existing project plans and business cases) are welcome and can be referred to in your Application Form answers to minimise the need for text. You can upload up to 6 supporting documents at the end of the application. The Charity may contact you to ask for more clarification on the information you provide.

Please send supporting documents to **grants@supportkings.org.uk** referencing Crown Fund in the subject line.

Submission

All questions in the application are mandatory.

Please read guidance carefully before completing the online form.

Assessment

Once the application is authorised by Trust staff, the Charity will begin the assessment of your application and consider its eligibility against the conditions outlined above.

The Applications will go through a selection process, where a Panel will review and take decisions on the applications. The Panel will include Trust staff and patient representatives, Charity Trustees, and staff. In order for the Charity and Panel to assess the projects, we may contact you for further information and seek the views of senior Trust stakeholders.

Grant offers

Successful applicants will be provided with a grant letter and the Standard Terms and Conditions.

Unsuccessful Applications

Will we provide feedback to unsuccessful applications, including directing them to Designated Funds or informing them if their application is completely ineligible for any Charity funding in its current iteration. Please note that the detail of our response and our response times will depend on the number of applications received.

Payment of grants

The Charity's Finance team will work with the Trust to make payments either through recharge or invoice. Please note, procurement for items within the budget will need to be managed by the Trust.

We are a small team with limited capacity to process procurement requests. Procurement can take up to one month or longer for large orders. We suggest reimbursement or invoice payment wherever possible.

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Got questions?

If you would like any further information, please email grants@supportkings.org.uk for further information.

We will hold two drop-in sessions between opening and closing call, please check our website for details.

supportkings.org.uk/crown-fund

SCAN NOW



to get started!