



Strategic Crown Fund 2025 Guidance Notes

ABOUT THE STRATEGIC CROWN FUND

This grant programme is managed by King's College Hospital Charity.

Welcome to the Guidance, please do contact us if you have any further questions
grants@supportkings.org.uk

This year's **Strategic Crown Fund** will support ambitious, transformative projects that focus on AI, digital, or technology to improve patient care.

Funded projects must focus on developing or delivering services that make a meaningful difference for King's College Hospital patients - especially those who are most vulnerable or who experience health inequalities.

All proposals should also demonstrate how the delivery will remain sustainable beyond the period of grant funding.

A total of **£300,000** is available, and we expect to award a small number of high-value grants (e.g. between **£50,000 and £200,000**).

Please ensure you read the Guidance carefully as it contains key information, including:

- identification of target patient groups and how your project will improve the quality of services
- full eligibility and assessment criteria
- important requirements for clinical and management approvals
- equality, diversity and inclusion, to ensure no-one is left behind.

Please contact grants@supportkings.org.uk if you would like to discuss your project before submitting your application form.

APPLICATION TIMELINES

Stage 1 - Expression of Interest

- Applications open: Friday 28 November
- Applications deadline: midnight Monday 19 January
- Decisions on Stage 1 Expressions of Interest: Beginning of February

Stage 2 - Full Applications

- Applications open: beginning of February
- Applications deadline: mid March
- Grants announced: April

APPLICATION AND GRANT DECISION-MAKING PROCESS

This is a two-stage selection process to encourage a broad range of applications.

For the Expression of Interest stage, complete the application form briefly and succinctly using the information in these Guidance Notes. In order to assess your application, we may contact you for further information. We will provide feedback on unsuccessful projects.

If your project is successful at the Expression of Interest stage, you will receive guiding feedback and be invited to develop a Full Application. You will be asked to expand on your initial answers, give greater detail about the project, and confirm plans for implementation.

At both stages, your application will be reviewed by senior Trust staff, Charity staff and Trustees, and external experts.

PRIORITIES FOR FUNDING

- We will fund projects that focus on AI, digital, and technology.
- These projects must be for the development or delivery of Trust activities that will make a difference to the care of patients in the short or longer term, particularly those most vulnerable or facing health inequalities.
- Projects must be sustainable in their delivery beyond the period of the grant funding.

ELIGIBILITY

Eligible applications

The Crown Fund is open to all Trust areas, departments, and care groups, including clinical and non-clinical staff. Primary applicants must be KCH employees. However, we encourage collaboration with other partners, so will permit co-applicants from other institutions, e.g. KHP, and also the involvement of digital providers/experts outside of KCH.

Time required for short term staff/project management is eligible while the project is developed, implemented and embedded. We cannot fund ongoing salaried staff costs.

Projects that include training are eligible if they relate to the use and embedding of the technology, but not training which is part of the Trust's core components relating to EPIC, MyChart or any mainstream delivery.

Ineligible applications

The following types of application will not be considered.

The Charity's **additionality policy states that it will not pay for anything considered to be a core normal function of the NHS**. We cannot fund enhancements or developments to EPIC or MyChart which would normally be under the responsibility of the Trust to deliver as a core service, even if these are not yet planned/budgeted for by the Trust or operational.

Wards, departments or specialities that have a significant Designated Fund balance are welcome to apply. However, we may seek to allocate funds from Designated Funds to partially or fully fund the project. To check your designated fund budget, please contact your Fund Advisor <https://supportkings.org.uk/kings-staff/grants/designated-funds> or email grants@supportkings.org.uk

We cannot fund research projects, education, training or fellowship programmes. Projects may have training or education elements, but professional development should not be the aim of the project.

TRUST AUTHORISATION

All Stage 1 Expression of Interest applications must be supported and approved by the Clinical Director.

At Stage 2 Full Application, you must confirm approval from the Clinical Director, and the Chief of Division or Director of Operations for your Division. Where applicable, Head of Nursing approval may also be required; and also relevant Finance Manager, MEMs and ICT approval. Further information will be provided in the Stage 2 Application Form.

SUPPORTING DOCUMENTS

A maximum of two supporting documents (such as project plans, business cases and specifications) can be referred to in your Application Form. Give the documents the title of your grant project and the type of document (e.g. DigitalBusinessCase or DigitalProjectPlan). Then email these separately to grants@supportkings.org.uk

At full application stage, you must complete the Trust ICT Standard Requirements Specification and the Digital Impact Assessment and upload this with your Application Form.

STRATEGIC FOCUS ON AI, DIGITAL, AND TECHNOLOGY

Trust Strategies

Projects should align with the Trust strategies. This includes the **Trust BOLD** Strategy and, where authorised, reference to the emerging Trust Strategy (to be finalised in 2026) and the **Trust Digital Transformation Strategy**. You may also refer to relevant points from the **NHS 10-Year Plan** (hospital to community; analogue to digital; sickness to prevention)

EPIC and MyChart

We cannot fund enhancements or developments to EPIC or MyChart which would normally be under the responsibility of the Trust to deliver as a core service, even if these are not yet planned/budgeted for by the Trust or operational.

If the projects are linked to Epic and MyChart they should be aspirational and should not be linked to core components of delivery plans and current or future workstreams for the Trust.

Projects must have clinical and patient benefit in the short or longer term. The approval of a Clinical Director is essential at each application stage.

Digital Impact Assessments

At the Full Application Stage, all applicants must complete the Trust's *Digital Impact Assessment (DIA)* and PMO *Digital Impact Assessment (DIA)*. Your answers in these forms will be reviewed by the Trust ICT department and form part of our overall assessment.

The Trust infrastructure must be able to support the delivery of the project in scale and configuration.

Patient Data

Where projects will access patient data, applicants must provide reassurance that the data is valid (not incomplete, mis-labelled or unsuitable).

PILOT PROJECTS AND PROJECT SUSTAINABILITY

Applications for pilot projects are eligible but there should be a clear forward plan to develop the project into delivery and future sustainability.

EQUALITY, DIVERSITY AND INCLUSION

We are looking to fund projects that help to achieve our strategic goals including ‘leaving no-one behind’.

EDI for the Charity means the best possible care for patients facing inequalities and experiencing a high level of need. This includes people experiencing socio-economic disadvantage and barriers to health and access - which can prevent them getting the best support and care. It includes improving 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 receiving services.

Applicants must reflect on the diverse needs of King’s patients and consider where people may be left behind and how this will be addressed.

Projects should actively engage with those from a wide range of backgrounds, perspectives and experience to maximise innovation and creativity.

ASSESSMENT CRITERIA

These are the criteria that will be used to review your application.

Criteria	Guidance
<u>Need, Equality, Diversity and Inclusion</u> Meets the Charity Strategy to benefit patients, particularly those that are most vulnerable or facing health inequalities	Describes how the project will address health inequalities. For example, for those 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 receiving services. For those that are not digitally enabled, the project provides details of an acceptable workaround, so these patients receive an equivalent level and quality of service.
<u>Clinical Benefits</u> The project will have clinical benefits	The project has been developed by/with a Clinical Team and shows clear clinical benefit for the health outcomes of patients. It has the approval of a Clinical Director. It is not technology for its own sake.
<u>Patient Involvement</u> Has appropriate patient engagement	Patients have been (or will be) consulted and involved in identifying needs and designing solutions. They may be involved in helping deliver activities.
<u>Project Delivery</u> Has effective project delivery	There are clear project objectives that outline the challenge or problem, the needs that are being addressed, the proposed solution and how the results will be delivered. Describes the current challenges and how the project will (a) improve Trust processes and (b) benefit patients (short to long term).

Technology Management

The project has a viable and sustainable technology plan that is compatible with Trust systems

Explains the intended measurable outcomes for the project and the long-term impact. Does not duplicate existing Trust systems or projects in development.

Is compatible with current and foreseeable Trust systems.

Ongoing costs (e.g. licensing fees, maintenance of equipment) must be considered and how these may be covered in future years.

At Full Application Stage, applicants must complete the ICT Standard Requirements Specification and the Digital Impact Assessment.

Budget and Value for

Money

Realistic and manageable budget, value for money and return on investment

All aspects of the budget have been researched and costed and are not excessive. There is evidence of the potential return on investment.

Sustainability

The project is sustainable

The future expenditure (once the grant ends) has been identified, costed and there are realistic plans for the continued funding and delivery of the project.

GUIDANCE ON APPLICATION FORM QUESTIONS

There is a Word document (see webpage) for you to prepare your application. Do not use this Word document to submit your application. All applications MUST be submitted using the online form (see webpage for link). Please note the text box allows for maximum 4000 characters including spaces - approximately 300-600 words.

Question

Guidance

Eligibility

1. Eligibility

Please tick to confirm you have understood and agreed to these criteria. Your application will not be considered if it does not meet the criteria.

Contact Details

2a. Applicant Details

Please provide contact details about the main applicant. This will be the person we contact for all enquiries and with information about the decision. They must be an employee of the Trust.

2b. Co-applicants or collaborators

Include the names, job title, or role, department and organisation of others that will have a key role in development or delivery. This can include co-applicants and collaborations with other

institutions, e.g. KHP, and also the involvement of digital providers/experts outside of KCH.

3. Project Details

3a. Title of your project

This is the title by which your project will be known throughout its duration.

3b. Type of grant

a.pilot or b.development or expansion of existing project

Pilots or developments or expansions of existing projects are both eligible. Pilot projects must be at a stage where the proposal is feasible to achieve delivery / full roll-out.

3c. Project Delivery Site

State the Trust site where your project will be primarily based, including cross-site projects.

3d. Project start and end date

Provide estimated dates. Please remember decisions about the grants will be made in April 2026. The funded projects should complete within 24 months.

Project Delivery

4a. Provide a lay description of your project including a summary of the challenge, the activity and the intended result.

This should explain in lay terms what your project will do and achieve.

4b. Project Objectives

Explain what you are aiming to achieve and how it will be achieved? What results are you seeking? How will you deliver this result? What makes your project unique?

Describe the aims and objectives and the key activities – what you are going to do. Comment on how this will add value to what is already provided. Give an indication of key milestones and timescales.

4c. Patient Beneficiaries

Who will be the main patient beneficiaries? How will their needs be addressed? How will they benefit in the short or longer term, particularly those that face health inequalities, are vulnerable or frail? If applicable, provide a brief explanation of how your project will benefit people that are not online or do not use digital services.

State approximately how many patients will benefit. Describe the challenges for patients, particularly for those vulnerable or facing inequalities, that your project will address. Comment on how patients or carers have influenced or been involved in the design of this project and how they may be involved in implementation. Summarise how those not online will be able to access services of the same quality.

4d. What are the outcomes and impact of the project and how will this be measured?

Describe the intended measurable outcomes for the project and outline the long term and wider impact. Consider the benefits for patients, families, carers, staff and the wider NHS.

4e. How will the project be sustainable after the end of the grant period?

Explain how costs will be funded, for revenue and any capital or equipment items, required to deliver

the project outcomes and to ensure the benefits are maintained in the short and longer-term.

4f. Additionality

Explain how this meets with the Charity's grant expenditure principles, that expenditure should be over and above that for NHS services?

The Charity's **additionality policy states that it will not pay for anything considered to be a core normal function of the NHS**. We cannot fund enhancements or developments to EPIC or MyChart which would normally be under the responsibility of the Trust to deliver as a core service, even if these are not yet planned/budgeted for by the Trust or operational.

Technical Requirements

5a. Specifications (This has been taken from the Trust Data Impact Form). State any new requirements for devices, servers, storage, connections in/out of the network, email accounts, training, software installation, and for IT project management, and at what stage of the project.

State if the project will require any new devices, servers, storage, connections in/out of the network, email accounts, training, software installation, and for IT project management? State if this is during set-up and procurement; during deployment (e.g. project management, configuration, set-up); and after go-live (e.g. system administration, upgrades, updates, performance monitoring).

5b. Information Governance (This has been taken from the Trust Data Impact Form)

Indicate if a Data Protection Impact Assessment form will be used or has been completed.

A Data Protection Impact Assessment form needs to be completed for proposals that collect or handle any personal identifiable information (PID). State if it is to be started, is in development, is awaiting approval, has been approved or has been declined. If available, please summarise feedback from IG.

5c. How will equipment or software be procured and installed in the Trust and who will manage this?

Explain the arrangements and costings for installation and ongoing maintenance. State who will be responsible and if you have had any liaison with other departments.

Budget

6a. Provide the total amount of the grant request

6b. Budget

Ensure your total grant request includes VAT.

Ensure all items include VAT.

Provide costings which should be based on estimates or quotes.

Add in short term or project management staff costs.

Approvals

7. Approvals

Please confirm you have approval from your Clinical Director and provide their details.

We will email the Clinical Director with a copy of the application form asking them to confirm their approval.

All Expression of Interest applications must be supported and approved by the Clinical Director.

Supporting Documents

8. Supporting documents

A maximum of two supporting documents (such as project plans, business cases and specifications) can be referred to in your Application Form. Email them separately to grants@supportkings.org.uk

Give the documents the title of your grant project and the type of document (e.g. DigitalBusinessCase or DigitalProjectPlan). Then email these separately to grants@supportkings.org.uk

Thank you for reading this.
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