



Finding funds to support PFPI work

Learning Note 6

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About this Learning Note

Getting Involved is a learning programme for staff in the Allied Health Professions in NHS Greater Glasgow and Clyde. The focus is on Patient Focus and Public Involvement – all the ways in which staff can encourage the people they deliver services to and the public to become more involved in their own care or in influencing health services.

In February 2009, there was a Learning Event at which staff identified information and support which would help them introduce or develop ways for the people who use their services or people from the local community to become more involved. One of the difficulties that many people raised was getting access to – usually quite small – sums of money to cover costs such as participant expenses and refreshments.

This Learning Note describes some of the sources of funding that would suit this sort of activity. Much of the information is about charitable trusts as a potential route, as this source is less familiar to many NHS staff. The good practice for this setting would also apply to other potential sources of support, however.

Later in 2009 there will be a Learning Note and a Learning Event on working with voluntary organisations as part of the Getting Involved programme.

There is a Learning Note with more information about possible PFPI projects.

Possible sources of funds

There are some funding sources to which staff in the NHS can apply.

Examples include:

- NHS Endowment Funds
- Funding that is linked to the Public Partnership Groups, which are in every CHCP and in acute care settings.
- Donations from commercial companies: some firms will give small sums towards PFPI activities. Different parts of the NHS have taken different views on whether this is acceptable, so you may want to check this out.
- Some charitable sources.

More funding sources – such as charitable trusts and local authority grant schemes – are open to community groups. Here, the application would need to be from a partner such as a voluntary organisation or a group of people who use your service or families.

This is a list of some charitable trusts that are good for small grants.

Big Lottery Awards for All

This programme makes grants of between £500 and £10,000. NHS bodies can apply as well as community groups.

Funds are available for activities which bring people together, improve their quality of life, encourage them to take part in local activities and help groups to become well organised. These include:

- putting on an event, activity or performance
- buying new equipment or materials
- running training courses
- setting up a pilot project or starting up a new group
- running a conference or seminar
- carrying out special repairs or conservation work
- advertising your event or group
- paying expenses for volunteers, costs for sessional workers or professional fees
- carrying out feasibility studies
- transport costs

http://www.biglotteryfund.org.uk/prog_a4a_scot?regioncode=-sco

Scottish Community Foundation

These grants are available only to community groups.

The main grants programmes give grants ranging from £250 - £5,000

<http://www.scottishcf.org/strengthening-communities/apply-for-a-grant/>

The Express Grants have a simpler process and can give up to £2,000.

<http://www.scottishcf.org/resources/news/view/66/introducing-scottish-community-foundation-express-grants/>

The Women's Fund for Scotland is administered through the Scottish Community Foundation.

<http://www.scottishcf.org/resources/funds/view/57/women-s-fund-for-scotland/?from=W/1>

Macmillan Cancer Support

This charity provides support for people affected by cancer, including financial support for staff running events and other small projects in partnership with user-led groups.

www.macmillan.org.uk

Useful resources

Many other trusts give grants for the sorts of small-scale activities that AHP staff have described as the types of PFPI work that they want to start or develop.

These are two of the websites where you can search for additional potential funding sources. Some are available free of charge for a short period and increasingly the main sections have open access. You can also often get access through libraries.

Funderfinder www.funderfinder.org.uk

Grants on line: www.grantsonline.org.uk

These websites are also useful when looking for sources of help for individual people, such as financial help or practical support around the consequences of a condition.

Aspects of a sound application

Charitable funders are looking for projects that are strong on 3 aspects.

- The organisation or people who will be delivering the project
- The project itself
- Evidence of need for this particular project.

Other people would be looking at when considering giving funds to a PFPI project will usually be looking at equivalent factors.

Useful resources

The funderfinder website has a useful tool to support people writing an application for funding.

<http://www.funderfinder.org.uk/applyyou.php>

A strong group

- Usually it needs to be a constituted group – this is one that already has a constitution saying that it is a voluntary organisation.
- Some funders will give very small grants to a group that is not constituted when it is at the very early stages. This would suit a project with a new patients' or relatives' peer support group, for example. The information for applicants will explain what the funder is looking for in a newly formed group.
- The group has to be functioning well – have a viable committee, for example.
- The group needs to have the capacity and the competence to do the task in the project – for example, working with volunteers means they have to be able to give management support, have relevant policies and procedures, and so on.
- The group's constitution needs to allow it to do the task – or at least not say that they cannot do it.
- The group needs to be financially viable: this usually means showing previous accounts or projected income and expenditure for a new group.
- If it is a partnership, it is clear who is in the lead and taking responsibility for seeing that the project is delivered.

If it is an individual person who is applying, rather than a voluntary organisation, think of the equivalent aspects.

- The person needs to have the time to do the task.
- They may need agreement of colleagues or managers.
- They need the skills and experience, be working with someone else who has complementary skills, or have access to advice.

A strong project with a clear description of what will happen

- It is clear what the project is trying to achieve – the aims. An application has more chance of being successful if the aims are a good match to the funder's priorities.
- The application describes what the project will do – the activities – and it is clear how these activities will realise the stated aims.
- It shows what parts are a one-off and what parts (if any) are on-going. It also describes the expected follow-on activity from the activity – such as a one-off event that may lead to a group getting started or future events in other places.
- It is clear from the description what difference the project will make – the outcomes.
- There should be a way to identify whether the project has carried out the activities and realised these outcomes. For small projects, this can be a very simple form of evaluation of feedback.
- The application states what the money will be used for and how much is needed.
- The money can be spent within a year (usual span for charitable trusts awarding small sums) or some other time period.

Note: funders look for accurate information – so best estimates of exact figures are better than a sum that is rounded up.

Evidence of need

Funders are looking for a rational explanation of need, not an emotional one.

They do not expect the level of details that the NHS would associate with the term 'evidence of need', especially when it is a small sum that is sought.

These are the sources of information which charitable trusts typically look for.

- What people have been saying: 'We had a suggestion box. We got 12 comments from patients and relatives and 9 people asked for an information leaflet.'
- People waiting or asking for a service or activity: 'We have been running a peer support group. We now have 14 more people looking to join. The project is to start 2 new peer support groups.'
- Link the evidence and the project to show the outcomes, which tie back to the need that you have described.
- A charitable trust will be mostly interested in the outcomes for the community: volunteers gaining skills and confidence, people having more choices, resources that reach larger numbers of people and help them manage their health and wellbeing better, and so on.

The process of making applications for funds and how these are assessed

Before making the application

This is a list of points to check before putting in an application to a charitable trust. Some trusts produce their own checklist of things you have to include or do before sending in the application.

- Check the current scope of activities that funder will support, and priorities within it. Also watch for exclusions – what they will not fund.
- Look for the deadlines for applications. Also check the timescales for when a decision will be made and a successful award will begin. Usually a funder will not cover any expenses that are incurred before the start of the award.
- How much money they will give, and the type of costs they will cover.
- The supporting documents that are needed. For an application through a voluntary organisation, the funder usually needs a copy of the constitution and previous year's accounts.
- Check that has to sign the application. Often it has to be a committee member of the voluntary organisation instead or, or as well as, a worker. For a member of staff in the NHS (where they can be an applicant), you may need the person doing the work to sign it about support this with a statement from the person's line manager. On a practical note, you need to allow enough time for this.
- Find out whether you need someone to give a reference and, if so, which people are accepted as referees. On a practical note, make sure the referee has agreed to it, knows about the project and about the organisation making the application.

What happens after a funder receives an application

- The information for applicants will explain what that funder does.
- The process for small grants is usually less complex and faster than for larger ones.
- Sometimes the assessment is just on the basis of the written application and feedback from the referee.
- There may be a telephone interview with the main contact.
- Visits and meetings are usually only used for larger applications.

- The funder or assessor may ask you if the project could go ahead on a smaller scale with part of the sum sought. This sometimes happens when a scheme has received a very large number of bids.
- Some assessors come back with suggestions on how an application could be changed. This may be to strengthen the project, or to make it fit better with the funder's aims and priorities.

Some charitable funders have a 2 stage application process, especially for larger grants and funding programme which receive many more applications than can be funded. Here, the first stage is the broad outline. A decision is made at this stage and those applicants who get through the first assessment are then asked to make a more detailed application which has a more thorough assessment.

Further Information

Further information about the Getting Involved programme and the other Learning Notes is available from:

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