



## GUIDANCE NOTES - PROJECT PROPOSALS

### Background

Bromley Healthcare Charity's Object, as set out in its Articles of Association and registered with the Charities Commission, is to advance the health and wellbeing of the population living within the London Borough of Bromley and beyond. The Charity's work will be filling in the gaps in public funded health and social care provision and in so doing, will enhance the work of Bromley Healthcare CIC.

- Principally, by undertaking activities (projects) that are beyond the remit of Bromley Healthcare CIC.
- Occasionally, by making small grants to assist with the purchase of items of equipment needed by Bromley Healthcare CIC recipients (again, not eligible for statutory funding), and to facilitate one off activities to take place.

### The Application Process

Complete and submit your Project Proposal form. The Trustees will assess your application and inform you of their decision in writing. If the application is not successful, we will tell you why.

### Who can apply?

Any staff member of Bromley Healthcare, past or present, can make an application. The form must be signed by the staff member and project lead, if not the same person. Evidence of support for the proposal from colleagues may count in its favour when assessed by the Trustees.

### How much can be applied for?

We will award funding for projects up to £5,000 maximum. Any projects above that threshold would require external funding and be dependent upon a successful outcome for the Charity. If part funding has been granted by an external body, we will need evidence that the balance has been secured before payment.

### What will we award funding for?

The project must achieve the Charity's Object of advancing the health and wellbeing of the population of Bromley and beyond.

We are unlikely to fund:

- Any cost that should be paid for by the NHS. We will consider applications for work that should be paid for by other statutory sources but where the provision of the service is so poor that patients suffer.
- Project management or consultancy fees.
- Any costs incurred before you have applied for a grant.
- Repayment of debt.

### Why is your project needed?

Explain the need for your project. Give examples of support from other staff and evidence of support from patients, and include any other research which has been done. Combine the evidence from your different sources. Show whether similar work is already being undertaken by other groups and, if so, by whom; and explain why you think we can improve the present situation.

### What difference will it make?

What opportunities will your project provide and what impact will it have on the participants? What do you want your project to achieve and the difference(s) it will make to participants lives?

### How will you make your project happen?

This is about your plan to make your project successful. Who will make it happen? What will they make happen? When? Why? Where will it happen?

### How many people will benefit from your project and in what ways?

This is the number of people you will target for your project. How will you target them and how will they be better off? It is also useful if you can provide some information about their background.

### Will you work with anyone else to make your project happen?

Who will be the other stakeholders in the project? Is there anyone else affected by or with an interest in the project? In what way(s) will they make a contribution?

### A breakdown of costs for your project

Calculate approximately how much money you will require to deliver the project. You should include the hidden costs like staff involved in administration, premises and related expenditure, equipment, communications and any travel or training.

### What will happen after your project ends?

Will the project encourage clients to engage and new clients to participate? Will it have a lasting impact on their lives? What will be the approach to making it sustainable? This doesn't necessarily mean funding - it can be another type of support, for example, volunteers.

### How we assess applications

The details given on the form will demonstrate to us how your proposal meets our criteria. All the questions should be answered clearly and concisely. The Trustees will assess your application at their regular board meeting.

### What happens if we offer you a grant?

Any grant is conditional on the recipient signing an offer letter. The project must be completed and the entire grant monies spent within 12 months of receipt, unless agreed otherwise.

### Monitoring and Evaluation

At the end of a project we will ask you to complete an End of Grant form and, we may ask you to complete a Project Cost Reconciliation and Reporting Form. We will also ask you/the participants if you/they would agree to having a photograph being taken for promotional purposes.

### Data Protection

We will ensure any personal information you provide is handled properly under the Data Protection Act.

### Fraud

If a staff member deliberately provides misleading information in the application and fraud is identified, we may provide details to fraud prevention agencies and we will seek to retrieve any monies that may have been paid out as a result.

### Help and Advice

If any further help is required, please contact us at [email: charity@bromleyhealthcare-cic.nhs.uk](mailto:charity@bromleyhealthcare-cic.nhs.uk); or by telephone: 020 8462 0297.