

## Applying to Leeds Cares for funding

### Information about the application process

#### Introduction

The below guidance notes should be read before you start completing your application. The funding application process is now online, and you can save and return to your form before submitting. We recommend, however, that you complete any necessary Leeds Teaching Hospital Trust (LTHT) forms, discuss your application and obtain support from senior colleagues before you start our application process. If you are unsure about the LTHT process and what paperwork may be required, please speak to your CSU's Service or Business Manager or your Department Manager.

#### Expression of interest

For applications **over £10,000** there is a two-stage process, in the first instance you will need to complete an 'Expression of Interest' form. You will need to obtain sign off from a member of your CSU's triumvirate team or equivalent senior manager and where relevant the named fund adviser. Expressions of interest are considered by the relevant Review Group. This Group includes members of Leeds Cares & LTHT. If your project is supported in principle, you will then be invited to complete a Leeds Cares application form. Expression of interest forms can be found [here](#). The process is outlined [here](#).

For applications for **less than £10,000** you can progress straight to completing the [online application form](#). The process is outlined [here](#).

#### Online Form

#### Funding Required

- Please provide the **total value** (£) of your funding request
- If the project goes beyond a year, the costs need to be phased e.g. years 1,2 and 3 (or monthly year 1) to understand any ongoing financial expenditure implications

Where the application for funding is for staff or a project for a defined period, please ensure you provide details of any ongoing revenue costs to LTHT and confirmation that your department is aware and supportive of taking on those costs once charitable funding has been exhausted.

#### Existing Charitable Fund

Leeds Cares manages several hundred charitable funds that are restricted or designated for a particular purpose e.g. trauma research, renal transplant, patient amenities. Please confirm if you are seeking funds from an existing fund. If you are not sure if there is a relevant Fund, please contact the Leeds Cares funding team to discuss on 0113 539 7091.

### **Are you aware of any existing fundraising for your project?**

Please tell us if you are aware of patients or families who are fundraising specifically for your project or department. Please also tell us if you and/or colleagues plan to fundraise to support your application.

**Even if you or your team are fundraising (or a family has offered to purchase something for the ward) you are still required to apply to Leeds Cares for the funds and complete the necessary LTHT paperwork.**

### **Applicant details**

Please ensure this section is completed fully. Please identify a lead applicant if there is more than one of you working on the project.

### **What do you need funding for?**

Please ensure the text included here is suitable for sharing with donors and supporters. All successful applications for funding will be published on the Leeds Cares website.

### **Project Description**

This section is for you to tell us more about your project. For example, what is the problem you are trying to solve or the enhancement you are trying to make? Tell us how funding will help you and your colleagues and/or patients.

### **Estimated project start date**

Please confirm when you plan to commence the project i.e. have staff in post or equipment within the Trust. Please tell us what the lead time is for ordering equipment.

### **Estimated project end date**

Please confirm when you will have spent any funds awarded / when the project will be up and running. This is important if funds are generated through corporate or major donors as they often want to visit the hospital to see where their money has gone and the impact it has made.

### **Project Plan**

Please tell us how you identified the need for funding, including what evidence you have to support this, what you need to do to ensure funding is used as per the application and what the timescales are for project completion. Please also tell us about any potential risks and or adverse impact of Leeds Cares not awarding funding. Please provide this information in a comprehensive yet succinct way ensuring there is enough information for senior staff and Trustees of the charity to decide whether to award funding or not. Straightforward descriptions are best.

### **Impact of Funding**

Please tell us what impact the funding will have. Please include details of who will benefit and how many people and in what timeframe. What difference will the funding make? This is important information and supports discussions that we might have with donors and supporters.

### Attached Signed FR1

We need to know that your CSU is supportive of your application. If your application is for funds from a charitable fund, we also need to know that the Fund Adviser is supportive. Please complete the FR1 form including a description of what you are asking for funding for and gather the relevant signatures. You must attach the FR1 as a supporting document.

If you have any problem downloading the form, please contact the Leeds Cares Funding team on 0113 539 7091.

### Supporting documentation

We are unable to process incomplete applications. Please make sure you have attached any relevant documentation. Supporting documents must have the relevant sign off.

Funding category	Expenditure type	Supporting documentation
<b>Equipment &amp; Environment</b>	Purchase of medical devices under £500	MEP1
	Purchase of medical devices £500 - £5,000	MEP1
	Purchase of medical devices £5,000 - £100,000	MSE, MEP1 and LTHT Business Case or equivalent
	Purchase of medical devices over £100,000	MSE, MEP1 and LTHT Business Case or equivalent
	Purchase of hardware / software	Hardware / software request form Informatics - Contact Chris Archer
	Refurbishments, including small works e.g. installation of plug sockets	Pro-forma for requesting non maintenance requisitions (NMR)
	Refurbishments, of ward and staff areas over £5,000	LTHT Business Case
<b>Prevention &amp; wellbeing</b>	Service developments over £100,000	LTHT Business Case
	Literature for patient conferences or meeting	Evidence of consultation with Medical Illustration on the use and design
<b>Education</b>	Attendance at course, conference or meetings	Event flyer, programme agenda, course specification this can be in the form of the relevant URL link
<b>Specialist staff</b>	Supporting specialist staff over £100,000	LTHT Business Case

Please note supporting documents are LTHT templates and to ensure applicants complete the most up to date version of these forms you will need to access them via the LTHT intranet. You will also need to note the timing of MSE, Business Case and Capital Planning meetings and ensure relevant sign off is achieved.

### Additional supporting documentation

You may also wish to include any additional supporting documentation for example stakeholder feedback, a detailed project plan, terms of reference, evidence of project scoping including literature and activities at other trusts. All of this is relevant and supports the decision-making process.

Please contact 0113 539 7091 or email [funding@leeds-cares.org](mailto:funding@leeds-cares.org) with any questions