

Royal Brompton and Harefield Hospitals Charity

Patients' Fund Guidelines

Summary

The Patients' Fund is a small grants fund awarded by Royal Brompton and Harefield Hospitals (RBH) Charity. **Any member of staff within Guy's and St Thomas' Trust can apply**, for projects that **benefit heart and lung patients**. The initiative gives staff and patients the power to decide the best way to support patients and improve patient care.

If you have an idea you feel would benefit patient or visitor welfare in any part of the hospitals, do talk to patients to get their views and complete a simple application form outlining:

- the idea
- the impact it will have on patients
- the costs

The Charity will review your idea and invite eligible projects to complete a full application form. Applications are invited for **up to £10,000**. A total of £100,000 is committed by the Charity to this fund per year, and a maximum of £50,000 is allocated per application round. The fund is open twice a year.

Aims

The fund will provide access to funding for ideas that improve patient care or patient experience. Examples of successful bids include: equipment for wards and waiting areas; educational materials and signage to increase understanding of conditions, treatments and exams; and support for patient events.

We welcome imaginative ideas that will improve patient experience, and you will be expected to collect information and report on how your project achieved this. We can fund repeated projects, but please note that **priority will be given to innovative and new ideas**.

We encourage applications in which staff members have engaged and involved patients, carers and their families on developing the project, or where the idea is strongly supported by evidence-base. **Please note that projects with strong patient involvement and engagement will be prioritised for funding.**

Patients' Feedback

On the 26 June 2023 the Charity, in partnership with the Heart, Lung and Critical Care Clinical Groups Head of Public and Patient Engagement, and the Transformation Lead & Membership Manager, hosted a workshop with over 20 patients from both hospitals to gather their feedback on how we could improve their experience of care at our hospitals.

Please see below some of the ideas shared during the session:

- Large font books for patients with visual impairments
- Improvements on shower facilities, including better quality towels available
- Higher chairs on waiting areas, so it easier to sit down and get up for people with mobility issues
- More shady spots at Harefield Hospital, where patients can enjoy the nature while being protected from the sun
- Pet therapy
- More music available on wards and waiting areas
- More fans available in wards and waiting areas

What we cannot fund

- payments or gifts to individuals, or applications to support individual, named patients
- items that are core NHS funding responsibilities (such as dementia friendly clocks, foot stools, those related to ensuring health and safety)
- refreshments for waiting areas, such as teas and coffee, this should be provided by NHS funding
- any medical equipment over £5,000. For medical equipment over £5,000, please apply to the Medical Equipment Fund - for more information contact [Behnoush Tavana](#), Medical Equipment Programme Manager.
- recurrent and on-going maintenance costs for equipment that has already been purchased (projects and equipment must be self-sustaining once an initial grant has been given)
- large refurbishment and capital projects (building)
- projects that have already taken place before the application
- staff travel, subsistence and entertainment for staff
- hospitality and refreshments for staff
- staff surveys

We advise that applicants use suppliers where an invoice can be raised. For websites such as Amazon, IKEA, Temu, Argos, etc., the applicant must make the purchase personally and then request reimbursement. Medical items, IT equipment and furniture must be purchased via the Trust's procurement system.

Please note that if the Charity holds a Special Purpose Fund (SPF) for your department, we will encourage you to use this before allocating funds from the Patients' Fund for your project. Funding will be prioritised to wards and departments which do not have access to a Special Purpose Fund.

Staff members can submit more than one application, and when requiring items that are different in nature and purpose, then one application form for each project/item should be completed. Please contact the RBH Charity Grants Team, if you are unsure how many applications you should submit.

Project duration

Projects will be funded for up to 12 months and projects should start no later than **3 months after the award is made.**

Am I eligible?

The fund is open for applications from any staff member within Guy's and St Thomas', as long as the benefit is specifically for heart and lung patients.

Please ensure that your project idea is approved by your line manager or head of department. If your project is dependent on other departments (IT, Estates, etc), you **MUST submit evidence** (email or letter) that the project has been discussed with the relevant department and it has been approved.

How to apply

1. **Check eligibility**- read these guidelines in full and get in contact with the Programmes & Funding team with any questions.
2. **Submit your idea** - fill in a short form with your project idea.
3. **Initial review** - the Charity team checks eligibility.
4. **Full application** - if your project meets the criteria, we will invite you to complete a full application form. Shortlisted ideas should be developed with a budget and approvals.
5. **Panel review** - applications assessed by the Patients' Fund Panel, whose members comprise of hospital and Charity staff and current or former patients.
6. **Project start** - successful ideas receive funding and support.

If your idea isn't funded, the committee will provide feedback. Being unsuccessful doesn't mean you can't apply again - get in touch with the Grants Team if you would like to discuss an unsuccessful application further.

If successful, you will be asked to sign the grant's terms and conditions once the award is made. You will be required to start your project no later than 3 months of the award date, and you will need to keep the Charity informed of any changes to your project. You will need to submit an interim progress report (depending on project duration) and an end of grant report at the end of your project. We will also require that you share a case study with the Charity in your end of grant report.

Contact

If you are uncertain whether your project meets the criteria or would simply like to talk over a potential idea, please contact the Charity's Grants Team at Grants@RBHCharity.org.