

THE ARCHIE FOUNDATION

Funding Applications Policy

Introduction

The ARCHIE Foundation is the official charity of Royal Aberdeen Children's Hospital, the Highland Children's Unit, Tayside Children's Hospital and wider Community Based Child Health throughout NHS Grampian, Highland, Tayside, Orkney and Shetland. We exist to support these services by providing the 'extras' in order to make the difference for local children and their families when they are engaging with the NHS child health teams in some way. We are an independent charity, registered in Scotland number SCO39521.

Through our 'ARCHIE in Africa Day' of learning and fundraising activities with Scottish Schools we also equip paediatric surgical facilities in East Africa. **We do not accept any applications for work in Africa.**

The Foundation welcomes applications for funding from any individual or group provided that the request meets one of the following criteria.

Criteria for Funding

The following is a non-exhaustive list of funding criteria showing our current priorities. Applications are welcome for items outwith this list provided they are not shown in the subsequent list of items that we will definitely not fund.

1. Medical Equipment for any area within the Combined Child Health Service or Child Health Institute. Please note: medical equipment is only funded when all other internal routes have been exhausted. ARCHIE will not fund items considered to be 'core' NHS purchases – if in doubt please contact the ARCHIE office on 01224 559559 for further advice.
2. Training and development for NHS staff working within the Combined Child Health Service (CCHS). This includes attendance at conferences and applicants should note that preference will be given to fund courses that enhance CCHS globally - ARCHIE will not fund training just for personal benefit. You must have study leave approved prior to applying for the course.
3. Resources that help create a family focused environment in all CCHS areas, including play and entertainment resources.
4. Equipment and facilities for parents and families of a child currently in hospital or currently receiving care from the NHS.

5. Emergency grants following an unexpected admission of a child to hospital.
6. Staff posts within the CCHS for fixed-term appointments.
7. Research activities.

The following areas will not normally be funded by The ARCHIE Foundation

1. Standard IT equipment
2. Support for a child/family where there is no connection with the Combined Child Health Service.
3. First degree courses
4. Core NHS activities
5. Sabbaticals
6. Holidays for families and/or children receiving care from the NHS

Which Grant to Apply for?

The ARCHIE Foundation has three different grant categories – small, large, and training. Assuming your application fits into the funding criteria above, the following descriptions should help you identify which grant to apply for.

Please note you should never commit to a purchase without first securing authorisation. ARCHIE will not pay for items ordered before formal approval has been given.

Small Grants

Small Grants are available to everybody and can be for any value up to and including £500. Small Grants are often used to purchase items such as toys, Christmas presents for patients, books, small items of medical equipment, staff training and to provide financial assistance to families during an extended or emergency admission. A decision is usually made on an application within 48 hours and you will then be contacted to discuss making the purchase.

An applicant will be required to have their application approved for consideration by their line manager/ward sister if they work within the

Combined Child Health Service or by the child in question's consultant or lead healthcare professional if they do not work within the CCHS.

You should complete the relevant form and submit this to info@archiefoundationorg.uk.

Large Grants

Large Grants are also available to everyone to apply for and are for any item or purchase costing more than £500. You should complete the relevant application form and submit it for consideration.

Applications for our Large Grant programme are considered quarterly and will firstly be reviewed by our Clinical Advisory Committee. The application is then passed through our Finance Committee & Governance Committee before the Board of Trustees make a final decision on funding. You may be asked to attend any or all of these meetings to answer questions about your application.

As with Small Grants, the application will require your ward sister/line manager's approval (if you are an NHSG employee) or the child in question's consultant's approval (if you are not an NHSG employee) in some cases it may also require additional approvals from more senior management.

Training Bursaries

An applicant wishing to apply for funding to support attendance at a conference or participation in some other training activity should complete a training bursary application. It is important you can clarify why this activity is over and above the core provision of training from the NHS, why it will make a difference and that you have sought funding from the NHS prior to applying.

General Notes

To apply to the ARCHIE Foundation, an application form must be completed and sent in. Applications cannot be made by a general letter. You should complete all sections of the application form.

Applications for funding of £500 and under will, under normal circumstances, be reviewed and a response given within 48 hours. Applications above £500 are required to go to the ARCHIE Clinical Advisory Committee for review, then to the Finance & Governance Committee and then to the Board of Trustees for a decision. These committees meet quarterly.

Applications can be made at any time of the year and will be usually be considered at the next available meeting.

For all applications, you should endeavour to identify recurring maintenance and service costs related to equipment purchases and where this will be funded from. Only in very rare circumstances will ARCHIE fund these costs.

If you are asking ARCHIE to fund recurring costs you must supply a full rationale for this request and include full service and maintenance costs for a three-year period with your initial application.

If the cost of any item or project funded by The ARCHIE Foundation costs less in reality than the amount requested it will not be possible for the remaining balance to be used for other items. Any additional items required must be applied for separately and any balances will be recalled by the Foundation.

In the case of staff who work with adults or within areas outwith CCHS for part of their role, applications must refer exclusively to paediatric work.

Funds must be spent within six months of the application being approved unless a different timescale has been specified and agreed in writing. After six months the funds will be withdrawn automatically and applicants will have to re-apply.

If you think you may exceed this six-month timescale you must speak to the Chief Executive's Office immediately to arrange an extension.

The Board of Trustees reserves the right to change the priorities for funding, the criteria for applications or any other aspect of the funding process and to reject any funding application without notice or the requirement to provide justification.

The ARCHIE Foundation's Chief Executive's Office can be contacted on:

Tel. 01224 552055

Email info@archiefoundation.org.uk