

## Small Grants Programme - Guidance for Applicants

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### The Burdett Trust for Nursing

The Burdett Trust for Nursing is an independent charitable Trust named after Sir Henry Burdett KCB, the founder of the Royal National Pension Fund for Nurses (RNPFN). The Burdett Trust was set up in recognition of RNPFN's foundation, philosophy and structure. Its charitable objects give it wide powers to promote and improve the provision of nursing, midwifery, health visiting and other health services. This guidance sets out how the Trustees aim to translate these powers into practice through their small grants programme and explains about the types of project that will be supported; and how to apply. Throughout this document the term 'nurse' is used to include nurses, midwives and allied health professionals.

### Grant-making policy

Nurses make up the majority of the healthcare workforce and play a pivotal role in direct care to patients. By targeting its grants at projects that are nurse-led and focussed on supporting the nursing contribution to healthcare, the Trust uses its funds to empower nurses and make significant improvements to the patient care environment. All applications to the small grants programme must be focussed on improving care for patients through nursing and may include multi-professional or team-working interventions. Projects may involve clinical care, environment of care, social care, leadership and/or education. *Please note that this programme will not support personal study.*

Nurse-led projects will fall mainly, but not exclusively, into the following categories:

- The rehabilitation of patients across the spectrum of mental and physical health;
- The transference of care from hospital to home, including caring for people in their own homes;
- Risk assessment and risk management across all areas of health care;
- Public health i.e. maintaining good health and preventing ill health;
- Multi-professional and cross-agency team-working for example in relation to the care of older people, rehabilitation or public health.

All projects **must be nurse-led** and have the nursing contribution to healthcare at their core.

The Trust wishes to make a difference with its grants and, with this in mind, it will give priority to applications that:

- Leverage in other funds.
- Involve partnership and co-operation between organisations where this is feasible.
- Offer maximum impact for the money spent and can demonstrate that impact. The Trust is concerned that, not only is its money spent for the intended purpose, but that its impact is maximized. Applications which include details of the intended impact and the evaluation process that will be used to demonstrate that impact, will be particularly welcome.

### **Who can apply?**

The Trust will accept applications from registered charities and other properly constituted not-for-profit organisations engaged in charitable activity. The minimum requirements are a constitution, a governing body, an annual report and a bank account. The Trust **will not fund individuals** directly and where proposals originate from an individual applicant, they must have direct support of a host institution. Where applications are submitted by a consortia of collaborating institutions, one must act as the lead. **PLEASE NOTE:** following a grant award your organisation or university department may not submit a further application under this programme for 12 months.

Most applicants will be based in the UK. However, the Trust will consider applications that involve international collaboration or promotion of a UK nursing initiative to assist another country.

The Trust **will not** make grants to support:

- General appeals
- Existing posts, although the Trust will consider supporting new posts directly associated with a project/initiative
- Overhead costs of academic institutions or statutory agencies
- Organisations closely aligned to government departments where funding should properly be provided from statutory sources, (i.e., Primary Care Trusts in the NHS).
- Retrospective funding i.e. funding for an activity that has already taken place
- Funding in lieu of statutory funding or as a replacement when it has run out or been withdrawn.
- Significant capital appeals e.g. building costs or equipment.



### **How much can be applied for?**

Under this programme grant funding will range from £2,000 to £10,000. Grants will be for one-off sums; no repeat or multi-year funding will be made. Grants can be paid in advance of expenditure being required, but all funds must be fully spent for the agreed purpose within nine months of receipt or returned to the Trust.

### **Application process**

Applicants are asked to fill in an application form online via the Trust's website. We regret that we cannot accept applications by post or email. There is no closing date in operation. Applications will be received and assessed continually during the year and the Trust aims to process grants within six weeks of receipt, although on occasion the process may take longer.

### **Monitoring and evaluation requirements**

The Trust will require grant recipients to complete a very simple monitoring and evaluation form which will be sent out with their first grant payment. The report should be returned by email around the one year anniversary of the grant payment.

Please direct any queries to Shirley Baines by email to: [administrator@bfn.org.uk](mailto:administrator@bfn.org.uk)