

Application guidelines

- 1.** Kidney Care UK accepts grant applications from Hospital Trusts, Renal Units, KPAs and other associated bodies/ organisations interested in developing innovative ideas or support provision designed to improve the health and wellbeing of kidney patients and their families.
- 2.** Kidney Care UK will consider grants for staff posts, projects and/or equipment. On occasion Kidney Care UK will consider applications for significant investment in major renal projects.
- 3.** There are considerable demands on the Charity's limited funds and it is simply not possible to meet every request for funding that we receive. In order to ensure your application has the best chance of being successful, it is essential that it meets the following key criteria, as this will help the Grants Committee prioritise your application over other less well completed applications:
 - a.** Please ensure that your application is completed fully and any additional information requested is attached. Feel free to append supporting information that justifies the need for and benefit of your application.
 - b.** Kidney Care UK will not normally fund posts or equipment that are considered core NHS provision. Any funding request for staff posts should have a strong case justifying the innovation/service improvement element underpinning the application. Staff posts will also be considered as "seed funding" and the application will be required to demonstrate how the Trust plans to secure long term funding and the sustainability of the role after Kidney Care UK funding has finished.
 - c.** Kidney Care UK are keen to receive grant applications that are innovative or have a strong quality improvement element to them. Above all the application should clearly demonstrate how it will make a practical difference to the quality of life for patients and their families.
 - d.** Finally, preference will be given to applications that strongly align with the charity's core themes of:
 - Supporting children and young adults, including transition.
 - Improving the psychological and social support available for patients and their families and/or improve access to the highest level of multi-disciplinary support.
 - Improving patient choice and empower them to take more control over, and have greater involvement in, their care, including self and shared care and home therapies.
 - Improving end of life care.
 - Increasing organ donation and transplantation rates, and/or helping patients live well with a transplant.
 - Improving the quality of and access to patient information and advice.
 - Supporting a stronger, better networked or more cohesive kidney community. In particular, applications with the formal support of the local KPA will be considered favourably.

WHEN APPLYING TO KIDNEY CARE UK FOR FUNDING, IT IS IMPORTANT TO BE AWARE OF THE FOLLOWING CRITERIA:

For all Kidney Care UK grant applications

- 4.** Grant Applications must be filled in on line and all sections of the form must be completed. Hand written applications will not be accepted.
- 5.** Kidney Care UK will only consider funding a maximum of two staff posts in a single Trust at any one time. In addition, Kidney Care UK will accept applications for a single project/piece of equipment in any calendar year.

6. Evidence must be included with the Kidney Care UK Grant Application Form showing that the grant requested has been applied for from the Trust, been considered for full or part funding and rejected with the reasons for that rejection.
7. All grants need to demonstrate how the quality of life of kidney patients will be improved, and should include reference to a robust evidence base where possible. A determining factor in approving any grant will be the impact it is likely to have on patients' quality of life and the number of kidney patients who will benefit from the grant.
8. If successful, a Grant Performance and Feedback Report, giving a full and detailed account of the previous year's activity and its impact, will be required on the anniversary of the grant award. Kidney Care UK may ask for a formal presentation of this performance report. For the funding of staff posts this will apply every year until the grant has finished and is a condition for the release of subsequent years' funding. A Grant Performance and Feedback Report template is available on the Kidney Care UK website.
9. It is a condition of any Grant that a Kidney Care UK plaque (which will be provided), is displayed in a prominent position within the unit in recognition of Kidney Care UK's support. For staff posts funded, the job holder is expected to wear a Kidney Care UK badge which will also be provided. The Trust is expected to ensure that Kidney Care UK support is appropriately acknowledged and recognised in all relevant publicity activity carried out by the Trust and its employees. The Kidney Care UK logo will be supplied for use in papers, publications and PowerPoint presentations. A named contact from Kidney Care UK's Marketing Department will also be provided to ensure that support is always on hand.
10. It is a condition of any Grant that Kidney Care UK will be supported by the Trust wherever reasonable, legal and with patients' consent, in promoting details of the grant and its impact, in publicity to promote Kidney Care UK's charitable activities. This may include the Kidney Care UK website, media opportunities, publicity materials, providing a media spokesperson from the Trust and photographic opportunities.
11. The Kidney Care UK Grants Committee meets twice a year to consider applications for funding. Please check the website for all key dates and particularly for the date by which applications must be submitted to Kidney Care UK. Bids submitted after this date will not be considered and will not automatically be carried forward to the next meeting. Applicants will usually hear whether they have been successful within eight weeks of a Grants Committee Meeting. All unsuccessful applications will receive an explanation for the decision made.

Application for funding of a staff post – specific guidelines

12. Kidney Care UK will only consider funding up to a maximum of two staff posts in a single Trust at any one time.
13. Kidney Care UK will not normally fund roles that are considered core NHS posts required in the delivery of routine care and services within nationally agreed NHS guidelines.
14. Kidney Care UK will only fund staff posts up to a maximum term of three years. No extensions will be considered and the applying organisation will be expected to demonstrate in their applications and subsequent Annual Performance and Feedback Reports, how plans to secure sustainable funding for the post are progressing.
15. A maximum basic salary, per post, of £50,000 per annum can be applied for. Kidney Care UK will in addition cover employer's NI and pension costs. Kidney Care UK will not normally pay for administrative, supervision, mileage, meeting or training costs.
16. Kidney Care UK is most likely to consider funding posts that offer increased or innovative support and care for kidney patients, on a seed funding basis as part of a planned approach in the Trust to secure longer term sustainable funding.

Application for funding of projects, equipment and capital cost – Specific guidelines

17. Normally a maximum sum of £50,000 can be applied for by a single Trust in any one calendar year.
18. Applications for more than £50,000 may be considered by Kidney Care UK on occasion. This provides for projects deemed to have a significant impact on the quality/access to care for patients, significantly increase the number of patients benefitting from care or which support the development of significant innovation in care and support services.
19. Kidney Care UK will not normally fund applications for equipment considered the responsibility of the Trust to provide under its core service responsibilities.