



For office use

Reference no:

Date received:

**APPLICATION for a GRANT or LOAN
GUIDANCE**

You are strongly advised to discuss your proposal before submitting an application.

Please email david.blazey@slam.nhs.uk or telephone 020 3228 2175

Applicant name	Principal Applicant
Job title	
Organisation	
Organisation website	
Charity number	(If your organisation is a registered charity)
Company number	(If your organisation is a registered company)
Address for correspondence	Full postal address including postcode
Email	
Telephone number	
Project title	
Total funding requested	
Are you applying for a grant or a loan?	
Project duration in months	
Proposed start date	
Proposed end date	

Please tick the Maudsley Charity objectives that are relevant to your project:

Innovative services – Developing, or accelerating the introduction of, innovative services that benefit mental health patients	
Research – Supporting innovative, early-stage applied research into mental health	
Infrastructure – Developing infrastructure that promotes cutting-edge mental health practices	
Training and development – Training and development projects that support innovative mental health practices and awareness within the community	

1. Project Summary (maximum 50 words)

Provide a brief statement describing your project in non-technical language. If your application is successful this statement may be used in publicity material.

2. Why is there a need for your project?

Describe the background to your project and the context in which it will operate. Outline the evidence that indicates a need for your project.

3. Who will benefit from your project?

Describe the people who will benefit from your project.

4. How many people will benefit from your project?

How many people will benefit from the direct impact of your project during the funding period and also how many are likely to benefit from it in the longer term?

5. Describe your project and show how it will address the need identified above.

Outline the activities that you plan to carry out and describe how they are designed to meet the needs you have identified.

6. What are the main outcomes expected from your project?

Provide specific information about what you expect to have achieved by the end of the project.

7. How does your project link with national, regional or local priorities?

Show how your project supports priorities identified in strategic, policy or research documents that are relevant to your situation.

8. How will the work of your project be a catalyst for change?

Describe how the outcomes you have identified will contribute to bringing about positive change for the people or organisations you are working with.

9. How will the work initiated by your project be sustained after the end of the funding period? (If the funding requested is for one-off activity, will it have any lasting effects?)

Our funding is intended to help people start things off: if you intend your activity to continue beyond the funding period, how will it be supported financially? If this is one-off activity, what benefits will it have beyond the funding period?

10. How have you involved people who use mental health services in the development of your project and how will they contribute to its delivery?

Describe

11. What support do you have for your project from senior management within your organisation and/or, where appropriate, other organisations with an interest in the proposed activity?

Confirm that the activity you propose has been recognised as appropriate and that it will be accommodated and supported within your service.

12. Describe the governance and project-management arrangements proposed for your project.

Describe the day-to-day management arrangements proposed for your project and the role of a steering/advisory group if applicable.

13. How will you monitor the progress of your project towards achieving its proposed outcomes? Indicate the main milestones and stages at which they should be reached.

How will you make sure that your project is kept on track? Show when you expect to achieve each of the main outcomes of your project. Use a time-line if this is relevant to your project.

14. How will you evaluate the success of your project in achieving its proposed outcomes?

How will you measure the extent to which you have been successful in achieving your proposed outcomes?

15. How will you share the learning from your project?

Describe how you will share what you learn from your project with other interested people or organisations.

16. What other sources of funding (including in-kind contributions) will help to meet the costs of your project?

List other sources of support for your project, both money and other resources, that will complement any funding that the charity may contribute.

Project Budget Summary (please attached a detailed breakdown of your budget)

	Year 1	Year 2	Year 3
<u>Receipts</u>			
Grants:			
a) From Maudsley Charity			
b) From other organisations			
Loans:			
Other income: (e.g. trading, subscriptions)			
Total receipts			
<u>Payments</u> (Please provide more detail on attached budget)			
Wages and salaries			
Materials and consumables			
Equipment and other capital items			
Other (e.g. finance costs, building works, loan repayments.)			
Overheads (please explain these in your detailed budget breakdown)			
Total payments			
Receipts less Payments	£0	£0	£0

(Total receipts less total payments should be £0)

Bank Details (not SLaM NHS FT Applicants)

If you want to be paid by BACS please complete the details below	
Account Name:	
Account Holding Branch:	
Account Number:	
Sort Code:	

If you want to be paid by cheque sent to the address you have given above, please complete the details below	
Account name:	

Declarations

I have read the accompanying terms and conditions and agree to abide by them.
As far as I am aware everything on this application form is correct.

Applicant Signature	
Date	

I confirm that I have read this application form and the accompanying terms and conditions and that if granted the project will be administered in the department/organisation.

Responsible Manager Name and Title	
Email	

Checklist and additional information required

	Yes	No	N/A
All relevant fields of this form have been completed			
A detailed budget/costing is attached			
For organisations that are not part of the NHS or Institute of Psychiatry the following details are attached:			
<ul style="list-style-type: none"> • Latest audited accounts • The organisation's aims and objectives • Its past history and list of recent related projects • Details of other organisations that it works with 			
For organisations requesting loan finance a statement is attached explaining how and over what period you intend to repay the loan			

The completed application form and all additional documentation should be emailed to juliet.barnett@slam.nhs.uk and *copied to the responsible manager* in your organisation named above.