

The Archie Foundation
Funding Application Policy



INTRODUCTION

The Archie Foundation (“Archie”) is the official charity of Royal Aberdeen Children’s Hospital, Aberdeen Neonatal Unit, Children’s wards at Dr Gray’s Hospital, Highland Children’s Unit, Tayside Children’s Hospital and the wider community based Health Facilities which link up to these named facilities, including Orkney and Shetland.

We exist to support services not covered by NHS funding in order to make the difference for local children and their families. Our services extend to support babies and their families accessing neonatal services and also to supporting bereaved children. We are an independent charity, registered in Scotland number SC039521.

Archie welcomes applications that meet our funding criteria from individuals, groups and our NHS colleagues. Our ability to fund applications depends solely on the generosity of our donors which means there may be occasions when criteria is met but funding is not available – we work tirelessly to raise the funds required to avoid this as far as possible.

FUNDING CRITERIA

The following are the funding criteria for our most common applications and our current priorities. We welcome all applications even if they are not listed below and each application will be assessed on its individual merits provided it is not for an item that is shown on the list of items we will definitely not fund.

What we consider for funding....

1. Emergency grants to help families who are struggling financially as a result of the unexpected admission of a child to hospital.
2. Non-emergency grants are available to assist with ongoing hospital appointment visits and resources required.
3. Facilities and equipment to support children in hospital or currently receiving care from the NHS.
4. Resources to help create a family focused environment in NHS childcare facilities, this could include enhancing décor, play and entertainment resources.
5. Training and development of NHS staff working within the Combined Child Health Service (CCHS).
6. Medical equipment for any area within the Combined Child Health Service or Child Health Institute. Please note the funding of medical equipment will only be considered 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 550373 for further advice.
7. Staff posts within the CCHS will be considered for fixed-term appointments only provided that i) they align with NHS priorities, ii) they fall out with core NHS funding and iii) there is evidenced commitment from the NHS regarding future ongoing funding.

Applications we will not fund....

1. Applications to support a child/family where there is no current connection with the NHS.
2. Applications for items Archie consider to be over and above the child’s basic healthcare and wellbeing requirements. For example, we will not fund holidays for children and their families.

3. Applications where the request should be part of NHS Core Funding.
4. Applications that are retrospective where the spend has already been committed.

What to Consider When Applying for Funding

You should have read this policy thoroughly before completing your application.

If appropriate you should first, consider an expense application to the Scottish Government's "Young Patients Family Fund" which has been implemented to help to offset the cost of travelling to and from hospital during a young inpatient's stay in hospital and the subsistence required to allow claimants to spend time to support the health and wellbeing of the child or young person.

The Archie Foundation has two different grant categories – emergency and non-emergency. If your need is urgent, you must ensure this is made clear on your application by completing the correct category on the application form.

You should never commit to a purchase without first securing written authorisation. Archie will not pay for items ordered before formal approval has been given.

All applications will be acknowledged within one working day of receipt, this may take longer for paper application forms. The assessment of non-emergency grants will depend on both the type of help requested and the amount requested. This process is indicated in General Notes.

The following additional guidance will assist you with what details will be required in your application.....

Emergency Funding for Children and their Families

Emergency Grants are available for a child and/or family when a child is unexpectedly admitted to hospital, and this has resulted in an unaffordable additional burden on the family's finances.

For all emergency applications, we request a breakdown to show how the figure being requested has been calculated. We will only consider applications where the expected expenditure is deemed necessary and of direct benefit to the child and/or the family and that it has become additional spend due to an unexpected hospitalisation or extended visits.

We will normally consider transport costs, costs of toiletries, bed clothes, meal vouchers and costs of extended stays when transferred from our supported hospitals – some of which may be provided in a form that is non-monetary.

NON-Emergency Funding for Children and their Families

Non-emergency Grants are available for a child and/or family when a child is currently engaging with the NHS Child Health teams (Combined Child Health Service or Child Health Institute) in some way. It may be that there is a planned sequence of visits to the hospital or a planned admission to a specialised unit beyond Archie supported hospitals, which results in an unaffordable additional burden on the family's finances.

When hospital admissions are planned, and you are travelling from out with the local area of the hospital you are attending (i.e. you live in Shetland/Orkney and are visiting RACH) you may be able to arrange travel cost through your GP or the travel booking office at your nearest hospital. If you are referred by a consultant to a specialist hospital (i.e. your consultant at RACH/Raigmore/Tayside refers you to Edinburgh/Glasgow) you can request a travel form, which will require your consultant's approval, from your consultant's secretary or the Hospital General Office.

When financial support is not available from another source, we will normally consider living expenses, and food/meal vouchers – some of which may be provided in a form that is non-monetary.

We request that your application is accompanied with a breakdown to show how the figure being requested has been calculated. We will only consider applications where the expected expenditure is deemed necessary and of direct benefit to the child and/or the family.

For all applications from families requesting medical equipment and other equipment/resources or facilities to benefit your child, we expect that you have reasonably researched other funding options prior to contacting The Archie Foundation. We will not fund equipment that is routinely provided as 'Core' NHS supplies.

Normally we would only expect to receive applications for equipment where it has been recommended by an NHS professional and where it has already been identified that the item is non-core and cannot be supplied by the NHS.

Equipment can include items that will aid the child's social inclusion in activities that would otherwise be cost prohibitive or would be impracticable. Equipment may also be for the furtherance of a child's development and/or communication.

Medical and other Equipment/Resources for the NHS

For all applications from NHS Staff for medical equipment, medical resources, and other such equipment/resources to improve daily working and/or enhance the experience of the patient, we expect that you sought funding from the NHS prior to contacting The Archie Foundation. Resources that help create a family focused environment in all CCHS areas will be considered and this includes play and entertainment resources.

Funding for enhancements to NHS Buildings (such as building works and decoration)

For all such applications, again we expect that you have you have reasonably researched other funding options, including the NHS, prior to contacting The Archie Foundation. The décor of our children's facilities should be enhanced in a way that it is welcoming to children and able to distract them from the reason of their visit which may be daunting to the child.

Such projects may require a coordinated approach between Archie and NHS and therefore the timeline for such enhancements may be extended to ensure that the required funding is in place through specific fundraising and to ensure it is prioritised in consultation with NHS management teams.

Training and Development for NHS Staff

Training and Development for NHS Staff working within Combined Child Health Services (CCHS), will be considered for funding. This includes attendance at conferences, but applicants should note that they will be expected to present and share their learning with fellow colleague as we would not normally pay for more than two individuals to attend the same event.

For all applications from NHS Staff for training, courses and conferences we expect that you have contacted the NHS to request funding. We will only consider funding courses, training and conferences where it is considered appropriate for your role and the content is of direct benefit to yourself and ultimately the patients in your care. All applications for training and courses should be approved by the applicant's line manager prior to submission and related study leave must also have been agreed prior to applying for the course and/or funding. In some instances Archie will pay the course provider directly.

General Notes

Applications

Applications for funding can be completed from the “Get Support” section on the website by clicking on the link to the online form, you can also download a Word version of the application form which should be emailed to support@archie.org. Applications should contain as much relevant information as possible to aid the decision process. Archie reserves the right to decline an application or withdraw funding on approved applications without the requirement to provide justification.

Grants approval process

Applications under £1,000 will be reviewed by our Senior Management Team (SMT) and/or our Chair and a decision made as soon as possible.

Applications over £1,000 are required to go to the relevant advisory Committee, then to our Finance & Governance Committee and may need additional approval of our Board of Trustees. These committees meet quarterly. In special circumstances we may be able to progress the application quicker.

Applications over £1,000 will only be referred to our committees where the application meets our criteria and the SMT and/or Chairperson recommend the application should be progressed.

Purchases

Archie reserves the right to source the item(s) you have requested to find them at the best possible price. We will only fund the cost of the item and would not have responsibility for additional costs such as maintenance, insurance, service costs unless prior approval has been sought and granted.

Accommodation and Travel

For accommodation and costs, expect that the most cost-effective options are sought. We will generally fund up to a maximum of £100 per night.

For patients travelling from out with Aberdeen City that have planned early morning admissions/appointments at RACH, accommodation may be available at the Archie Parents Accommodation Centre if availability allows. This facility is not currently available in Tayside or Highlands; however we may be able to help with accommodation costs.

Approved Applications

Once the application has been approved, it will be valid for 6 months with the funds set aside, thereafter the funding will be withdrawn which may be without notice.

Once an application has been granted, we will consider future requests, but you should be aware that preference may be given to first time applicants.

For approved applications of £1,000 or over, we require the applicant to provide us with an evaluation report after 3 months showing the benefit of the funding granted.

The Archie Foundation reserve the right to change our funding priorities, the criteria for our applications and any other aspect of the funding process.

The Archie Foundation’s Parent Accommodation Office can be contacted on:

Tel: 01224 550373

Email: support@archie.org