

# Masonic Charitable Foundation 2017 Hospice Grants – Bereavement Care

## Information and criteria

### What is the programme?

The aim of the programme is to develop and extend bereavement support services in hospices; the effect of these services would enhance the well-being of bereaved families or individuals.

When a person dies, their carers (both adults and children) and those affected by the death not only lose the person themselves but also face a range of secondary losses. Key among these is the caring role itself, which may have been a key part of their identity. Many people have made great personal sacrifices to care for the person, and the ending of this responsibility frequently brings a range of powerful emotions as well as practical challenges and questions about the future. At the same time, they often lose the connection with and support of those organisations that were helping to care for the person, with their daily routine changing greatly. People can feel abandoned, at a time when they may also be facing changes to their financial situation, and practical responsibilities such as arranging the funeral.

Multiple studies have shown that caring responsibilities before a bereavement, including high levels of burden, feeling exhausted and overloaded, lack of support, and having competing responsibilities such as work or caring for younger children are all associated with negative outcomes in bereavement. The better the support offered before the death, the better the bereavement outcome is likely to be. Even among people who have been providing very intense support, many describe themselves as not being prepared for the death; this has implications for their bereavement, with those who reported feeling more prepared having lower levels of complicated grief following the death. Older people face particular challenges before and after a death, with often complex household needs and reciprocal caring arrangements.

These challenges are only going to increase with the number of deaths set to rise over the next 20 years this means more bereaved people so it is imperative that services are developed to meet this challenge.

### Grants

Grants of up to £20,000 are available to support projects running over a period of 18 months. This allows for up to 3 months setup phase and 12 months project delivery – with a further 3 months to cover any unforeseen delays mid project.

The funding will enable hospices to initiate build or develop approaches to bereavement care. This can be through a number of ways:

- Putting into practice the recommendations or findings from a local scoping exercise
- Piloting a new project based on a robust needs assessment
- Adapting existing activities where, through the investment of additional resources, greater impact can be achieved through adoption of new roles and approaches.
- All in line with the Bereavement Care Standards 2014.

### Available funding

Total available funding in this grant round is £150,000. We expect to award between seven and eight grants in this round.

### Deadline

The deadline for applications is **17:00 on Tuesday, 2 January 2018**. Applicants will be informed whether or not they have been successful by mid February 2018.

### Eligibility criteria

Eligible organisations are full member:

- adult hospices
- children's hospices.

Based in England, Wales, the Channel Islands or the Isle of Man.

### Financial situation

If we receive more applications than we can fund and the project has been assessed and is strong enough to be in contention for a grant then, hospices' free reserve levels may be taken into account.

For the purpose of this grant programme:

- free reserves are defined as all reserves with the exception of endowed or restricted funds and any reserves represented by tangible fixed assets
- running costs are defined as total expenditure as per the most recent audited accounts.
- where the hospice operates one or more trading subsidiaries, the figures are to be based on the consolidated levels of reserves and expenditure for the group.

### The proposed work

Potential projects could include the funding of a post or service model. Examples of the type of project we are looking to support could include:

- Development of a 'Man Shed' project – for bereaved husbands, men caring for their partner, men coming to terms with their own terminal illness.
- Increased hours of bereavement worker to run new group for bereaved children
- Employing a dedicated Bereavement Co-ordinator or administrative assistant.
- Purchase of equipment and improve room décor for a bereavement/counselling room and dedicated time of a specialist nurse/counsellor to support/manage the project.
- Recruitment of and training for bereavement support volunteers
- Broadening existing bereavement support services e.g. to children and adolescents
- Information points in local communities as to where bereavement support can be accessed.

- Set up community groups to support bereaved with practical skills e.g. cooking, finance
- Carers support programmes pre and post bereavement

### **Partnership working**

We encourage new projects to be developed and implemented in partnership with others, e.g. internal colleagues/departments, hospitals, community groups, local councils or other organisations, in order that they complement existing provision and are truly integrated in systemic plans to reach more people.

Where a project is a collaboration between a hospice and another provider (e.g. NHS or social care) the lead applicant must be a full member of Hospice UK.

### **Patient and Public Involvement (PPI)**

We actively encourage projects to include evidence of involvement and consultation with current and future service users at all stages of the project design, delivery and evaluation.

### **Organisational support**

The project lead could need dedicated time to undertake the proposed work and full support from the organisation to execute necessary change to culture and practice.

The organisation will need to demonstrate that the developments will continue beyond the end of the grant period. The chief executive or equivalent at the hospice will be asked to write and sign a statement of support on hospice headed paper and support lead for this work to attend events, join webinars and report progress during and after the grant period.

### **Eligible costs**

For the purpose of this grant programme, we consider a 'project' to be a discrete range of activities with a clear purpose, designed to bring about change. These activities would normally incur costs over a variety of items, which could include:

- Staff salary. Funding can cover staffing costs
- Equipment
- Travel
- Volunteer training, to encourage integration of a hospice enabled approach to bereavement care.

Please note, if successful in your application, you will be required to attend a Project Lead Day, likely to be in London. You should allow for the cost of travel for this as part of your budget.

It is expected that the majority of the grant would go towards implementation costs of the service. However, a range of different items should be budgeted for and all must be directly relevant to the project.

### **What is not eligible?**

Non-eligible pieces of work include:

- activities such as undertaking a needs analysis or mapping exercise

- a continuation of an existing service – unless this application is to build on or adapt the service
- work that has already started before 31 January 2018 – although if you ran a clearly identified pilot phase before this date, you are not precluded from making an application to develop it further
- isolated pieces of equipment not related to the proposed work
- direct salary costs for tasks not related to the project – the aim is to release the applicant from some of their duties to undertake the proposed work.

### **Application process**

We encourage all potential applicants, after reading the application materials, to contact the grants team to informally discuss your proposal. This enables us to establish whether your planned work fits within the general requirements of the programme and offers you an opportunity to find out more about what we are looking for.

Please note that discussing your proposal with the grants team does not guarantee the success of your application.

Only one application per grant round will be considered from each hospice.

Full applications can be made on the online forms available on our website:  
[www.hospiceuk.org.uk/grants](http://www.hospiceuk.org.uk/grants)

### **Completing the online form**

Before you can access the online application form you will be asked several questions in the eligibility filter. If answered correctly, you will be directed to the full application form.

When you are filling in your application form, please give concise answers as some questions may have a limit on the number of words you can write.

In addition, if a grant is awarded, we will ask you to report back on your project by referring to the answers written on your application form, so it is important to be realistic in your answers.

### **Submitting the online form**

Once you have completed the application form you can submit it online. To submit, go to the last page of the form and at the bottom is a 'submit' button. Once you are happy with your application, click 'submit'.

A copy of your application is available for you to access on your account page under My Applications.

Please attach to your application:

- a signed statement of support on hospice headed paper from your chief executive
- letters of support from any partner organisations
- any other supporting information, such as a feasibility study or scoping exercise that identifies the need for the project.

## Assessment

Applications will undergo a two stage assessment process:

### 1. By Programme Staff

To check the application meets the basic eligibility criteria. If further information is required at this stage, a member of the programme staff would request it.

### 2. By the Major Grants Committee

During the second stage all applications would be considered by the Major Grants Committee, which comprises of senior hospice personnel as well as staff from Hospice UK and representatives from the Masonic Charitable Foundation.

Applications will be assessed against set criteria, including evidence that the proposed project will:

- Be able to evidence a direct impact on the experience of **bereaved families or individuals**
- Address a previously identified **unmet need**, backed up by robust local evidence or published research
- Have high-level **organisational buy-in** i.e. evidence that this is in line with strategic direction
- Active **involvement of service users** in the project
- Demonstrate **partnership working** with other agencies
  - We will ask for signed letters of support from any significant partner organisations that you propose to work with
- Use reliable and **validated outcome measures** to demonstrate the difference that the project makes to patients and their families.
- Be **sustainable** once our funding has ended.

In addition, **value for money** and the **feasibility** of the proposed work will be taken into account.

It is important that you address each point in your application. These are not listed in order of importance.

The Grants Committee will prioritise innovative projects they feel would most likely contribute to national learning and the possibility of scaling and replicating your model in other settings. To support this, your application should demonstrate how your project would build on established practice, be nationally relevant and show a clear need.

It is likely that we will receive more applications than the amount of funding available, so the success of your application cannot be guaranteed and the committee's decision is final.

## Supporting documentation for your application

You have the opportunity to submit supporting documentation to strengthen your bid. Examples of documentation you should consider including:

- evidence for why the activity proposed will have the impact we are looking for
- evidence of need for your proposed work in your locality
- information about partners and collaboration that will have an impact on the success of your project

## **What happens if successful?**

If your application for a grant is successful then we will send an award letter, together with an acceptance form, to the chief executive at the hospice. We may contact the application sponsor personally to confirm support of your application.

The acceptance form must be signed by the application chief executive and a trustee of the applicant organisation, agreeing to the conditions of the grant. We will ask you to confirm when the project will start and when you expect to complete it.

The project should start within three months and finish within 18 months of the date that the grant was awarded. We reserve the right to withdraw funding after 18 months from the award date if it is not claimed, so it is important that you keep us up to date with progress.

Payments will be made on the submission of a grant claim form together with evidence of expenditure such as copies of paid receipts and invoices in relation to the grant.

## **Through the life of your grant**

Hospice UK and the Masonic Charitable Foundation are keen to see how our grants make a real difference to the work of hospices and to learn how funded projects have improved the experience for patients, and their families.

We are also interested in increasing and sharing learning from the projects that are funded through this programme. If successful in your application for funding, you will be expected to contribute to this. Activities will include:

- submitting regular progress reports (every 3 months) after your grant has been awarded
- site visits by staff from Hospice UK to evaluate progress
- access to ongoing support from the Grants Team and Clinical Team to ensure that your project goes as smoothly as possible and to offer facilitation to help resolve any issues as they arise
- sharing of ideas and knowledge and peer support through a variety of media and attendance at project lead days and related events
- Contribution of data and outcomes to project evaluation framework

## **Once your project is complete**

As a condition of your grant, you will be required to send us a final report at the end of the grant funded period of your project. You will be asked for further information about what you have achieved and what impact the work has had on the experience for bereaved people.

## **Timetable**

An outline timetable for the programme is given below.

- 31 October - Open programme
- 2 January 2018 - Deadline for submission of applications 17:00
- Early February - Major Grants Committee meet to allocate funding
- Mid February - all applicants to be notified of decisions
- Mid May (date TBC) - Project Lead Day



## **Acknowledgements**

Grant holders are required to acknowledge Masonic Charitable Foundation and Hospice UK in any information that is circulated about the project. This includes e.g. conference presentations, reports, publications and articles that arise from the work.

### [Masonic Charitable Foundation](#)

Funded entirely through the generosity of Freemasons and their families, the Masonic Charitable Foundation is one of the largest grant-making charities in the country.

The Masonic Charitable Foundation looks beyond Freemasonry, making significant financial grants to charities to help people live happy, fulfilling lives and participate actively in society. In recent years, the Foundation has donated nearly £12 million towards the operating costs of hospice services across England and Wales.

### [Hospice UK](#)

Hospice UK is the national charity for hospice care. Everything we do aims to support hospices to provide more incredible care for more people. Our vision is for everyone facing the end of life, whoever they are and where ever they may be, to have the best possible care.

## **Further information**

Please visit our website or contact the grants team if you have any questions or if you need further information:

E-mail: [Grants@hospiceuk.org](mailto:Grants@hospiceuk.org)

Website: [www.hospiceuk.org/grants](http://www.hospiceuk.org/grants)

Telephone: 020 7520 8277

Address: Grants Team, Hospice UK, 34–44 Britannia Street, London, WC1X 9JG