St. James’s Place Foundation Grants 2015

Hospice Enabled Dementia Care

Information and criteria

What is the programme?
The number of people who die with dementia is high and likely to increase substantially in the future. Current palliative and end of life care provision is inadequate and there is a recognition of the need for urgent and significant action if the gap between level of need and services available is to be addressed.

Hospices can be an important part of the solution, contributing in a range of ways in care provision for people affected by dementia.

The focus of the programme is therefore to support a number of hospices to undertake a project which will enable them to contribute to improving the experience for people with dementia, and their families across various points in the disease trajectory from diagnosis to end of life care.

Grants
Grants of up to £40,000 are available to support projects running over a period of 18 months. This can be to implement work in supporting people with dementia that either:

- Puts into practice the recommendations or findings from a feasibility study/scoping exercise
- Builds upon or adapts existing activities where, through the investment of additional resources, greater impact can be achieved.

Available funding
Total available funding in this grant round is £300,000. We expect to award between seven and ten grants in this round.

Deadline
The deadline for applications is 15 May 2015. Applicants will be informed whether or not they have been successful in end June 2015.
Eligibility criteria

Eligible organisations
Eligible organisations are based in the UK. They are full member:
- adult hospices
- children’s hospices.

Please note, due to funder restrictions this programme is not open to Marie Curie or Sue Ryder hospices.

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 property
- 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
To underpin the programme aims, we are looking to support:
- new clinical posts in dementia care such as a dementia care nurse
- existing staff time to focus on building dementia care capacity
- staff engagement and training in dementia care
- partnership working by hospices with other care providers such as care homes, hospitals and other care experts

Examples of projects could include:
- appointing a Dementia Specialist Nurse
- Incorporating volunteers into care provision for people with dementia
- Work with local stakeholders to develop new partnerships
- Work that enables the voice of the person with dementia to be heard, such as life story work.

Projects eligible for this grant funding would:
- Be required to evidence a strategic commitment to dementia care by their organisation, for example in their strategic plan.
- Have high-level organisational buy-in. The organisation should be prepared to contribute at least 5% of project costs. This could be from reserves or other sources of funding.
Be prepared to consider the 5-point checklist in the publication “Hospice Enabled Dementia Care - the first steps” as part of their work plan. This document is available to download from Hospice UK’s website.

- Be able to evidence a direct impact on the experience of people with dementia, and their families.
- Be likely to generate national learning.
- Be able to show that they will work with other relevant agencies to extend the benefit of their service.
- Be able to show that their project is sustainable.

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

**Partnership working**
We encourage new projects to be developed and implemented in partnership with others, e.g. internal colleagues/departments, hospitals or other organisations, in order that they complement existing provision and are truly integrated in wider plans.

**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 practice.

The chief executive or equivalent at the hospice will be asked to write and sign a statement of support on hospice headed paper addressing the four bullet points outlined in section five of the grant application form.

**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 full-time or part-time staffing, or a combination of both for example: full-time for 12 months and part-time for the remaining 6 months
- Equipment
- Travel
- Staff training, to encourage a dementia friendly environment. This could be included as part of the organisations’ dementia care strategy.

Please note, if successful in your application, you will be required to attend a Project Leads Day 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 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
- work that has already started before 15 May 2015 – although if you ran a 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.
- due to funder restrictions this programme is not open to Marie Curie or Sue Ryder hospices

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/OpenGrants

Completing the online form
Before you can access the online application form you will be asked several questions in the eligibility filter. Responses to this are not sent to Hospice UK but, if answered correctly, will allow you to access the form.

When you are filling in your application form, please give concise answers as some questions 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 ‘review and submit’ button. This allows you to check through your form before sending it. Once you are happy with it, click ‘submit’.

You will receive an automated email confirming your application has been submitted and is now under consideration.

If you do not receive a confirmation email then the application has not been submitted.
A copy of your application is available for you to access on your account page under submitted applications.

Please send the following by post or email (scanned copies) to the grants team:

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

**Assessment process**

Applications will be assessed by the Major Grants Committee. The committee comprises of senior hospice personnel as well as staff from Hospice UK and representatives from St. James’s Place 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 people with dementia, and their families.
- Address a previously identified unmet need, backed up by robust evidence
- Be a part of the strategic commitment to dementia care by your organisation, for example in the strategic plan
- Have high-level organisational buy-in and receive 5% towards the project costs
- Demonstrate awareness of current developments of caring with people with dementia, and their families; be nationally relevant and be able to be replicated nationally
- Incorporate in full or in part, the 5-point checklist of recommendations from the publication “Hospice Enabled Dementia Care - the first steps” as part of the work plan
- 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.
- Result in knowledge that can be learned from and shared with others.
- 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.

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 may want to submit include:

- evidence for why the activity proposed will have the impact we are looking for
- evidence of need for your proposed work

What happens if successful?

Initially
If your application for a grant is successful then we will send an award letter, together with an acceptance form, to the chief executive or equivalent 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 sponsor as well as the applicant, 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
We 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 people with dementia, 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 may include:

- submitting a short written progress report two/three months after your grant was awarded
- site visits by staff from Hospice UK to monitor progress
- access to ongoing support from the Grants Team and Practice Development Lead 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 a project lead day.

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 people with dementia, and their families.
**Timetable**
An outline timetable for the programme is given below.
- 27 March - Open programme
- 15 May – Deadline for submission of applications
- Mid June (date TBC) – Major Grants Committee meet to allocate funding (incl SJPF representatives)
- End June – all applicants to be notified of decisions
- October (date TBC) – Project Lead Day
- End December – First progress report due from grantees

**Acknowledgements**
Grant holders are required to acknowledge St. James’s Place Foundation and Hospice UK in any information that is circulated about the project. This includes conference presentations and articles that arise from the work.

**St. James's Place Foundation**
St. James's Place Foundation, founded in 1992, is the charitable arm of the St. James's Place Wealth Management Group. The Foundation is at the heart of its business and aims to improve the quality of life for those people in need as a result of disability or disadvantage. The Foundation seeks to achieve direct, tangible results from the support given.

**Hospice UK**
We are the leading charity supporting hospices and championing hospice care throughout the UK. We want to ensure the very best care for everyone facing the end of their life, and believe hospices are critical to achieving this.

**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
- Website: www.hospiceuk.org/grants
- Telephone: 020 7520 8277
- Address: Grants Team, Hospice UK, 34–44 Britannia Street, London, WC1X 9JG