GRANT APPLICATION GUIDELINES FOR INDIVIDUALS 2022

WHO WE ARE
The Hospital Saturday Fund is a registered Charity whose aims are to provide assistance through its charitable funds for:

Individuals with a medical condition or disability who would benefit from assistance with the purchase of specialised equipment or from particular forms of treatment.

PLEASE READ AND FOLLOW THESE GUIDELINES OR YOUR APPLICATION WILL NOT BE CONSIDERED
Due to the very high volume of applications we are currently receiving, we are adjusting our procedures to enable us to administer our grant making process as efficiently as possible. Please note:

- Only apply for items and therapies that are shown on our list below. This will avoid wasting our time and yours.
- We receive substantially more applications than we have funds available so please ensure the funds are definitely required before applying and also check other funders as they may be more able to assist.
- We will only communicate with the supporter organisation and not with an individual. If you are an individual with a query on your application, please speak to your supporter organisation who, if necessary, should then email HSF.
- We will not discuss any applications on the telephone, queries should be made via email at charity@hsf.eu.com.
- Please do not contact us for an update, we will contact all supporters when a decision has been made.
- Due to the increased volume of applications we are now advising that we aim to make decisions within 8-12 weeks of receipt of application.
- If the application is submitted without all the required information, it may not be considered and could be automatically rejected without follow up.
- If we request further information from the supporter organisation, or request payment details to make a grant, we will allow 1 month for a reply. If a reply is not received the application will be rejected and any offer withdrawn without further communication.

WHAT WE CAN GIVE
The Hospital Saturday Fund will consider the giving of partial or full grants to individuals for the following:

| Specialised Mobility Equipment (excluding for sporting purposes): Wheelchairs, Mobility Scooters, Car adaptations |
| Medical Appliances and Aids: Hearing Aids, Nebulisers, Specialist Vision Aids, Support Dogs |
| Specialised Computer Equipment (excluding iPhones) for medical support only |
| Therapeutic Equipment: Orthopaedic beds, Mattresses or pillows, Riser/recliners chairs, Lift hoist/aids |
| Therapeutic Treatment: Physiotherapy, Hydrotherapy, Acupuncture, Speech therapy, Osteopathy, Chiropractic treatment, Reflexology, Massage therapy, Aromatherapy, Psychotherapy |
| Home Adaptations: Walk in showers, Accessibility adaptations to bathrooms, Access ramps, Non-slip flooring, Stair lifts |

Grants are NOT made to individuals for any of the following:
Financial assistance, transport costs to hospitals/clinics, in-home care or care home costs, private hospital admission or treatment, experimental drugs/medication (those not recommended by N.I.C.E), dental treatment, diagnostic tests and assessments, purchase of a car, building works to either inside or outside of the home, any repairs, painting, decorating, any gardening works, new furniture or replacing existing furnishings, installation or maintenance of any heating system, maintenance contracts, new or replacement carpets, electrical household goods (e.g. washing machines, dishwashers, tumble dryers, ovens, microwaves,
fridges etc), bedlinen, holidays/trips abroad/religious pilgrimages, repayment of loans or credit card debts, utility bills for household expenses (e.g. gas, water, telephone, etc), rent or mortgage arrears, settlement of debts/contracts, clothing, education or tuition fees, funeral expenses, driving lessons and treatment outside the UK and Ireland. **We do not fund retrospectively.**

**HOW TO APPLY**

- **We do not accept applications directly from members of the public.**
- **The Hospital Saturday Fund will only correspond with the supporter organisation and not the individual.** If you are an individual in need, please approach a suitable organisation to make the application on your behalf. We are unable to take calls from the individual applicant or potential applicant.
- All applications must be submitted on behalf of the individual by a professional supporter/referrer, having uploaded confirmation of support on headed paper and supplied supporting documentation as detailed below. **The supporter must be able to process the application and communicate with HSF on the beneficiary’s behalf.** Please use upper and lower case appropriately within the application. Any email communications **must include** the application reference number and no names or personal details should be used to ensure we remain GDPR compliant.
- Supporters can include: a registered medical, health or welfare charity, social worker, hospital consultant or specialist, specialist nurse, Occupational Therapist, Physiotherapist, Citizen Advice Bureau, local authority housing associations, religious institution, government official, or any other health professional. Note: A doctor can be a supporter but only if he/she or the Practice is able to submit and process the application on the applicant’s behalf. A doctor can of course supply the supporting evidence to confirm a medical condition. Note the supporter cannot be the payment beneficiary.
- Supporters are required to submit the application and communicate with HSF with regards to any further information required and to pass any information to the beneficiary. HSF will advise supporters of the result of the application and if successful, we will request banking details of the supplier of the goods/services so that an electronic payment can be made. Supporters are not expected to handle payment unless they specifically request this. **HSF will not communicate with the suppliers of the goods/services.**
- Applications must be made online at [www.hospitalsaturdayfund.org](http://www.hospitalsaturdayfund.org) and by clicking into the ‘Apply for a Grant’ section where the link to the online application can be found. Please note we do **not** accept paper or letter applications and can only consider applications made online.
- All sections of the form should be completed and supporting documentation uploaded before the application can be considered. The Applicant is the name of the individual requiring assistance not the parent or guardian, and the income section must still be completed to show the weekly family income (the same for non-working dependants).
- The supporter should confirm their support by uploading a signed letter on headed paper.
- Supporting evidence in the form of letter or medical report/certificate should be uploaded to confirm medical need.
- A quotation from the supplier or service provider must be included with the application. We do not accept links to the supplier website.
- The maximum amount that can be applied for is £2,000 or €3,000. Due to the high number of applications received, **we advise applicants to approach other funders in addition to HSF in order to raise the full amount needed.** Evidence of this on the application form, or if we are advised and updated during the process, will assist your application. We are unable to offer advice regarding other funders but you may find the ACO website helpful for suggestions: [https://www.aco.uk.net/page/Member-Directory](https://www.aco.uk.net/page/Member-Directory) or the grants search page on the Turn2Us website: [Search for charitable and educational grants - Turn2Us](https://www.turn2us.org.uk/grants/)

The Hospital Saturday Fund  
A Registered Charity in the UK No 1123381 and in Ireland No 20104528  
Company Registration No: 06039284  
Registered Office: 24 Upper Ground, London SE1 9PD  
President: Lord Mayor of London  
Chief Executive: Paul W Jackson MSc BA(Hons) DChA
• If successful, payment will be made to the supplier of the goods/services or the organisation supporting the application (but NOT the individual requiring assistance). **Please ensure the supplier/supporter will accept electronic payment or cheque otherwise any successful grant award will be severely delayed if we are unable to make payment.** The Hospital Saturday Fund does not get involved with ordering online, ie Amazon, Argos etc, we do not order equipment or get involved with delivery, booking of sessions etc, or give advice on what equipment, therapies etc are required. We are grant makers not medical professionals, social workers etc.

• Applications are accepted throughout the year on a rolling basis but as we have a small office staff, it may take a period of time before we are able to advise on the outcome of applications. All supporter organisations are contacted with the decision, whether successful or not, so please refrain from contacting the office to enable us to administer the process as quickly as possible. Telephone calls delay grant awards being made. We aim to have decisions within 8-12 weeks of application if at all possible.

• We are able to make a grant to an individual once per calendar year.

Please ensure the above guidelines are followed as incomplete or incorrectly submitted applications will not be considered and will be automatically rejected.

Please note that we receive many more applications than have funds available and therefore unfortunately cannot help everyone that applies.

All applications will be carefully considered and an email will be sent to the supporter organisation to advise the result of the application as soon as we are able.

Results and updates are not given over the telephone.

Thank you for your co-operation.

*CHECKLIST FOR APPLICATIONS*
Online application form  
Supporter letter  
Evidence of condition/diagnosis and need for item/service requested  
Quotation for item/service requested  
Confirmation of name of payee

FOR FURTHER INFORMATION PLEASE CONTACT:
Jo Moore  
Individual Grants Officer  
Email: charity@hsf.eu.com  
Website: www.hospitalsaturdayfund.org

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