

## GRANT APPLICATION GUIDELINES FOR INDIVIDUALS 2024

### 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

To administer our grant making process as efficiently as possible:

- **We do not accept applications directly from members of the public.**
- **The Hospital Saturday Fund will only correspond with the supporting medical professional/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 (see the 'Supporters can include' section below'). We are unable to take calls from the individual applicant or potential applicant. If necessary, the supporter should email us - [charity@hsf.eu.com](mailto:charity@hsf.eu.com)
- Applications must be made online at [www.hospitalsaturdayfund.org](http://www.hospitalsaturdayfund.org)
- 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 check other funders as they may be more able to assist. Due to the volume of applications we receive, we are unfortunately unable to help everyone who applies.
- Please do not contact us for an update. All applications are carefully considered and we will email all supporters when a decision has been made.
- 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 If a reply is not received the application will be rejected and any offer withdrawn without further communication.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:

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

**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**

- Online application form for Individuals can be found at [www.hospitalsaturdayfund.org](http://www.hospitalsaturdayfund.org) and by clicking into the 'Apply for a Grant' section where the link to the online Individual application can be found.
- **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.** HSF will advise supporters of the result of the application and if successful, we will request banking details of the supplier of the goods or 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.
- 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, SENCo 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.
- **Please note that:**
  - **the supporter cannot be the payment beneficiary**
  - **the supporter cannot be related to the applicant**
  - **the email address given for the supporter should be their work email address not a personal email address**
- You should have the following information to hand when completing the form: supporter contact details, applicant contact details and date of birth, weekly family income details, details of other funders approached, a quote for the cost of the item/treatment you are hoping to fund, letter of support, evidence of medical condition.
- Any email communications **must include the application reference number** and no names or personal details should be used to ensure we remain GDPR compliant.
- All sections of the online application form should be completed and supporting documentation uploaded before the application can be considered. You can save your application as you go and resume it later (within 30 days). Please note we do not accept paper or letter applications and can only consider applications made online.
- The Applicant is the name of the individual requiring assistance not the supporter. **For children and those under 18, the application should be in the name of the child/young person**, 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. Please state the medical need for the item or treatment you are applying for.

- A quotation from the supplier or service provider must be included with the application. We do not accept links to the supplier website, but a screenshot including the price is acceptable.
- The maximum amount that can be applied for is £2,000 or €3,000. Due to the high number of applications received, **if you are applying for over £1,000 you are required 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> or the grants search page on the Turn2Us website: <https://grants-search.turn2us.org.uk/>
- 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, Ebay, Argos etc, we do not order equipment or get involved with delivery, booking of sessions etc, or give advice on what equipment or therapies are required. We are grant-makers not medical professionals or social workers.
- 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 no more than once per calendar year.

**Thank you for your co-operation.**

**\*CHECKLIST FOR APPLICATIONS\***

Online application form

Supporter letter

Evidence of medical condition/diagnosis and medical need for item/service requested

Quotation for item/service requested

**FOR FURTHER INFORMATION PLEASE CONTACT:**

The Charity Team

Email: [charity@hsf.eu.com](mailto:charity@hsf.eu.com)

Website: [www.hospitalsaturdayfund.org](http://www.hospitalsaturdayfund.org)

December 2023