

GRANT APPLICATION GUIDELINES FOR INDIVIDUALS 2021

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

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
Specialised Computer Equipment (excluding iPhones)
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), purchase of a car, building works to either inside or outside of the home, 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 administer the grant** should the application be successful. Please use upper and lower case appropriately within the application.
- 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 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 and administer a grant payment on the applicant's behalf. A doctor can of course supply the supporting evidence to confirm a medical condition.

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

- Applications must be made online at 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 supporter. For children, the application should be in the name of the child, not the parent, 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 quote from the supplier or service provider must be included with the application.
- 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>
- 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 and that the correct payee details are entered on the application before submitting otherwise any successful grant award will be severely delayed if we are unable to make payment. We are unable to pay suppliers who do not accept electronic payments so please check this before application.** The Hospital Saturday Fund does not get involved with ordering equipment, 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 6-8 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.

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 are not given over the telephone.

CHECKLIST FOR APPLICATIONS

Online application form

Supporter letter

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

Quote for item/service requested

Confirmation of payee details

FOR FURTHER INFORMATION PLEASE CONTACT:

Jo Moore, Charity Administrator

Telephone: +44 (0)20 7202 1365

Email: charity@hsf.eu.com

Website: www.hospitalsaturdayfund.org

December 2020

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