

GRANT APPLICATION GUIDELINES FOR MEDICAL ELECTIVES 2022

WHO WE ARE

The Hospital Saturday Fund is a registered charity whose aims are to provide assistance through its charitable funds for:

- registered charities such as hospitals, hospices and medical organisations which are in need of grants for medical projects, care, research or support of medical training within the United Kingdom, Isle of Man, Channel Islands and Republic of Ireland. This includes university charities/foundations.

OPPORTUNITY

The Hospital Saturday Fund is a charity that gives grants to charities, hospices and medical organisations, and this includes making awards to Medical Schools to fund medical student electives. We are pleased to advise that there is an opportunity for UK Medical Schools to be considered for such a grant of up to £10,000 (or €13,500 in Ireland).

Please note that the medical elective funding is for the benefit of UK and Ireland students only.

HOW TO APPLY

Should you wish to apply, we will require you to submit a proposal via our online application process, as to how you could make use of a grant of £10,000/€13,500 to support student medical electives. We are able to give grants to an organisation once per calendar year. Please structure your proposal to include clear information around the following questions. Whilst encouraging conciseness, you are very welcome to insert any further information that you would like us to know in support of your proposal.

Please confirm the following

- Do you already have a fund set up to support students needing financial assistance with their electives?
- How do you administer student requests for financial assistance? What are the processes in place?
- Are there particular aspects relating to electives for which you need support (e.g. elective placements overseas)?

Please include:

- standard background information introducing the School of Medicine, including brief statistics indicating the size of the School, such as total number of students, what makes the School stand out, and if there any current clinical or research focus of the School.
- A statement helping us to understand your view of the importance of electives (e.g. you may wish to outline beneficial outcomes, as experienced by the School)

If successful, please state:

- The approximate period when the funds would be distributed for medical student electives.

Once the application has been received, we will be in contact to arrange a grant assessment visit before the application goes to the Grant Making Committee for consideration.

The grant assessment visit will usually be undertaken by our Chief Executive and the usual expectation is that a meeting would be held with those staff involved in running the medical elective programme together with a tour of the medical school. This visit should include meeting some of the students.

REPORTING

Should you be successful in obtaining a grant, we would discuss with you the appropriate timeframe for supplying a report. The report would be likely to cover:

- How many students applied for a grant?
- What selection criteria were applied to decide which students received a grant?
- How many students were helped?
- Where did the students go?
- What did they do?

To complete our picture of the benefit of medical student electives, we would require at least one case study, with photographs, to illustrate the need, purpose and successful outcome of giving financial assistance regarding medical student electives. If possible we would seek at the same time permissions to use copy and images for our website, or in other charity material, where appropriate. Naturally, you would be free to report on any other aspect of the programme that you would like us to know.

The Trustees of the Hospital Saturday Fund are keen to encourage the Medical Schools to whom we grant funds to sign up to the Responsible Elective Programme – please see <http://blogs.cmdn.dundee.ac.uk/responsible-electives/>

WHICH ORGANISATIONS MAY APPLY?

All UK and Ireland Medical Schools and Dental Medical Schools

APPLICATION DEADLINES

The Grant Making Committee (GMC) meets quarterly. Applications should be submitted online by close of business on the following dates:

GMC 25 January 2022 - deadline 1 December 2021

GMC 17 May 2022 - deadline 23 March 2022

GMC 9 August 2022 – deadline 15 June 2022

GMC 3 November 2022 - deadline 9 September 2022

GMC January 2023 - deadline 1 December 2022

(all dates for 2023 meetings to be confirmed in December 2022)

HOW TO APPLY

Applications for grants should be made online at www.hospitalsaturdayfund.org.

The Hospital Saturday Fund does not accept paper or letter applications. Please complete the online form (for organisations) and there is the facility to upload documents to the application before final submission – one of these could be your proposal in more detail.

Please ensure all required fields in the online form are completed. Your current annual accounts/financial statements must be attached to ensure your application is considered.

It is possible to save your part-completed online application and then return to complete it at a later date (please note that this option is active for 30 days only).

The end of the application process allows for four documents to be uploaded (one of these must be your most recent accounts/financial statements). If you wish to submit additional documents in support of your application you may email these to charity@hsf.eu.com and quoting your application reference number.

The Hospital Saturday Fund is able to give a grant to an organization once per calendar year only. If your application is unfortunately turned down at a meeting, you are able to reapply in the same calendar year.

As grant making meetings are held quarterly, there may be a delay between submitting your application and your receiving notification of the outcome of your application. We will contact all applicants following the meeting to advise them of the decision so it would be helpful if you could please refrain from contacting the office in advance of our communication to allow us time to administer the process as quickly as possible.

FOR FURTHER INFORMATION:

Louise Kent, Charity Manager

Email: charity@hsf.eu.com

Website: www.hospitalsaturdayfund.org

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