



# GREENWICH HOSPITAL

SUPPORTING THE ROYAL NAVY SINCE 1694

## Applying for a grant from Greenwich Hospital

### Eligible organisations

Greenwich Hospital provides grants to eligible organisations that provide assistance to serving and former members of the Royal Navy (including the Royal Marines) and Royal Fleet Auxiliary and their immediate families. Eligible applicants include registered charities and other not-for-profit organisations that support our beneficiaries; we do not accept direct applications from individuals.

Whilst we will accept grant applications from organisations that do not exclusively support RN and RFA beneficiaries, information will be required as to how you support RN and RFA beneficiaries, and why your organisation is best placed to deliver to them.

### What we will fund

Please ensure that you read our Grants Programme framework and our grant making policy to be clear what we will fund before applying for a grant.

### How to apply

If you think your project matches our interests, please contact us for an initial discussion by emailing [funding@grenhosp.org.uk](mailto:funding@grenhosp.org.uk). If we believe you may be eligible for a grant, we will send you a link to our online grant's portal 'YourCauseGrantsConnect' where you can set up an online account. When your account has been set up, you will be able to complete an Expression of Interest. Should this EoI be successful, you will be sent a full application via your online account. The application will automatically save continually, any missed sections will be highlighted with a red exclamation mark to be resolved before submission.

Once submitted, if required, your application can be sent back to you by GH charity staff for amendments.

### Funding rounds

Only one application can be submitted per funding year, which runs from September - August.

We will consider applications for up to £20,000 (minor grants) at any time through the year. For applications of £20,000 or over (major grants), there are 3 funding rounds per year, tied to our grant making strands. Application deadlines are as follows:

- Acute need – 1st November 2024
- Welfare – 31 March 2025
- Education – 31 August 2025



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- Research – any time

In exceptional circumstances, we may accept non-routine grant applications. Please send an e-mail to [funding@grenhosp.org.uk](mailto:funding@grenhosp.org.uk) outlining your request and advising what the exceptional and urgent circumstances are.

We will not normally consider an application for multi-year funding from new applicants with whom we have no existing funding relationship.

We reserve the right to signpost applicants to the Royal Navy & Royal Marines Charity (our principal grant making partner) if we consider that RNRMC is a more appropriate potential funder. RNRMC is represented on our grant consideration committees.

## Consideration of applications

Applications for grants are assessed by our Grants Team and are considered by the Director and/or the Charity Scrutiny Panel (CSP) and confirmed by the Board-level Charity and Education Committee if over £250,000. In assessing applications, the following factors are taken into consideration:

Subject	Information required
Governance, Trustees and management of the organisation	GH will look at any information provided to evidence that the organisation is effectively managed and has in place satisfactory operating procedures and risk management procedures. Reference to results of the Cobseo Governance Tool could usefully be made.
Organisational purposes	Your formal objects and activities.
The financial viability of the organisation, including reserves. How will your organisation be funded in future years?	We look for signs that the organisation is likely to be sustainable. These signs include, but are not limited to: past history, local support, an appropriate level of reserves and a mixture of funding streams. This also includes ensuring that core services are adequately resourced and stable before expanding into new projects, locations or services. GH is prepared to fund overhead costs provided sustainability is being considered. Please include a 12- month financial forecast if you are seeking funding for overhead costs. We will consider your level of reserves and why you are holding them; we normally expect you to hold a minimum of 6-12 months of reserves.
Principal risks	We will want you to identify your key financial and non-financial risks.



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<p>What is the need you are addressing by delivering your project?</p>	<p>Please include information on how this need was established and any consultation that has taken place. We will wish to know the number of serving or former serving individuals, family members that the project will reach or has previously reached.</p> <p>Information should be included as to whether organisations are delivering similar projects in your geographical location, we wish to avoid duplication in services.</p> <p>Please advise if there any specific gaps in service delivery.</p>
<p>What will you spend a grant award on?</p>	<p>Please be clear about exactly what items a GH grant would fund. A breakdown of the project costs will be required. If you are applying for a multi-year award, a breakdown of the costs each year should be submitted.</p> <p>We want to ensure that the project is well costed, value for money and the costs are proportionate.</p> <p>We will fund salary, project and overhead costs.</p> <p>We will wish to know why you believe yours is the best organisation to deliver this support.</p>
<p>Outcomes.</p>	<p>We will wish to know what difference you intend to achieve through this funding and how you will know you have achieved it.</p> <p>We will require you to select 3 of our 15 common grants outcomes to enable us to compare the impact of our grant making across our whole beneficiary group.</p>
<p>The ability to secure sufficient funding.</p>	<p>We are keen to assist projects where there is a high degree of confidence that the necessary funds can be secured from relevant sources, therefore it is important to demonstrate the level of funds already secured and from what sources; as well as the likely funding targets to address any shortfall.</p> <p>We will wish to know the consequences of our not supporting your application.</p>
<p>Beneficiaries.</p>	<p>The number, type and degree of need of the beneficiaries will be considered by GH. You should be able to verify the number of beneficiaries to us.</p>
<p>Collaboration.</p>	<p>We would like to know the degree to which your organisation collaborates with other service providers specifically in the armed forces' community. Please include information on established referral pathways in, and referral pathways out, which your organisation has in place.</p> <p>Please explain existing networks and partnerships with services charities and the armed forces' communities.</p>
<p>Recognition that GH will receive.</p>	<p>Please advise as to how any grant award will be formally recognised by your organisation and your willingness to work with our communications team in providing suitable case studies and material to support our charity in further</p>



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	fundraising. Participation in PR before grants are awarded will not be considered by GH.
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Please note, in some cases (especially for newer organisations), we may require additional information and scrutiny of the grant application and may decline or defer a decision on your grant application until this information has been provided.

## Application checklist

Please ensure that the following information is uploaded/referenced (as requested in the form) with your application:

- Most recent annual approved accounts.
- List of funding sources and amounts received in the past 12 months. Also include information on grant applications which have been submitted to other funders and for which you are waiting on the outcome.
- Key policies including Safeguarding and Equality, Diversity and inclusion.
- Job description and person specification if you are requesting a grant for salary costs.
- Project Plan/Budget – a detailed plan or budget relating to the project which you are seeking funding for.
- Your 12-month cash flow budget/forecast.

## Consideration process

- Applications up to £20,000 are considered by the GH Charity team.
- Applications above £20,000 and up to £250,000 are considered by the termly Charity Scrutiny Panel, chaired by the Director of Greenwich Hospital. Applicants will be requested to attend this meeting remotely.
- Applications above £250,000 are first considered by the termly Charity Scrutiny Panel, and if approved are submitted to the following termly board-level Charity and Education Committee. Under normal circumstances applicants will not be requested to attend this meeting.
- At any stage GH may request further information which may involve the republication of an application to the applicant.
- Applicants are informed of the decision as soon as possible following the final panel. A draft grant agreement will be sent with conditions and outcomes which must be agreed along with a payment schedule before funds can be transferred.
- We will set reporting requirements which are expected at interim periods in the case of multi-year awards and at the end of a grant. We reserve the right to withhold



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payment of a further instalment of a multi-year award if the agreed conditions have not been met.

And questions about this advice should be referred to [funding@grenhosp.org.uk](mailto:funding@grenhosp.org.uk)