

## **Morrisons & Together for Short Lives Children's Hospice Grants 2022/23:**

### **“Building a Legacy Together” Application Guidelines**

Grants towards new buildings, refurbishment work and equipment so that children's hospices can continue to provide excellent care to seriously ill children and their families.

#### **Projects could include:**

- Capital costs for renovation/building of rooms and/or facilities for children and their families including bedrooms, day-care rooms, treatment rooms, specialist ante-natal and neo-natal care
- Costs to build/renovate special facilities for children receiving end of life care
- Capital costs for works to hospice outside spaces, whether that be sensory gardens, specialist play areas, therapeutic or wellbeing spaces
- Capital costs for therapy spaces including (but not limited to) multi-sensory rooms, music or play therapy suites, or spaces to provide counselling and emotional support
- Equipment costs for new therapy equipment including (but not limited to) hydrotherapy pools, massage equipment, other physiotherapy and occupational therapy equipment
- Capital costs to refurbish/renovate vital hospice facilities including kitchens, bathrooms, communal spaces
- Equipment costs to fit out spaces for older children and young people to relax including music studio computer and games areas, television rooms, multimedia recreation centres, games consoles, cinema equipment
- Costs to acquire or rent specialised transport to meet children and families' requirements

*Grants to support capital projects:* Please note that we do not fund feasibility studies and if RIBA stages apply, you must have reached at least RIBA Stage 3 before applying.

Please note, this is an indicative list. It is not exhaustive; the Grant Committee's decision is final.

#### **Additional important information:**

- The grant programme will open for applications once a year for the duration of the partnership between Morrisons and Together for Short Lives.
- Grants will be made up to a maximum value of £50,000\*.
- Only applications from children's hospices that are members of the Together for Short Lives & Morrisons 2022-25 Charity Partnership will be accepted.
- One application will be considered from each hospice per grant round (per charity, NOT per site). If more than one application is sent in by any hospice, the first application that is received by Together for Short Lives is the one that will be assessed in the grant round.

*\* The Grant Committee retain the right to grant more than £50,000 to a project if the need and impact is deemed great enough. The Grant Committees' decision is final.*

The deadline for applications is 31 July 2023. Applicants will be informed whether or not they have been successful in September 2023.

#### **Making an application:**

Applications can be made by completing the [Hospice Grant form available on our website](#).

When you are filling in your application form, please give concise answers as some questions may have a limit on the number of words you can write.

Once you have completed the application form please return it via email to [morrisons@togetherforshortlives.org.uk](mailto:morrisons@togetherforshortlives.org.uk).

Please attach to your application:

- Signed statement of support on hospice headed paper from your chief executive
- Latest full signed accounts
- Project budget
- Copy of most recent safeguarding policy / policies
- Any other supporting information, such as a feasibility study or scoping exercise, that identifies the need for this work

### **Application assessment:**

Applications will undergo a two-stage assessment process:

1. The Grant Governance Committee (comprised of Together for Short Lives' Director of Finance & Resources, Director of Service Development, and the Together for Short Lives' Honorary Treasurer; Morrisons' Director of Corporate Affairs) designate responsibility to the Grant Review Panel to assess whether applications meet the basic eligibility criteria.

2. Eligible applications will be put forward for consideration by the Grant Governance Committee and will be assessed against set criteria, including evidence that the proposed project will:

- Be able to evidence an enhancement of hospice services
- Address an unmet need in the current hospice service provision
- Improve the current experience of people using these services
- Have high-level organisational buy-in with i.e., evidence that this is in line with your organisation's strategy
- Be sustainable once our funding has ended

In additions, value for money and feasibility of the proposed work will be taken into account.

You should address each of the points above in your application. These are not listed in the order of importance.

The Grant Governance Committee will prioritise applications that innovate available care at children's hospices, and that best align with the partnership's strategic objective to reach more families in need of children's palliative care.

It may also be necessary to allocate funding to ensure a balanced geographical spread and project type are taken into account.

The Grant Governance Committee will prioritise those projects that have the ability to start soon after the decision to fund has been announced.

It is likely that we will receive more applications than the amount of funding available, so the success of your application cannot be guaranteed, and the committee's decision is final.

### **Charitable reserves:**

If we receive more applications than we can fund where the project has been assessed and is strong enough to be in contention for a grant, then hospices' free reserve levels may be considered when deciding where to award funds.

For the purpose of the "Building a Legacy Together" grant programme:

- Free reserves are defined as all reserves with the exception of endowed or restricted funds and any reserves represented by tangible fixed assets
- Running costs are defined as total expenditure as per the most recent audited accounts.
- Where the hospice operates one or more trading subsidiaries, the figures are to be based on the consolidated levels of reserves and expenditure for the group

**Eligible costs:**

For the purpose of the “Building a Legacy” grant programme, we consider a ‘project’ to be purchasing of new equipment; refurbishment, renovation, or redecoration of clinical, therapeutic, residential, communal, outside areas; new building work; investment in new technologies to improve hospice at home care; investment in specialist transport.

- Ideally Morrisons will be the sole funder of this project
- However, hospices can apply for funding towards a capital appeal (ongoing or due to start) where Morrisons will be the sole funder of a distinct part of this wider project, and where the project will finish within 12 months of the date the grant is awarded
- Eligible costs will include equipment, labour, project management and delivery

We will not consider applications which are related to:

- Projects which could harm the reputation of Morrisons, Together for Short Lives, or the Morrisons and Together for Short Lives charity partnership
- Work that will take longer than 12 months to complete from the date of the grant being awarded
- Work that began before the partnership start date (1 February 2022)

**What happens if your application is successful?**

If your application for a grant is successful then we will send an award letter, together with Terms and Conditions and an acceptance form, to the chief executive at the hospice. We may contact the application sponsor personally to confirm support of your application.

The acceptance form must be signed by the Chief Executive and Trustee of the applicant organisation, agreeing to the conditions of the grant. We will ask you to confirm when the start date of the project and the expected completion date.

If it hasn't begun already, the project should start within three months and finish within 12 months of the date grant award letter. Funds will be paid into the same bank account that Together for Short Lives' NFS distribution is paid into.

Payments will be made on 25 September 2023.

All grant holders will need to provide an evaluation of their project at the end of the funding. If your project end date is between six and 12 months after your grant is awarded, you will also need to provide a Project update report six months after your grant is awarded.

Through the life of your grant Together for Short Lives and Morrisons are keen to see how our grants make a real difference to the work of hospices and to learn how funded projects have improved the experience for seriously ill children and their families.

We are also interested in sharing case studies about the projects that are funded through this programme. If successful in your application for funding, you will be expected to contribute to this.

Further information on project monitoring and evaluation can be found in the [“Building a Legacy Together” Terms and Conditions](#).

**Once your project is complete**

As a condition of your grant, you will be required to send us a final report at the end of the grant funded period of your project. You will be asked for further information about what impact the work has had on the experience for seriously ill children and their families.

**Timetable:**

**5 June:** Building a Legacy Together grant applications open

- 31 July:** Applications close
- 7 Sept:** Grant Governance Committee meeting to review eligible applications
- 11 Sept:** All applicants to be notified of decisions and schedules of payment
- 18 Sept:** Grant recipients sign and return Terms & Conditions
- 25 Sept:** Funds paid to hospices

### **Acknowledgements:**

Grant holders are required to acknowledge Morrisons support for the project, this could be done through giving naming rights to the building / room / space to the donor, in accordance with the hospice's naming policy for gifts; displaying visible recognition for the funding e.g., a plaque highlighting Morrisons "Building a Legacy Together" as the funder; publishing local press releases about the funding. This list is indicative, it is not exhaustive.

### **About the Morrisons and Together for Short Lives partnership**

Together for Short Lives and Morrisons' partnership will help families caring for a seriously ill child to get the support they need:

Children's hospices are full of light and joy, providing essential support to families at the hospice, at home and in the community. They are a lifeline to families, providing short breaks, respite care and practical support, enabling families to be families.

When life is short, there's no time to waste. Together for Short Lives and Morrisons' partnership will raise vital funds for children's hospices and will enable families to create precious memories and make the most of every moment they have together.

Not everyone will know about the vital care provided by children's hospices. Together for Short Lives and Morrisons will work together to reach out to more families caring for a seriously ill child across the country, so no one slips through the net, and instead gets the support they need.

### **About Morrisons**

WM Morrisons Supermarkets Plc headquartered in Bradford, West Yorkshire, UK has a chain of more than 500 supermarkets selling groceries and food. It was established in the year 1899 by William Morrison and is considered the fourth largest supermarket in the UK. It also sells goods online. About 11 million people are estimated to shop every week from their stores while their online business covers 11 million households.

### **About Together for Short Lives**

When a child's life is expected to be short, there's no time to waste. Together for Short Lives is here to make sure the 99,000 seriously ill children and their families across the UK can make the most of every moment they have together, whether that's for years, months or only hours. We stand alongside families, supporting them to make sure they get the vital care and help that they need.

### **Further information**

Please see our website or contact the Morrisons Partnership Team at Together for Short Lives with any questions about this grant programme or if you need further information.

Email: [morrisons@togetherforshortlives.org.uk](mailto:morrisons@togetherforshortlives.org.uk)

Website: <https://www.togetherforshortlives.org.uk/about-us/get-know-us/contact-us>

Telephone: 0117 989 7820

Address: Together for Short Lives, Suite 1b, Whitefriars, Lewins Mead, Bristol, BS1 2NT.