How to complete your RUHX application form

This guidance is intended to help applicants complete their RUHX application. We recommend reading it alongside the application form to ensure all necessary information is included, reduce the need for follow-up queries from RUHX, and help speed up the decision-making and approvals process.

Section 1 asks for basic information. Guidance for all subsequent sections is included below.

If you have any questions while completing your application, please contact grants@ruhx.org.uk.

No.	Question	Guidance
Section 2: Grant request details		
8	What is the title of your project?	Provide a clear, concise title for your grant or project. The title should help the reader quickly understand what you are asking for and, where possible, who or what will benefit. Avoid vague titles such as "Equipment request" or "Ward project"; instead, include the item, activity or improvement being requested and the relevant service, ward or patient group.
9	What area does your funding request relate to? 1) Medical equipment 2) Staff training, development and wellbeing 3) Improving patient experience 4) Research and innovation 5) Other (please state)	Select the single option that best describes the main focus of your funding request. If your project could fit more than one area, choose the category that most closely reflects its primary purpose. Select "Other" only if none of the listed options is suitable and briefly state the area your request relates to.

10	Describe the issue or problem you are trying to address.	Briefly explain the need, challenge or gap your project is responding to. Include relevant background, such as who is affected, how often the issue occurs, and what the current impact is on patients, families, staff or services. Where possible, use evidence such as feedback, data, audit findings or examples to show why RUHX support is needed.
11	What are you seeking to do to respond to the issue or problem you have described?	Describe what you propose to do to address the issue or problem identified in question 10. Be specific about what equipment will be procured and/or what activities will take place if you receive funding. Explain who will be involved, where the project or activity will take place, and how the funding will be used. Include enough detail for the panel to understand what will be purchased or delivered and why this is an appropriate response to the issue described.
12	What difference do you expect to make? How will funding ultimately benefit NHS patients? How do you plan to measure the impact of your project/equipment?	Explain the change you expect the project, equipment or activity to make. Focus on the difference for patients, families, staff, services or the wider community, and be clear about the intended benefits. If possible, list up to three specific changes that you hope will happen as a result of the funding. Describe how you will know whether the project has been successful, for example through patient or staff feedback, usage data, audit results, outcome measures, reduced waiting times, improved experience or another suitable method.

13	Proposed start date	Provide the date you expect the project, purchase or activity to begin. This should be realistic and take account of any approvals, procurement requirements, delivery times, training, staffing or service planning needed before the project can start.
14	Proposed end date	Provide the date you expect the project, purchase or activity to be completed, or when the funded item will be fully in use. If the project is ongoing, explain when the initial funded activity will end and how any continuing work will be managed after that point.
15	All grants must align with at least one of RUHX's strategic objectives. Please tick which one(s) your project would support. 1) We will put the extra in extraordinary care for all those needing our care 2) We will push the boundaries of healthcare, enabling faster/further/broader innovation that improves patient care and health outcomes 3) We will support our people to be extraordinary – taking care of those who care for you to improve patient care and experience 4) We will work together to create sustainably healthier communities,	Select all RUHX strategic objectives that apply to your project. In your wider application, make sure you explain how the project supports the selected objective(s), rather than simply ticking the boxes. Consider the main purpose of the project, who will benefit, and whether it improves patient care, supports staff, enables innovation, tackles health inequalities, or helps people avoid or reduce time in hospital.

	tackling health inequalities and drivers of ill health We will help to keep people out of hospital – through prevention and early discharge support	
16	Please explain why this project is not funded by core NHS funding sources and why it is suitable for Charity funding.	Explain why this request cannot be met through usual NHS budgets, divisional funds, capital routes or other core funding sources. Describe why charitable funding is appropriate, focusing on how the project goes above and beyond standard provision and creates additional benefit for patients, staff or the wider community.
17	Considering public perception, would you be proud to tell a donor about this expenditure and the difference it could make?	Consider whether the request represents a responsible and appropriate use of charitable funds. Explain why donors and members of the public would understand and support the expenditure, and how you would describe the positive difference it could make. If there may be any sensitivities, please address them openly.
Section 3: Financial information		
18	How much are you applying for?	Select the option that matches the total amount you are applying for: under £1,000; £1,000 to £24,999; or £25,000 and above. Base your selection on the full value of your RUHX funding request, not the total project cost if funding is also being provided from elsewhere. Your answer will determine which additional questions and approval requirements apply.

19	Have you secured divisional approval?	***You will only be asked this question if your funding request is £1,000 and over.*** RUHX requires applicants to secure divisional approval before submitting their application. To be considered for funding, please confirm that the relevant Divisional Director has approved the request. Include brief details of who approved it and when. If approval is still pending, explain the current position and when you expect a decision.
20	Upload evidence	***You will only be asked this question if your funding request is £1,000 and over.*** Upload evidence of divisional approval or support, such as an email, signed form, approval note or other relevant confirmation. The evidence should clearly show who has approved or supported the request and, where possible, refer to the project or funding amount.
21	For requests of £25,000 and above, we ask applicants to discuss their request with RUHX before submission. If relevant, please confirm you have done this and provide any necessary details.	If your request is £25,000 and above, please contact RUHX before submitting your application and confirm here that this discussion has taken place. Include who you spoke to, when the discussion happened, and any advice, requirements or next steps agreed. If this does not apply, state that the request is below this threshold.

22	Please tell us the exact amount you are requesting.	State the exact amount you are requesting, using pounds and pence where known. This figure should match your budget breakdown, quotations and any other supporting cost evidence. The amount should be as accurate as possible at the time of application; however, RUHX recognises that costs can change and, if the application is approved, reasonable variations may be accommodated. Please ensure VAT costs are included EXCEPT for items that are medical, scientific, computer, video, sterilising, laboratory, or refrigeration equipment for use in medical research, training, diagnosis or treatment. Please exclude VAT for these items.
23	Please provide a budget breakdown, so we can understand how you arrived at this figure.	Break down the total cost into clear line items, such as equipment, materials, training, travel, accommodation, installation, delivery or maintenance where relevant. Include quantities and unit costs where possible so the panel can see how the total has been calculated. The breakdown should match the quotations or supporting evidence you provide.
24	Are there any ongoing costs associated with this? If yes, what are these costs and who will pay for them?	Explain whether there will be any costs after the initial grant has been spent, such as maintenance, consumables, licences, servicing, storage, staffing, replacement parts or future upgrades. If there are ongoing costs, state the estimated amount, how often they will arise, and who has agreed to pay for them. If there are no ongoing costs, please confirm this.

25	Have you applied for any other funding towards the project/equipment? If so, please state where and whether or not successful.	Tell us whether you have applied to any other funders or budgets for this project, including internal NHS sources, external grants, fundraising or donations. For each source, say how much was requested, whether the application was successful, declined or still pending, and whether the RUHX request is for the full cost or a contribution.
26	Who are the proposed suppliers?	Provide the name of the supplier or suppliers you expect to use. Where possible, briefly explain why they have been chosen, for example because they are an approved supplier, offer the best value, provide compatible equipment, meet clinical requirements, or have been recommended through procurement or specialist advice. Where relevant, please also include links to the specific products.
27	Please attach quotations / retailer screenshots as evidence of cost.	Attach current quotations, screenshots, catalogue pages or other evidence that shows the cost of the items or services requested. Evidence should include supplier names, item descriptions, prices, VAT and delivery where relevant. If you cannot provide a quotation, explain why and provide the best available cost evidence.
Section 4: Medical equipment		

28	Are you applying for a grant of £1,000 or more for medical equipment?	Confirm whether the request is for medical equipment costing £1,000 or more. This helps determine whether additional approvals or information are required.
29	Have you received Medical Equipment Committee (MEC) approval?	***You will only be asked this question if your funding request is for medical equipment costing £1,000 and over.*** Confirm whether Medical Equipment Committee approval has been received. If approval is required but not yet secured, explain the current status, when the request was or will be submitted, and when you expect a decision. If MEC approval is not required, please explain why.
30	Please provide relevant details, such as date of approval.	***You will only be asked this question if your funding request is for medical equipment costing £1,000 and over.*** Provide the relevant MEC approval details, including the date of approval, meeting date if known, name of the approving committee or contact, and any conditions or actions that need to be completed before purchase. Attach supporting evidence where available.
31	Medical Equipment Committee (MEC) BID Number:	***You will only be asked this question if your funding request is for medical equipment costing £1,000 and over.***

		Enter the MEC BID number exactly as provided. This helps RUHX link your charity funding application to the relevant medical equipment approval record. If you do not yet have a BID number, state that it is pending or not applicable and explain the current position.
32	Is this a replacement?	***You will only be asked this question if your funding request is for medical equipment costing £1,000 and over.*** State whether the equipment is replacing an existing item. If yes, explain what is being replaced, why replacement is needed, and whether the old item is broken, obsolete, unsafe, no longer suitable or insufficient for current demand. If this is a new item rather than a replacement, explain why it is needed and why charitable funding, rather than core NHS funding, would be appropriate.
Section 5: Supporting documents		
33	Does this project have an approved business case?	Confirm whether there is an approved business case for the project or equipment. If yes, provide the key details and make sure any supporting evidence is attached where relevant. If no, explain whether a business case is not required, is in progress, or has not yet been approved.
34	If you answered yes, please provide details of approval. If you answered no, please provide an explanation as to why not.	If a business case has been approved, provide details such as the approving group or individual, date of approval, reference number, and any conditions attached. If there is no approved business

		case, explain clearly why not and describe any alternative approvals, discussions or governance steps that have taken place.
35	Please attach any supporting documents to your application here.	Attach any additional documents that support your application and help the panel understand the request. This may include quotations, approvals, business cases, project plans, evidence of need, feedback, audit data, photographs, specifications, letters of support or other relevant information. Please make sure documents are clearly named and relate directly to the application.