

SAPPHIRE MEDICAL FOUNDATION (“the Foundation”)

GRANT MAKING PRINCIPLES

Preamble

The aim of this document is to outline the criteria that will be applied to any application for financial assistance made to the Foundation, and to establish the fundamental principles that must be applied and met, in order for an application to succeed.

Grants may be made provisionally prior to assessment by a trained physician, however for full funding to be provided applicants must meet all criteria as outlined in this guidance

Scope

The Foundation’s governing document, its “Articles of Association” outlines the objects of the Charity to: *help enable patients with health conditions which are amenable to therapy with cannabis-based medicinal products (CBMPs) access by providing financial assistance, in the form of grants, to those who receive a prescription and would otherwise be unable to afford the prescription cost.*

It is the responsibility of the Trustees to monitor the number of applications supported, in relation to the funds available for the purpose, and to review the Charity’s grant making policy as necessary.

Applications for Assistance

Applications for assistance will be assessed against four principles:

1. The principle of Need

An applicant must demonstrate that their need is based on hardship or distress caused by sickness, infirmity, disability, or any medical condition that has demonstrated evidence of effective treatment or management of symptoms with CBMPs. Documented evidence must be supplied, sufficient for the Trustees to be satisfied that this principle is met. The Foundation will consider to what extent an expressed need is essential to their health and wellbeing, safety and security, and the ability of the applicant to maintain normal daily living. There must also be quality medical evidence to support the safe prescribing of CBMPs for the condition and/or symptom being treated.

The Foundation is not obliged to give financial assistance to meet every identified need. All decisions reached on any application rest entirely with the Foundation. Like any organisation that makes charitable grant, the Foundation may, where appropriate, seek to share costs with other relevant organisations. This is known as *almonisation*, The Foundation may also refer applicants to other organisations who may be able to help them, both financially and otherwise. Similarly, the Foundation may accept applications from other organisations seeking to almonise their casework (providing their client meets our principle of eligibility).

The Foundations will assess such applications against its principles, and will require its own standards of evidence to support them.

2. The principle of Circumstance

To properly assess an application, the Foundation will consider the full circumstances of the applicant and their household and the background to the problem presented. The household of the applicant is defined as one where a couple or family group live together and/or are financially interdependent.

The applicant will be required to provide evidence of all income, savings and capital, and all outstanding liabilities for all members of the household. Specific documentary proof may be requested, depending on the nature of the case, but as a minimum the applicant must supply:

- A full copy of the most recent monthly statement for all bank, building society, or savings accounts held by the applicant and members of their household. Such statements must cover at least one full calendar month of account activities.
- A copy of the latest salary advice for all employed members of the household, and evidence of any other income, benefits or allowances paid into the household.
- Copies of any prescription for which financial assistance is being requested.

3. The principle of Alternative Resources

The Foundation will not replicate, replace, or pre-empt services or financial assistance that should be met by either statutory provision, or via the services provided through their medical provider or the NHS. Applicants will be expected, where reasonable, to demonstrate that they have applied for, and accepted, all relevant sources of assistance available to them.

The Foundation will, whenever possible, focus assistance towards achieving a long-term solution to unexpected or unanticipated need, so that those assisted will not require further help in the future.

The Foundation will in most cases not provide funding for longer than one year in duration. At the end of the year recipients of financial assistance will be asked to reapply if they wish to continue to receive assistance. Their applications will be reassessed according to the criteria outlined in these grant making principles. Recipients will be given three month's notice prior to the cessation of financial assistance.

4. The principle of Eligibility

In order to obtain assistance, all successful applicants must subsequently undertake a clinical assessment in accordance with the latest NHS England and General Medical Council (GMC) guidance on prescribing in CBMPs.

Grant Application and Assessment Process

- All applications must be made online, or in writing, by completing the Foundation's application form.
- An application will be vetted to ensure that basic criteria are met, and that all necessary documentation is present, including scrutiny of the declared household income and expenditure. Where information is clearly missing, the application will be returned whilst further evidence is sought. This may delay the processing of your application.
- Applicants will be provided with confirmation of receipt of their application, and an initial request for any further information required, within 5 working days of initial receipt of their application.
- Except within exceptional circumstances, the outcome of an application will be notified to the applicant within 21 working days of the closure of the grant application window unless further information to support the application is outstanding
- The Foundation will not be obliged to provide an explanation to applicants if their application proves to be unsuccessful.
- The Foundation expects its response to an application to be final and under normal circumstances will not consider further applications for assistance from the applicant's household for the same purpose.
- Applications will be reconsidered if any principles against which the application is assessed have changed.

February 2020