

Maudsley Charity overheads and allowable costs policy

What costs can I include in my application?

This policy gives further details on what costs can be included in an application to Maudsley Charity. It should be viewed in conjunction with the budget template document which can be found at <https://maudsleycharity.org/budget-template>.

The following principles have been used in the design of this policy based on [our approach to grant-making](#):

- a) Fair funding: Maudsley Charity recognises and contributes towards the real costs of project delivery to ensure grant holders do not take on projects at a loss. We take a proportionate and contextual approach to the different organisations we fund and their differing needs.
- b) Maximising impact: we need to be confident costs are reasonable and justified to ensure maximum funds go towards our charitable objects.
- c) Consistency: we treat our grant holders consistently and where there are differences, there is a clear rationale. This is particularly important given we encourage and fund collaborative applications.
- d) Practical: we need to avoid a significant burden at either end so the policy must be clear and easy to interpret.

Allowable costs

We fund a range of different sized projects. All costs must have a robust business case and rationale, though we would expect more evidence of the rationale from larger organisations and/or larger applications.

Our budget template gives further detail and can be found at <https://maudsleycharity.org/budget-template>.

Project costs

The types of costs we commonly fund include staff costs, delivery costs, costs to involve people with lived experience, event costs, travel and subsistence, project materials,

training, IT items (computers and mobile phones), evaluation costs and costs for the dissemination of project outcomes and learning.

Staff costs

Maudsley Charity covers costs for a range of required roles for projects, though Lead Applicants must justify why roles are required, the salary level and the proportion of time spent. This includes the cost of recruiting and employing staff on the project for example basic salary, London allowance, employer's NI and pension contributions.

Any senior individuals costed into the application must have specific, discrete tasks/areas of management on the project. We will only fund one Project Lead, whose salary must be capped at £10,000 per 12-month period or a maximum of 10% of their salary (whichever is smaller). Applications can include a co-lead. Costs for this role are capped at £5,000 per 12-month period or 5% of their salary (whichever is smaller). If an application involves working in partnership, then partner organisations may also have a Project Lead.

We are comfortable funding separate Project Manager capacity. This may be the same person as the Project Lead, in which case we would expect these two areas of responsibility to be identified separately on the project budget.

Maudsley Charity is happy to cover costs for temporary staff where this is felt to be the most appropriate way to resource a project.

KCL definitions: Maudsley Charity will cover direct project costs and when appropriate, for the Project Lead, directly allocated costs.¹

Maudsley Charity does not cover PhD post costs.

For staff who are funded by SLAM and employed within KCL the charity would want to see grant recovery processes in place, so that income generated against those SLAM funded posts are returned to funding organisation.

Computing equipment

Maudsley Charity will fund computing equipment and specialist software (where essential) for project budgets. Laptop cost contributions are capped at £750 plus VAT; handset costs are capped at £250 plus VAT. We will pay for phone contracts where this is necessary for the project. IT equipment will only be funded for projects lasting more

¹ Directly allocated (DA costs) relate to shared resources such as investigator time, so for core funded staff, DA costs are the reimbursement for their time spent on a particular grant. (For staff fully covered by funding elsewhere, KCL would not claim DA costs). It also covers shared facilities for example access charges to shared equipment, data storage and research facilities.

Indirect costs are the costs that indirectly support the grant, i.e. core funded support staff like finance, HR, payroll, porters, canteen staff – all who indirectly support the functionality of the College. (So, for staff employed on the grant, they will need HR support, payroll support etc.)

Estates costs – these relate to the infrastructure costs, so the building, the electricity etc.

than 12 months. IT equipment must be purchased within 6 months of the start date of the project.

Conferences

Maudsley Charity is comfortable paying for one staff member per project to attend conferences. We would expect these to be UK conferences.

Real Living Wage

We value the work of community organisations and support the use of the [Real Living Wage](#). We encourage community organisations submitting project applications to ensure their costs are fully considered and factored into any proposal.

We do not fund

Our funds must not be used to compensate for underfunding of core or statutory operations in the public/voluntary sector.

We do not cover costs incurred through parental leave or sickness leave.

Overheads

Our approach to applying overheads is informed by understanding the wider funding landscape and the needs of our key partners in different sectors and is adapted to fit our purpose. Not all grants that the Charity makes are eligible to apply overheads. Each individual application will be considered independently and within its own context. Overheads will be scrutinised according to the principles below. We expect project budgets to provide general information on how overheads would be spent. We would not pay a separate management fee on top of overheads costs.

Maudsley Charity will pay up to a maximum of 15% overhead costs. If an application involves partnering with another organisation, we will expect budgets to clearly show how they are distributed across the partner organisations fairly and proportionately.

For the sake of calculating overhead costs, staff costs are project costs.

Overhead costs cannot be charged on laptops, phone handsets, monitors or equipment.

Grants where overheads cannot be applied:

- a) Grants where the Charity has been asked to contribute part cost to a pooled fund or part costs for a planned initiative (irrespective of the proportion of our funding contribution).
- b) Grants for small enhancements such as staff support projects and welfare payments to patients.

- c) Grants for core costs.
- d) Grants below £15,000 (unless in exceptional circumstances).
- e) Capital grants

In reviewing budgets, we may occasionally identify specific items (such as one-off purchases of materials or services provided by a third party) which, if substantial, we may exclude from having the overhead calculation applied to them. We will work closely with applicants to ensure our approach to funding is well understood before any grant is formally approved.

Appendix 1

Definitions

Lead Applicant: The person responsible for submitting the application on Smart Simple. If the application is successful, this person will be the representative of their lead organisation and has overall responsibility for the grant. This involves being the contact person for all communications and reporting with Maudsley Charity, for example uploading the signed Award Letter submitting progress reports, providing updates and reporting on finances.

Where the application is a partnership project, all arrangements for subcontracting and any transfer of funds are the responsibility of the organisation employing the lead applicant.

Co-applicant: A co-applicant is a person who has permission to access an application on SmartSimple to help the lead applicant to complete it.

Project Lead: The person with general oversight for the project, though not necessarily responsible for all project management. If the Project Lead has specific tasks for the project separate from their Project Lead role (for example, project management, statistical design, etc) this can be costed into the budget separately. This may be a different person from the Lead Applicant.

Project Manager: The person with the day-to-day ongoing management of the project. This may be a different person from the Project Lead.

Project Sponsor: This is an 'authorised person' who endorses the project, can act on behalf of the lead organisation and would sign the Award Letter, if successful.