

DESIGN & DIGNITY

GRANTS SCHEME APPLICATION FORM

To apply for a **Design & Dignity Grant**, you will need to:

- Complete this application form
- Have the documents listed below
- Submit this application form with letter, architectural drawings and cost breakdown
- **Email the application and supporting documents** to D&D@hospicefoundation.ie

A completed D&D Grant Application Form (this form)

A letter from the hospital manager confirming the hospital's funding commitment (a minimum 20% of the total project cost)

Drawings developed by a Design Architect

A detailed breakdown of costings developed by a Quantity Surveyor

High quality photographs of project area

Deadline for applications are listed on our website, [click here for further information](#)



Prior to completing this form, it's important that you familiarise yourself with:

[Design & Dignity Guidelines](#)

<https://hospicefoundation.ie/design-dignity>

A guidance document is also circulated with this document which should also be read in advance

A. CONTACT INFORMATION

Name of Hospital:	
Type of Project: (family room, bereavement suite etc)	
Name & job title of Project Sponsor: (ideally a member of the senior management team)	
Project Sponsor's work telephone number:	
Project Sponsor's work email address:	
Name & job title of project lead:	
Project lead's work telephone number:	
Project lead's work email address(s):	
Name of Design Architect:	
Name of Design Architect's Company:	
Design Architect's RIAI registration number:	
Name of Quantity Surveyor:	
Name of HSE Estates Manager / equivalent:	
Name of Clinical staff member involved:	
End-of-Life Care Coordinator:	
Names and job titles of other project members:	

B. PROJECT DESCRIPTION

Name of project:

Description of the project:

Frequency of room use:

Note: If proposed room is not currently in use, please estimate anticipated use.

No of patients cared for at End-of-Life in the proposed area:

No of deaths occurring in the proposed location/ward:

Briefly describe related major capital works projects (both current and/or projected that the hospital are engaged in):

Briefly describe enabling works if required for this project:
(Enabling Works: works needed to make a site ready for construction (and costs involved) e.g. preliminary construction work etc.)

B. PROJECT DESCRIPTION

What is the D&D assessment score of the new proposal? (refer to the assessment tools appended to the D&D Guidelines)

Please give details of the artwork / 'something beautiful' feature(s) in the new space/building:

C. PROJECT TIMELINE

How many months will your project take to complete?

Please factor in time for:

Stage 1 – initial design, staff workshop with staff, patient/ family reps

Stage 2 – planning permission application (12 weeks), fire cert and disability cert application (8 weeks), building regulation cert (if required)

Stage 3- detailed design and tendering (6-8 weeks)

Stage 4 – Construction work, consultation with staff & Design & Dignity Project Team re furnishing, art work etc

Does the project need input from a mechanical & electrical engineer?

Does the project need input from a structural engineer?

Does the project require planning permission?

Does the project require a fire safety certificate, disability access certificate and building regulation certificate?

D. TECHNICAL INFORMATION & IMAGES

Please attach the following information when you are submitting this application:

<p>Survey drawings <i>(Site location plan, floor plans, sections and elevations of the proposed area (at appropriate scales)). Floor plans are a required document.</i></p>	<input type="checkbox"/> Yes
<p>Basic concept drawings from a Design Architect to explain the project: <i>Drawings should indicate: the location of the proposal and its context within the hospital and the grounds, room layouts, fixed and loose furniture, external and internal finishes and general specifications, artwork and 'something beautiful feature(s)'</i></p>	<input type="checkbox"/> Yes
<p>3D images of proposed project (if available):</p>	<p>Included?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>High quality photographs of project area: Including corridors and room opens on to and adjoining environments (staff kitchen / changing rooms)</p>	<p>Included?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Any additional information you wish to share - please state (word limit 400):</p>	

E. PROJECT COSTS - ALL COSTS MUST BE INCLUSIVE OF VAT

Design team fees, including detailed breakdown for: <ul style="list-style-type: none"> • design architect • mechanical and electrical engineer • structural engineer • other 		
Construction: <i>(please provide a breakdown of costs)</i>		
Local authority charges:		
Furnishings: (loose furniture, blinds, curtains etc) allow a minimum of 10% of the overall project costs:	Amount	% of overall project cost
Artwork (allow a minimum of €4000 or 7.5% of the overall project cost, whichever is greater)		
Landscaping <i>(if any)</i> :		
Enabling works cost <i>(if any)</i> :		
Subtotal project cost:		
Contingency fund: allow a minimum 20% of overall budget.		
Other <i>(please describe)</i> :		
<u>Total project cost:</u>		

F. HOSPITAL FUNDING COMMITMENT

Please outline the funds committed to this project from the hospital (this should include voluntary groups/hospital based charities)	Funding amount	% of overall project costs
<i>Hospitals are expected to contribute a minimum 20% of the total cost including the contingency budget</i>		
How will your hospital ensure ongoing maintenance fund to ensure this project retains 'exemplar' status in the long term?		

G. Additional Information

Does your hospital give permission to use 'before' photographs publicly when promoting D&D projects?	
Has your hospital previously received funding through Design & Dignity?	

As a final sense check before submitting – please ensure that you include:

- A completed D&D Grant Application Form (this form)
- A letter from the hospital manager confirming the hospital's funding commitment (a minimum 20% of the total project cost)
- Drawings developed by a Design Architect (preferably 3D drawings in A4)
- A detailed breakdown of costings developed by a Quantity Surveyor
- High quality photographs of project area (Including corridors and room opens on to and adjoining environments e.g., staff kitchen / changing rooms)

We wish you the very best of luck with your application.

