

KING'S FUND  
STANDING CIRCULAR  
ON SCHEMES  
OF EXTENSION, ETC.  
(1951)

King Edward's Hospital Fund for London

---

SUBMISSION OF SCHEMES OF EXTENSION,  
RECONSTRUCTION, Etc.

---

REVISED PROCEDURE

1.—This Circular supersedes the revised Standing Circular of 1945 which has now become out of date. It is intended to apply to all Hospitals and Homes outside the State Service seeking grants from the King's Fund towards the cost of any major scheme of extension, reconstruction, modernization or re-equipment.

2.—Schemes should be submitted first in principle and subsequently in detail :

- (a) In principle, *i.e.*, when the Hospital/Home has decided on the lines on which it wishes to proceed, but before the preparation of detailed plans, estimates of costs, etc.
- (b) In detail, when the various plans and estimates scheduled below (*vide* paragraph 5) have been prepared.

### **Schemes which should be submitted**

3.—The type of schemes which should be submitted are :—

- (A) (i) Any Scheme involving considerable capital expenditure on the extension, erection, alteration or purchase of buildings.
- (ii) The purchase of a new site,  
or,
- (iii) The purchase of costly equipment.
- (B) Any Scheme, whether it involves capital expenditure or not, which will cause an important change in the amount, nature, cost or site of the work done for in or out-patients.

### **Procedure**

4.—Schemes should be submitted to the Fund in writing, preferably in self-contained letters. When submitting the detailed statement described in paragraph 5 below, three spare copies should also be included. Only one set of plans, however, need be forwarded.

On receipt of an application, whether in principle or in detail, the Distribution Committee may appoint a Sub-Committee to meet representatives of the Hospital/Home either at the Hospital or at the Fund's Offices, to examine the proposals and to make a report.

### **Information that should be supplied when a scheme is submitted in detail**

5.—The information submitted to the Fund should include the following points :—

- (A) General description of scheme with brief statement of additional beds (if any) and any major changes which will be provided.
- (B) Reasons which have given rise to the scheme.

- (c) In the case of a scheme involving new building or structural alterations, architect's plans together with estimates of cost should be submitted. In the case of a scheme for re-equipment, details of the type and make of equipment should be furnished.
- (d) Estimates of cost, including site, buildings, equipment, professional fees.
- (e) Resources from which scheme will be financed. The amounts, (i) already received or available, and (ii) promised, should be stated separately, and an indication given of the manner in which it is proposed to meet the gap between these sums and the estimated cost. Any amounts that may have been given or promised by the King's Fund should also be specified.
- (f) The extent by which either the annual maintenance cost or the annual income of the Hospital/Home is expected to be increased or decreased as a result of this Scheme.

A. G. L. IVES,  
*Secretary.*

10, OLD JEWRY, E.C.2.

King's Fund



54001001412181

<b>KING'S FUND LIBRARY</b> 11-13 CAVENDISH SQUARE LONDON W1G 0AN	
Class mark <i>Archives</i>	Extensions
Date of receipt	Price