

How to: Apply for charitable funds

We use our charitable fund donations to enhance aspects of patient care and staff development which are not funded by the NHS.

In general NHS funds must purchase items that are required for a particular service or department to function. Items which enhance a particular service, and without which the service or department could still function, can be considered for purchase from charitable funds. This might include additional medical equipment, training of staff and improvements to patient facilities.

Our North Tees and Hartlepool Together charitable fund has two categories:

General Fund – this contains monies that have been donated to the trust, without conditions as to where it is to be spent, or what it should be spent on.

Restricted fund - our restricted funds hold monies that have been earmarked by the donors for a particular purpose, i.e. a ward or department.

If you are planning to hold a raffle or tombola during another fundraising event please let us know this on your application form.

Who holds the funds?

The trust's executive and non-executive directors are the trustees of the Charity. Trustees are responsible for making sure that the charity operates high standards in the management of its resources and in the delivery of its charitable aims, in accordance with certain legal and regulatory requirements and the expectations of the public.

Each restricted fund has a fund manager, who is a general manager or associate director with delegated responsibility for that fund. Fund managers can also further delegate responsibility for granting expenditure applications to up to three fund holders.

Our Finance department can advise you on appropriate funds and fund managers.

Who can apply for charitable funding?

All staff employed by the trust can apply to use charitable funding for the benefit of patients and NHS staff within our organisation.

Requests can be considered for health related charitable purposes, which include patients or staff welfare, research, training and education. Applications for retirement gifts will not be approved.

Applying for Restricted funds

...Up to £5000

Have a conversation with one of the fund holders for your area. They are able to approve and action charitable fund spend up to £5,000.

...Between £5000 and 106,000

Fund managers have the authority to approve applications between £5,000 and £106,000. You will need to speak to the fund manager for your area to gain approval for your proposal.

... Over £106,000

These applications will need to be approved by the Charitable Funds committee. Discuss the proposal with the fund manager and, if they are supportive, prepare a detailed paper describing the project to include:

- name of the fund to be charged
- amount
- timescale
- purpose
- benefits of the project
- Evidence of support from the relevant General Manager

This paper should be submitted to the Charitable Funds committee via the fund manager who will email it to the trust's charitable funds accountant at charitable.funds@nth.nhs.uk.

Applying for General Funds

Applications to access the general fund will need to be approved by the Charitable Funds committee. You should discuss the proposal with the charitable funds accountant to check that sufficient funds are available in the general fund. If the funding is available, you will need to prepare a detailed paper describing the project to include:

- name of the fund to be charged
- amount
- timescale
- purpose
- benefits of the project
- Evidence of support from the relevant General Manager

This paper should be submitted to the Charitable Funds committee by email to the trust's charitable funds accountant at nth-tr.charitablefunds@nhs.net.

Spending charitable funds

As with any other trust expenditure, you must comply with trust's Standing Financial Instructions and goods/services must be procured in accordance with current trust policy, using the Cardea purchasing system.

Payment requests should usually be in the form of original invoices, with the corresponding Cardea order number. These should be authorised by relevant fund manager.

You must keep expenditure on travel, accommodation and subsistence to a reasonable level. In particular, travel should normally be 'standard class'. Alcoholic drinks will not be reimbursed under any circumstances.

Small items of expenditure (below £50) may be funded from Cashiers. You should email a signed approval note from a relevant fund holder or manager to the charitable funds accountant at nth-tr.charitablefunds@nhs.net to enable the funds to be released for collection.

Payments over £50 require prior approval by the Head of Financial Services or Deputy Director of Finance. Receipts for petty cash advances must be returned to Cashiers within seven days.

VAT exemption

Some equipment purchased wholly from charitable funds qualifies for an exemption from VAT. Such equipment must be solely for use in medical research, diagnosis or treatment or accessories for use with any of these items.

This includes medical and surgical equipment, certain aids for people with a disability and does teaching equipment - as long as it is used solely for teaching students. A definitive list is available from the Finance department. If you're unsure, contact the charitable funds accountant, **Sharon Pounder**, for advice.

When placing orders for qualifying equipment, you will need to select VAT option: Exemption on the order and include a VAT Exemption Certificate to enable the supplier to raise a zero rated invoice.

I have questions...

If you have any further questions, you can read the trust's Charitable Funds Handbook, or contact the charitable funds accountant, Sharon Pounder, at nth-tr.charitablefunds@nhs.net or telephone **01642 624274**.



Thank you!

Every day we hear from people who want to make a donation to our trust. Overwhelmed by the care they or a relative have received from our staff, they want to give something back.

This generosity means we can deliver even more quality care to those who need it most. Every penny is used to enhance the care we provide by investing in equipment and anything else that will make our patients' experience more comfortable. We want to support our staff and ensure they can continue to do a fantastic job of caring for our patients.

People who want to raise money often ask for help and advice and this guide aims to provide just that. Hopefully it will give you a few ideas for your fundraising and we have listed some useful contacts should you need any support or assistance from the trust.

Here at North Tees and Hartlepool NHS Foundation Trust we want to offer our patients the best care possible and our trust charity really helps to make that possible.

On behalf of everyone here at the trust, and most importantly the patients that we care for, I would like to offer my sincere thanks for your generosity.



Paul Garvin
Chairman

