



## **New Online Charity Request Process**

The Charity Expenditure Team is pleased to announce that, as of April 1st, 2025, the charity request application form has moved online. You can now apply for charity funding through our Grant Management System (GMS) using this link:

[Apply for Charity Funding](#).

### **New Grant Funding Programmes**

All previous charity funds have been replaced\* by three new Grant Funding Programmes, aligned with the charity's key areas of support:

- Patient Pathways
- Environments & Enhancements
- Staff Wellbeing & Development

When applying, please select the programme that best fits your request.

### **How to Apply**

#### **1. Obtain Line Manager Approval**

- Get approval from your **line manager** before starting the application.
- Provide their **email** in the online form—they will receive an automated request for endorsement.

#### **2. Obtain a Quote from Trust Procurement**

- Work with the **Trust procurement team** to get a quote.
- Consider all **Trust processes** (IPC, IT, H&S, Fire, Estates, Medical Equipment, etc.).
- Attach the **quote** to your application.

#### **3. Complete the Online Application Form**

- Use the link: [Apply for Charity Funding](#).
- Ensure all required information and supporting documents are included.

#### **4. Charity Expenditure Team Review**

- The team may **request further information** or approve your request and provide **next steps**.

#### **5. Approval & PO Number Issuance**

- If approved, you will receive a **Reference Number (PO Number)** via confirmation email.

- Provide this confirmation email to your **Trust procurement team** as proof of funding:
  - **NGH:** Attach to **EPROC request** (use **Cost Centre 85805 & Activity Code F2081**). Send to the usual Trust approver—**NOT Steve Nash**.
  - **KGH:** Send to **Sharon Coe**.
  - **NHFT:** Send to the **Trust procurement team**.

## 6. Follow Trust Procurement Process

- Proceed with the purchase in line with Trust procurement **guidelines**.

## 7. Acknowledge Charity Funding

- Funding is made possible by donations from **patients, families, staff, and the community**. Please acknowledge their support by:
  - ✓ **Displaying signs** recognizing charity funding.
  - ✓ **Adding charity logo stickers** to funded items.
  - ✓ **Working with the charity comms team** on press releases where possible.

## 8. Report Back on Impact

- We will follow up to request **feedback** on how the funding was used and its impact.

\*When a patient is admitted to a hospital or referred to our NHS services, they will be treated or cared for by many people across multiple departments, e.g. on arrival in an ambulance, triage by A&E, diagnostics by labs, on to a ward, surgery, to physio for recovery and then home and sometimes cared for by community teams. However, when patients and their friends or family donate, they tend to give to just one of the departments or wards, rather than all those involved in their care. This has led to the charity having hundreds of funds, with some having big balances and others much less. Having lots of funds with small balances is harder to spend equitably across all departments and achieve meaningful impact.

Please contact the Charity expenditure team on [charity.requests@nhcf.co.uk](mailto:charity.requests@nhcf.co.uk) if you have any questions.