

# Northamptonshire Health Charity Charitable Expenditure Guidance

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*NHCF reserves the right to update this guide at any time. The latest version will be available on our website.*

## 1. Purpose of this guide

This guide aims to support the Northamptonshire Health Charitable Fund (otherwise known as Northamptonshire Health Charity, abbreviated herein to NHCF) charitable expenditure policy which should also be referred to for the avoidance of doubt. It explains how NHCF makes decisions about charitable expenditure and the principles that are considered when assessing whether a funding request is an appropriate use of charitable funds. It outlines:

- Eligibility for NHCF funding.
- NHCF's legal obligations, as defined by the Charities Act 2011.
- The general principles that are followed when considering funding requests.
- Principles that are applied for specific areas of expenditure.
- The decision-making process.

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## 2. Eligibility for NHCF funding

NHCF welcomes funding applications for projects, activities and research that will benefit patients across the Trusts it supports, Northampton General Hospital, Kettering General Hospital, and Northamptonshire Healthcare Foundation Trust, and other areas of healthcare that are permissible within NHCF's charitable objects. Applicants may be:

- Members of Trust staff, as well as those who hold an honorary contract.
- Academic staff from partner universities who work in collaboration with the Trusts.
- Charities and organisations who deliver services and offer support to the wider Trusts community.

## 3. NHCF's legal obligations

NHCF serves as the legal custodian of the charitable funds it receives and has an obligation to ensure that they are spent in line with charity law, as outlined in our charitable expenditure policy. When making decisions about requests to spend from charitable funds, the following questions are considered:

1. All requests must be approved **in advance** by the charity unless otherwise agreed. You should allow at least 10 working days for charity requests to be reviewed. Requests over £5,000 are subject to Sub Committee approval who meet quarterly. If in doubt speak to the charity. Claims for payment for charitable expenditure that have not been approved will be rejected and costs may be transferred to the Trusts.
2. The intended expenditure must be above and beyond that which is funded by the NHS. The charity cannot fund that which should be funded by the NHS, e.g., that which is essential to patient care. If in doubt, please contact the charity first.

3. The expenditure result in **public benefit**. Most of NHCF's expenditure will benefit a section of the public (rather than the public in general) as it will support the healthcare of a group of people (patients). Expenditure must therefore benefit patients.
  - a. Expenditure cannot give rise to more than incidental private benefit i.e., benefit should not be focused only on an individual patient, family member or member of staff.
  - b. Expenditure can benefit wider staff, e.g., staff wellbeing, staff environments etc as a healthy supported workforce helps benefit patients directly.
4. Is the expenditure for a **charitable purpose**, as defined by the Charities Act 2011, for example, the advancement of health or the saving of lives?
5. If a **restricted fund** is to be used, is the expenditure consistent with the fund's objects and any conditions applied by the donor?
6. Is the expenditure **consistent with NHCF's objects**, set out in our charitable expenditure policy?

## 4. General Principles

As well as ensuring NHCF is meeting its legal obligations, the following general principles are followed by the charity when requests for funding are considered:

1. Is the expenditure 'over and above' NHS funding responsibilities?
2. Is there evidence that the request conforms with any relevant Trusts' compliance requirements (for example: Personnel/HR, Procurement, Fire Safety, Infection Control, IT etc), as set out in the appendix of this guidance?
3. Is there evidence that the request has the required Trust's approval(s), in line with the value of the request, as set out in the charitable expenditure policy?
4. Does the expenditure fit with donors' reasonable expectations of how their donations will be used and have an impact in the area intended by the donor?
5. Are sufficient funds available, either in a fund that has already been identified by the applicant, or in a suitable alternative fund? Or is the request suitable for fundraising?
6. Does the expenditure represent good value for money, to ensure that NHCF funding maximises benefit to patients?
7. Has the request been made retrospectively? Approval **must be sought** from NHCF **before** committing charitable funds for any purpose – this approval is necessary to ensure the proposed expenditure is compliant with NHCF's charitable objects and its charitable expenditure policy. NHCF reserves the right to decline retrospective requests. NHCF shall not accept any responsibility for financial commitments made in anticipation of approval that is subsequently not given.
8. NHCF funds may not be used to purchase alcohol.
9. Gift cards and vouchers can only be funded if classed as non-cash and exempt as per the list on <https://www.gov.uk/hmrc-internal-manuals/national-insurance-manual/nim02416>

10. Is the funding request related to volunteers or an external charitable organisation? As a charity, NHCF cannot pay volunteers for their time but can consider reimbursing reasonable expenses as part of an already approved project, in line with the Trusts' HR policies. NHCF can consider funding external charities as outlined in our charitable expenditure policy. NHCF charitable funds may not be used to provide tokens of thanks to other charities.
11. Is this a recurring request using the same supplier? If an identical request is routinely submitted over the course of a financial year, NHCF reserves the right to:
  - a. request that three quotes are sought, in order to demonstrate best value for money;
  - b. request that an annual plan for spending is submitted, so that NHCF can consider providing the funding as an annual grant.
  - c. To limit to a maximum of three years expenditure unless agree otherwise.
12. Suppliers
  - a. request that three quotes are sought, in order to demonstrate best value for money;
  - b. request that an annual plan for spending is submitted, so that NHCF can consider providing the funding as an annual grant.
  - c. To limit to a maximum of three years expenditure unless agree otherwise.
  - d. Items should be sustainable, and suppliers ideally have a modern slavery policy.

## 5. Principles for specific areas of expenditure

NHCF's decision-making principles for some specific areas of expenditure are set out below. This is not intended to be a fully exhaustive list, but we hope it helps to provide some clarity about what NHCF can and cannot fund. Our position will be reviewed regularly and will be subject to change, for example, where there are changes to what is and isn't defined as a NHS funding responsibility.

### *Equipment*

#### *Medical Equipment*

- NHCF can consider funding requests for medical equipment that is 'above and beyond', or out of scope of, NHS funding.
- Before submitting a request for funding, applicants should first contact the relevant Trust department for confirmation that the equipment cannot be NHS funded and to ensure that equipment conforms with the Trust's compliance requirements.
- Where NHS funds are not available, applicants are asked to seek advice from Procurement to ensure the equipment represents best value for money.
- For requests of £50,000 or more please consult with the Trust's to discuss the legal requirements regarding quotes and the tendering

<i>Laptops and PCs for staff</i>	<p>process. NHCF will require evidence of this as part of the funding request.</p> <ul style="list-style-type: none"> <li>• NHCF will not fund ongoing maintenance, insurance or consumables.</li> </ul> <ul style="list-style-type: none"> <li>• If a person’s salary is paid for by the Trusts, then their equipment should be funded by their employer as a core cost – this includes any devices that are required for staff to undertake their role remotely.</li> <li>• Requests for laptops/PCs in other circumstances will no longer be considered by NHCF.</li> </ul>
<i>Specialist chairs and wheelchairs</i>	<ul style="list-style-type: none"> <li>• Chairs for transportation purposes are considered a core NHS provision.</li> <li>• Recliner chairs are now also considered a NHS funding responsibility and can be funded by the Trusts.</li> <li>• Other specialist chairs may be considered for funding if they are ‘over and above’ existing core NHS provision.</li> <li>• Before submitting a request for funding, applicants should first contact the Trusts’ Procurement for confirmation that the chair cannot be NHS funded and to ensure that chair conforms with the Trust’s compliance requirements.</li> <li>• Where NHS funds are not available, applicants are asked to seek advice from Procurement to ensure the chair represents best value for money.</li> <li>• For requests of £50,000 or more please consult the Trust’s Procurement to discuss the legal requirements regarding quotes and the tendering process. NHCF will require evidence of this as part of the funding request.</li> <li>• NHCF will not fund ongoing maintenance and insurance.</li> </ul>
<i>Electronic Tablets for patients</i>	<ul style="list-style-type: none"> <li>• Funding requests for tablet devices for use with patients and/or their families can be considered, with the following conditions: <ul style="list-style-type: none"> <li>- The tablet must be compatible with the Trust’s Wi-Fi, as NHCF will not routinely fund mobile data packages.</li> <li>- Purchases must be approved by the Trusts.</li> <li>- Upgrades and other costs must be covered by the Trusts.</li> <li>- The tablet must be added to the relevant department’s inventory.</li> <li>- To protect against accidental damage, appropriate wipe-clean tablet covers must be included as part of the funding request.</li> </ul> </li> </ul>

## *Patient wellbeing*

<i>Flowers</i>	<ul style="list-style-type: none"> <li>NHCF will not routinely fund flowers, but in exceptional circumstances will consider funding for a recipient on a one-time only basis.</li> </ul>
<i>Individual patients and family members</i>	<ul style="list-style-type: none"> <li>NHCF has a legal obligation to ensure that expenditure results in public benefit and does not give rise to more than incidental private benefit. For this reason, regrettably, NHCF cannot provide funding to individual patients or family members.</li> </ul>
<i>Patient spaces</i>	<ul style="list-style-type: none"> <li>NHCF can consider funding for projects to enhance patient spaces (for example, wards and waiting rooms) including wall art, lighting and decoration – further information about this is provided under ‘Spaces’.</li> </ul>
<i>Patient videos for websites</i>	<ul style="list-style-type: none"> <li>NHCF can consider funding for videos subject to the following conditions. The video must: <ul style="list-style-type: none"> <li>have clinical sign-off</li> <li>be produced by the Trust’s own media team</li> <li>be added to a public platform</li> <li>have NHCF and Trust branding</li> </ul> </li> </ul>
<i>Radios/Music Players</i>	<ul style="list-style-type: none"> <li>NHCF can consider requests to fund radios where there is a clear patient benefit, for example, if music/background noise would be a distraction from an invasive/uncomfortable medical procedure.</li> <li>PAT testing, maintenance and licensing requirements are the responsibility of the Trusts.</li> <li>There should be a label or some other suitable form of recognition (as far as infection control requirements allow) stating that the item has been funded by NHCF.</li> </ul>
<i>Televisions</i>	<ul style="list-style-type: none"> <li>NHCF does not fund communal televisions on wards for reasons of safety and also in recognition of the fact that some patients might not wish to be disturbed.</li> <li>NHCF can consider funding televisions in waiting areas, where they might be a welcome distraction for patients and their families. However, the following conditions would apply: <ul style="list-style-type: none"> <li>The request must be endorsed by the relevant Head of Nursing.</li> <li>The model should be Trusts approved.</li> <li>The television must be securely fixed to a wall.</li> <li>The television must be a ‘smart’ device so no external aerial is required.</li> <li>PAT testing, maintenance and licensing requirements are the responsibility of the Trusts.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- There should be a label or some other suitable form of recognition (as far as infection control requirements allow) stating that the item has been funded by NHCF.</li> <li>• NHCF will not fund subscriptions to individual entertainment services such as Netflix.</li> </ul>
<i>Tuck shops</i>	<ul style="list-style-type: none"> <li>• NHCF can consider funding for tuck shop items as a small enhancement to the patient experience.</li> <li>• Any items should be available to patients free of charge (i.e., it is not really a 'shop').</li> <li>• It is the applicant's responsibility to ensure the food provided is permitted by the Trusts' Estates and Facilities and is in line with the Trusts' requirements.</li> </ul>
<i>Water coolers and fountains</i>	<ul style="list-style-type: none"> <li>• NHCF considers the provision of water to be a fundamental element of patient care and is a NHS funding responsibility.</li> </ul>

### **Environments & Spaces**

<i>Air con and fans</i>	<ul style="list-style-type: none"> <li>• Temperature control is the Trusts' responsibility.</li> <li>• Requests for air con will not be considered.</li> <li>• NHCF can consider funding for patient fans where this is 'over and above'.</li> <li>• Where NHCF does fund patient fans, they must meet infection control and health and safety requirements.</li> <li>• PAT testing and ongoing maintenance costs are the responsibility of the Trusts.</li> </ul>
<i>Arts</i>	<ul style="list-style-type: none"> <li>• All projects that incorporate art in any way should be discussed and endorsed by the Trusts.</li> <li>• NHCF will consider requests for projects that cannot be funded by the Trusts.</li> <li>• Evidence of the Trusts' endorsement should be attached to the funding request.</li> </ul>
<i>Candles</i>	<ul style="list-style-type: none"> <li>• NHCF cannot fund candles for use on the Trusts site for reasons of health and safety.</li> <li>• Battery-powered candles may be considered.</li> </ul>
<i>Decorations for celebrations/religious festivals</i>	<ul style="list-style-type: none"> <li>• NHCF may consider funding for decorations and other items for celebrations and religious festivals subject to:             <ul style="list-style-type: none"> <li>- Infection control rules</li> </ul> </li> </ul>

<i>Furniture</i>	<ul style="list-style-type: none"> <li>- Fire team rules</li> <li>• NHCF funding may be used subject to the following conditions:             <ul style="list-style-type: none"> <li>- In-keeping with infection control rules.</li> <li>- Approval must always be sought up front.</li> <li>- Where funding is approved, NHCF will arrange reimbursement of a staff member up to the amount approved.</li> <li>- Requests will only be approved if the department has a suitable fund and the usual fund advisor approval must be in place.</li> <li>- The applicant should provide assurance that there is compliance with Fire Team rules.</li> </ul> </li> <li>• Requests for furniture are considered on a case-by-case basis. Applicants must explain the patient benefit and include evidence that the furniture is not a core NHS cost.</li> <li>• Furniture that is required for a person to carry out their role (for example, a desk and chair) or required as part of patient care (for example, bedside cupboards or the basic provision of waiting room furniture) would not usually be appropriate for NHCF funding.</li> <li>• Funding for upgrades of core items may be appropriate as part of a refurbishment.</li> </ul>
<i>Patient and relative spaces</i>	<ul style="list-style-type: none"> <li>• NHCF can consider funding requests for projects to refurbish or enhance spaces for patients and relatives (for example, wards and waiting rooms) where refurbishments or enhancements are over and above NHS funding responsibilities. Enhancements/refurbishments might include re-configuration, wall art, lighting and decoration.</li> <li>• In the first instance applicants should contact the Trusts' Estates and Facilities to see what can be provided by the Trusts' funds.</li> <li>• Applicants can submit a request for enhancements/refurbishments that are 'over and above' what the Trusts' can provide. This may also include the cost of designs being drawn up by a professional design company.</li> <li>• Additional funding for furniture may be requested on top of that which should be provided by the Trusts. E.g. the charity could consider an additional contribution to allow the purchase of chairs with USB chargers, less the cost of the Trust's basic provision.</li> <li>• NHCF is not able to offer project management support for the enhancements/refurbishments.</li> </ul>

*Staff rooms/areas*

- NHCF can consider funding requests for projects to refurbish or enhance staff rooms or staff areas, where refurbishments or enhancements are ‘over and above’ NHS funding responsibilities. The Trusts’ should provide basic decoration and also ensure that the following is available in staff rooms/staff areas:
  - Hot and cold running water
  - Handwashing facilities
  - A refrigerator
  - A microwave
- In the first instance applicants should contact the Trusts’ Estates and Facilities to see what can be provided by the Trusts’ funds.
- Applicants can submit a request for enhancements/refurbishments that are ‘over and above’ what the Trusts’ can provide. This may also include the cost of designs being drawn up by a professional design company.
- NHCF is not able to offer project management support for the enhancements/refurbishments.

*Staff support*

*NHCF can provide funding to staff where there’ll be a direct patient benefit or a contribution to patient benefit. When considering requests for staff support, NHCF’s ethos is to act in a fair, inclusive and equitable way across the Trusts’ staff.*

*Clinical supervision*

- In general, NHCF considers clinical supervision to be a core NHS cost, as the benefit has been proven.
- However, if funding is requested for a new approach to clinical supervision (for example, in a department or team that has not previously benefitted from clinical supervision), funding for a time limited pilot will be considered.

*Education, training and conference attendance*

- NHCF does not fund education, training or conference attendance that is a requirement of an individual’s role or professional registration.
- NHCF can consider funding requests for non-mandatory training and conference attendance but there must be a clear connection between the focus of the training or conference and the potential for tangible patient benefit.
- Trust staff who are not doctors or nurses should apply to the Trust for assistance with conference and non-mandatory training fees.

- All Trusts' staff should check whether there is any departmental funding available for travel and accommodation costs associated with conference and non-mandatory training. Where no departmental funding is available, NHCF can consider the following costs only:
  - Return travel costs
    - All fares must be economy/standard.
    - Reasonable travel costs to the outbound train station or airport can be considered, including airport parking costs (valet parking or premium services will not be considered).
    - Public transport should be used wherever possible.
    - Mileage will be paid at a rate of 45 pence per mile.
    - Taxi fares will only be considered in exceptional circumstances, where no other reasonable mode of transport is available.
  - Bed and breakfast accommodation for the duration of the training/conference only, at a rate of up to £130 per night inner city, or £100 per night elsewhere.
- In all cases:
  - A fully completed and approved Charitable Expenditure Request Form must be submitted in advance.
  - Costs must be within the allowances above. Where the requested amount exceeds these allowances, NHCF will reimburse up to the allowance value only.
  - Every effort should be made to obtain discounted or best value travel and accommodation.
  - NHCF will consider supporting multiple staff members from the same team to attend the same conference, however, justification should be provided.
  - The relevant course specification or conference flyer/agenda should be attached to the funding request or provided as a URL.
  - If somebody is presenting at a conference and their attendance has been supported by NHCF, NHCF should be recognised in the presentation.
  - The payment route for the reimbursement of costs is:  
Accommodation and travel bookings are made by the Trust(s) for the individual(s) concerned; the Trust(s) then invoices NHCF for the total cost. Should somebody not attend the conference/training course,

	<p>the costs will be repaid to NHCF, unless there are exceptional circumstances.</p>
<p><i>National or regional education events organised by staff</i></p>	<ul style="list-style-type: none"> <li>• NHCF will only consider funding where: <ul style="list-style-type: none"> <li>- a specific fund has been identified for this purpose;</li> <li>- there is a clear connection between the focus of the event and the potential for tangible patient benefit.</li> </ul> </li> <li>• For national and regional events, up to two events per financial year, per fund, will be considered.</li> <li>• Funding will be limited to: <ul style="list-style-type: none"> <li>– up to £10 (inclusive of VAT) per person for refreshments, where events are held on-site. Trusts’ approved catering suppliers must be used.</li> <li>– where events are held off-site: <ul style="list-style-type: none"> <li>○ NHCF will consider a day delegate rate of up to £50 (inclusive of VAT) per person (to include all costs) or for refreshments only, up to £10 (inclusive of VAT) per person.</li> <li>○ Venues should be appropriate and represent good value for money. Charitable funds may not be used to host events in venues such as luxury hotels, wedding venues, pubs or restaurants.</li> </ul> </li> </ul> </li> <li>• NHCF will not fund speaker or external facilitator costs.</li> <li>• An agenda/programme for the event must be attached to the funding request.</li> <li>• Where funding is provided by NHCF, this should be recognised during the event or on event materials, for example, on the programme/agenda.</li> </ul>
<p><i>Milk, coffee, and tea for staff</i></p>	<ul style="list-style-type: none"> <li>• At present, NHCF does not fund milk, coffee and tea for staff groups as it is not equitable across all Trusts’ staff.</li> </ul>
<p><i>Off-site meetings/work activities</i></p>	<ul style="list-style-type: none"> <li>• If an off-site meeting or work activity relates to a core requirement of someone’s job, then NHCF will not assist with any additional costs associated with their attendance.</li> <li>• However, if the meeting or activity is ‘over and above’ their core duties and a clear patient benefit can be demonstrated, NHCF can consider assisting with any additional travel costs arising from their attendance.</li> </ul>
<p><i>Professional memberships and subscription costs</i></p>	<ul style="list-style-type: none"> <li>• NHCF will not provide funding for professional memberships or subscriptions to UK bodies or their associated publications, as these are regarded as the professional obligation of the individual member of staff.</li> </ul>
<p><i>Salaries</i></p>	<ul style="list-style-type: none"> <li>• NHCF can consider the funding of salaries if they are part of an approved NHCF grant/project.</li> </ul>

<i>Staff recognition and incentives</i>	<ul style="list-style-type: none"> <li>NHCF will not normally support employment costs for periods of longer than three years.</li> <li>Requests relating to tokens of appreciation, recognition and celebration should be directed to the Trusts' team responsible for staff recognition in the first instance.</li> <li>NHCF will not consider funding requests for items or incentives for individual members of staff, for example staff retirement gifts.</li> </ul>
<i>Staff social events</i>	<ul style="list-style-type: none"> <li>NHCF does not fund social events for staff, including Christmas parties, because such activity is not equitable across the Trusts. NHCF may consider funding these types of activities for volunteers of the Trust.</li> </ul>
<i>Staff team building/away days</i>	<ul style="list-style-type: none"> <li>NHCF will only consider funding for staff team building/away days where: <ul style="list-style-type: none"> <li>a specific fund has been identified for this purpose;</li> <li>there are defined learning outcomes and a clear connection between the focus of the event and the potential for tangible patient benefit;</li> <li>a whole, or the majority, of a staff group are able to benefit.</li> </ul> </li> <li>One event per financial year, per fund, will be considered.</li> <li>Where events are held on-site, NHCF will consider funding up to £10 (inclusive of VAT) per person for refreshments. Trusts' approved catering suppliers must be used.</li> <li>Where events are held off-site: <ul style="list-style-type: none"> <li>NHCF will consider a day delegate rate of up to £50 (inclusive of VAT) per person (to include all costs) or for refreshments only, up to £10 (inclusive of VAT) per person.</li> </ul> </li> <li>Venues should be appropriate and represent good value for money. Charitable funds may not be used to host events in venues such as luxury hotels, wedding venues, pubs or restaurants.</li> <li>NHCF will not fund speaker or external facilitator costs.</li> <li>An agenda/programme for the event must be attached to the funding request.</li> <li>Where funding is provided by NHCF, this should be recognised during the event, or on event materials, for example, on the programme/agenda.</li> </ul>
<i>Workwear</i>	<ul style="list-style-type: none"> <li>The provision of appropriate workwear/uniform to staff is the responsibility of the Trusts' as an employer.</li> </ul>

- Badges signalling the ward/department where people work is considered an extension of workwear and therefore also outside the scope of NHCF funding.

## Research

<p><i>Postgraduate student fees</i></p>	<ul style="list-style-type: none"> <li>• NHCF does not provide funding for MBA's, Masters fees or partial PhD fees.</li> <li>• NHCF can only consider funding for PhD fees if the charity is also funding the research project. If NHCF is not funding the research itself, we do not consider there to be sufficient public benefit in funding the fees.</li> </ul>
<p><i>Postgraduate student conference costs</i></p>	<ul style="list-style-type: none"> <li>• NHCF can consider funding travel and accommodation costs but only:             <ul style="list-style-type: none"> <li>- where the student has direct links to the Trusts';</li> <li>- if we receive confirmation that the student has approached their university for assistance and been declined;</li> <li>- where an appropriate research fund exists;</li> <li>- there is a clear connection between the focus of the conference and the potential for tangible patient benefit.</li> </ul> </li> <li>• NHCF can consider the following costs only:             <ul style="list-style-type: none"> <li>- Return travel costs                 <ul style="list-style-type: none"> <li>▪ All fares must be economy/standard.</li> <li>▪ Reasonable travel costs to the outbound train station or airport can be considered, including airport parking costs (valet parking or premium services will not be considered).</li> <li>▪ Public transport should be used wherever possible.</li> <li>▪ Mileage will be paid at a rate of 0.25 pence per mile.</li> <li>▪ Taxi fares will only be considered in exceptional circumstances, where no other reasonable mode of transport is available.</li> </ul> </li> <li>- Bed and breakfast accommodation for the duration of the training or conference only, at a rate of up to £130 per night inner city, or £100 per night elsewhere.</li> </ul> </li> <li>• In all cases:             <ul style="list-style-type: none"> <li>- Costs must be within the allowances above. Where the requested amount exceeds these allowances, NHCF will reimburse up to the allowance value only.</li> <li>- Every effort should be made to obtain discounted or best value travel and accommodation.</li> <li>- The relevant conference flyer/agenda should be attached to the funding request or provided as a URL.</li> </ul> </li> </ul>

*Publication costs*

- If a student is presenting at a conference and their attendance has been supported by NHCF, NHCF should be recognised in the presentation.
- Funding is limited to one student per financial year, per fund.
- NHCF will only consider funding publication fees where the charity is funding the research project or area of research, for example, funding has been provided via an NHCF grant.

## 6. Recognition & Impact

Where an item or project has been funded by NHCF funds, NHCF expects a suitable form of recognition (as far as infection control requirements allow) stating that the item/project has been supported by NHCF. NHCF will supply labels, signage or other promotional materials to support this.

Once a project has been completed, NHCF will expect an end of project report detailing the impact, benefits to patients/staff and encourage photos/images to demonstrate this. Where appropriate, a progress report mid-way through a project may also be requested.

## 7. Decision-making process

NHCF actively work in partnership with the Trust's leadership teams to ensure decisions made are in line with our charitable expenditure policy and in the best interests of patients and the wider Trust community.

NHCF charitable funds are not 'accounts' belonging to the Trusts or individual departments. Expenditure approval is delegated to Fund Advisors; however Fund Advisor approval does not ensure NHCF approval and the Charity reserves the right to make its own decisions regarding Fund expenditure. Charitable funds are held by NHCF and ultimately it is the Charity's decision whether to approve a request for funding or not.

Fund Advisors can initiate, review and support applications being submitted to NHCF for funding, but the final decision regarding funding of a project is the responsibility of NHCF.

This is the case regardless of whether:

- prior approval has been obtained from the Trusts.
- an identical or similar request has been approved in the past – there is no guarantee that it will be approved now or in the future.

## 8. Charitable Funding requests

All charitable funding requests are subject to review and due diligence by the NHCF charity team in the first instance. This ensures charitable expenditure is in line with charity’s law and our funding principles and also enables initial exploration of the availability of funds.

Decisions are then taken as follows, depending on the value of the request:

<b>Value of request</b>	<b>Decision makers</b>
Up to £5,000	NHCF Expenditure Team / NHCF CEO
£5,000 - £25,000	NHCF Sub-Committees
£25,000+	NHCF Board of Trustees

## Membership of NHCF decision making committees

<b>Committee</b>	<b>Members</b>
<i>NHCF Expenditure Team</i>	<ul style="list-style-type: none"> <li>Alison McCulloch – Head of Expenditure and Impact</li> <li>Louise Abarak – Accounts &amp; Finance Controller</li> <li>Caroline Donaghy – Finance &amp; Governance Controller</li> <li>Jonathan McGee – Charity Chief Executive</li> </ul> <p>(note only the Head of Expenditure and Impact, or the Chief Executive, are required for signing off expenditure up to £5,000)</p>
<i>KGH Sub-committee</i>	<ul style="list-style-type: none"> <li>Deborah Manger – Chair - NHCF Trustee and KGH NED</li> <li>Jonathan McGee – Charity CEO</li> <li>Alison McCulloch – Head of Fundraising</li> <li>Debbie Needham – KGH CEO</li> <li>Caz Dyer – Head of Radiology</li> <li>Josey Garratt – Head of Nursing Surgery</li> <li>Kim Attley – Head of Midwifery (deputised by Lisa Drummond)</li> <li>John Leivers – Communications</li> <li>Peter Woolicroft – KGH Lead Governor</li> <li>Richard Cook – KGH Transition Programme Lead</li> </ul>
<i>NGH sub-committee</i>	<ul style="list-style-type: none"> <li>Phil Zeidler – Chair – NHCF Trustee</li> <li>Jonathan McGee – Charity Chief Executive</li> </ul>

*NHFT sub-committee*

- Alison McCulloch – Head of Fundraising
  - Heidi Smoult – NHCF Trustee and KGH CEO
  - Jill Houghton – NHCF Trustee and NGH NED
  - Nerea Odongo – NGH Director of Nursing
  - Emma Wimpres – Head of Volunteers Service
- Judit Seymour – Chair - NHCF Trustee
  - Jonathan McGee – Charity Chief Executive
  - Alison McCulloch – Head of Fundraising
  - Alison Gilmour – NHFT Director of Strategy and Partnership
  - Tim Diggle – Charities Partnership Manager
  - Richard Glasspool – Service Manager
  - Lisa Wynne – Senior Procurement Manager
  - Matt Howling – Head of External and Operational Communications

## Appendix

<i>Arts</i>	All projects that incorporate art in any way should be discussed and endorsed by the Trusts.
<i>Medical equipment</i>	All medical equipment must be approved by the relevant Trust. Please attach evidence of approval to your application.
<i>Estates and Facilities</i>	<p>Any project that affects the material structure of the hospital estate must be approved by the Estates and Facilities department. Please attach evidence of Estates and Facilities' approval to your application.</p> <p>To contact Estates and Facilities, please contact            KGH - 01536 491888 <a href="mailto:estates.helpdesk@nhs.net">estates.helpdesk@nhs.net</a>            NGH - 01604 544000 <a href="mailto:ngh-tr.estates.office@nhs.net">ngh-tr.estates.office@nhs.net</a>            NHFT - 03000 271334 <a href="mailto:AdminteamEstates@nhft.nhs.uk">AdminteamEstates@nhft.nhs.uk</a></p> <p>If you are seeking funding to improve a patient or staff area, please contact the charity first on <a href="mailto:charity.requests@nhcf.co.uk">charity.requests@nhcf.co.uk</a> in the first instance</p>
<i>Fire Safety</i>	<p>All projects must be compliant with the Trusts' fire safety requirements. Evidence of fire safety compliance may be required with your application if it is for certain items, for example, wall hangings or soft furnishings.</p> <p>If you have any queries about fire safety requirements, please contact your Trust's Fire Team.</p>
<i>Infection control</i>	All charitable expenditure must be compliant with the Trusts' infection control requirements. Evidence of infection control compliance may be required if your application is for certain items, for example, food, wall hangings or soft furnishings. If you have any queries about infection control requirements, please contact your Trust's Infection Control team.
<i>IT</i>	If you are seeking funding for IT hardware, you should first contact the relevant Trust's IT team to ask for their approval and to check that the hardware cannot be the Trusts funded. We are unable to approve applications that are not explicitly endorsed by the Trust so please attach evidence of their approval to your application.
<i>Staff recognition</i>	Staff recognition should be ideally managed through the Trusts rather than at a departmental or ward level.
<i>Staff training</i>	If applying for non-mandatory training, staff should first check with their professional and practice development team as they may have budget and support education funding for registered healthcare practitioners.

For NGH: contact the Professional and Practice Development Team, Area Q,  
Landline: 01604 544658 Email: [ngh-tr.organisational.development@nhs.net](mailto:ngh-tr.organisational.development@nhs.net)

For KGH: contact Staff Development Team on:

Email: [kgh-tr.Staff.Development@nhs.net](mailto:kgh-tr.Staff.Development@nhs.net)

For NHFT: contact Learning and Development Team on:

[Learninganddevelopment@nhft.nhs.uk](mailto:Learninganddevelopment@nhft.nhs.uk)