**Guidance Notes
Bale COVID-19 Fund – UHW only**

**Charitable Funds Applications**

This document is intended to provide guidance to Cardiff and Vale University Health Board staff on applying for charitable funds from the dedicated Bale Fund for items to enhance the wellbeing of staff, volunteers and patients impacted by the COVID-19 pandemic.

1. **Who can submit a request for COVID-19 Bale Funds?**

The Bale family have made a very generous donation to Cardiff and Vale University Health Board and have asked specifically for these funds to be used to benefit staff, patients and services at the University Hospital of Wales, in recognition of care and support received there by their family members.

Staff are welcome to apply for charitable funds for items that will enhance the wellbeing of our staff, volunteers and patients at UHW, impacted by the COVID-9 pandemic. Applications will only be considered from staff directly employed by the University Health Board.

1. **What is eligible for funding?**

We welcome your ideas for items or projects that will make the biggest difference to the wellbeing of our staff, volunteers and patients impacted by COVID-19. The items you request should be items above and beyond those that the NHS can provide.

Additionally, your application should be aligned to at least one of the Health Charity Strategy 2019-25 Objectives, which are available on the Covid Funding page of our website - link

1. **What is not eligible for funding?**

Our charitable funds cannot purchase any items that the Health Board has a statutory obligation to provide such as Personal Protective Equipment (PPE) or items that would normally be provided by the Health Board such as staff uniforms or computer equipment. Wherever possible, our charitable funds are intended to provide items that a whole ward, department or service can benefit from.

Please remember that your wards, service or department at UHW may also have access to charitable funds of your own. Consider also how these funds could also be used at this time to support items which may not be appropriate for COVID-19 charitable funding.

1. **Can I talk to someone before submitting my application?**

If you wish to discuss your application, please contact us on Fundraising.cav@wales.nhs.uk or 02921 836042.

1. **How much can I apply for and how many funding applications can I submit?**

Wards, services and departments at UHW can submit bids for projects via the Bale Covid-19 Funds Application process for items to enhance patient, staff and volunteer wellbeing.

The Health Charity is required to work within the resources available and as such, all funding applications will be carefully considered to ensure that as many people as possible benefit from these funds.

1. **Does my application have to be signed off by my manager?**

Yes, all applications must have management approval e.g. Senior Nurse, Service Manager, Head of department or equivalent, prior to submission.

The Manager is responsible for ensuring that approved funds are used for the purpose applied for and will be required to complete an evaluation form to support governance and audit requirements.

1. **When will I hear back about the outcome of my application?**

Bids to the Bale Covid-19 Fund will be considered by the Charitable Funds Committee which meets quarterly. Following which, you will be contacted on the email address provided on your application form to advise if your bid is successful.

1. **I was told that my application was successful but the item(s) or funding has not arrived. What should I do next?**

Please contact us on Fundraising.cav@wales.nhs.uk or 02921 836042.

1. **My application wasn’t successful, can I submit another application for different items?**

Yes, you may submit another application. We suggest that you contact us on Fundraising.cav@wales.nhs.uk or 02921 836042 to discuss why your initial application was unsuccessful before submitting another application.