**COVID-19 Fast-track Charitable Funds Application**

**Patient, Staff and Volunteer Wellbeing**

**(Bids up to £500)**

* All purchases, irrespective of the source of funding, have to be made following the UHB’s Standing Financial Instructions, policies and procedures.
* Before submitting the application to the Panel, accurate costs (quotes/tenders) must be obtained from the supplier and included with the application (screenshots of webpages will suffice). The Procurement department will be able to assist in compiling a full breakdown of costs.

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| 1. **Name of ward, service or department:** | | | |
|  | | | |
| 1. **Main Contact:** | | | |
| Name: | Job Title: | | Work Base: |
| Telephone: | | Email: | |
| 1. **Please provide as much information as possible regarding the items you are requesting to enhance staff and volunteer wellbeing:**   ***Please do not place any orders yourself; all orders will be made centrally should your request be successful*** | | | |
| e.g. Description of items, number required, name of supplier, approximate cost. | | | |
| 1. **How will this expenditure enhance the wellbeing of patients, staff or volunteers impacted by COVID-19?** Max 100 words | | | |
|  | | | |
| 1. **Management approval:** Please confirm who has approved the submission of your request. i.e. Senior Nurse, Service Manager, Head of Department or equivalent. | | | |
| Name: | | Job Title: | |
| Telephone: | | Email: | |
| 1. **Submitted by:** | | | |
| Name:  Job Title: | | Date: | |
| 1. **Feedback –** If your Charitable Funds applicationis successful, you will be asked to provide feedback on your spend for reporting and governance purposes. | | | |

**Send applications by email to:** [Fundraising.cav@wales.nhs.uk](mailto:Fundraising.cav@wales.nhs.uk)   
**Any Questions:** 02921 836042