**Guidance Notes
COVID-19 Charitable Funds Applications**

**(Fast-track - up to £500)**

This document is intended to provide guidance to Cardiff and Vale University Health Board staff on applying for charitable funds 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 charitable funds?**

All Cardiff and Vale University Health Board staff are welcome to apply for charitable funds for items that will enhance the wellbeing of our staff, volunteers and patients 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 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.

All ideas will be considered however, please remember that we need to be mindful of the spirit in which our charitable donations were made. If you are unsure whether your ideas are eligible for funding, please consider whether you would be happy to tell a fundraiser or donor that their donations have been used in this way. If not, it may be inappropriate to submit your request. If you are unsure, please contact us on Fundraising.cav@wales.nhs.uk or 02921 836042.

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 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 fast-track funding applications can I submit?**

Wards, services and departments can apply for a maximum of £500 via the fast-track 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. **How can I access a larger amount of COVID-19 charitable funds?**

Details are available on webpage hyperlink

Alternatively you can contact us on Fundraising.cav@wales.nhs.uk or 02921 836042 to discuss any ideas you have for larger items, projects or initiatives that enhance the experiences, welfare and wellbeing of our staff, volunteer and patients impacted by COVID-19.

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 may be asked to complete an evaluation form to support governance and audit requirements.

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

We aim to get back to you within one week of receipt of your application. You will be contacted on the email address provided on your application form.

1. **Where have our COVID-19 charitable funds come from?**

A significant amount of charitable donations have been so generously received from the public in recent weeks to thank our NHS staff, who are working tirelessly within our inpatient and community services across Cardiff and Vale of Glamorgan.

We have also received grant funding from NHS Charities Together, the umbrella body for UK NHS charities, to meet the immediate and urgent needs of patients, staff and volunteers.

1. **I was told that my application was successful but the item(s) have 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.