

Guidance on core and non-core expenditure for charitable funds applications

The Public perception test

When considering applying for charitable funds, ask yourself the following:-

- *Would someone who puts a pound in a collection box be happy for it to be spent in this way?*
- *Would you be proud to tell a donor about this expenditure and the difference it will make?*
- *Is this a justifiable charitable purchase or should it come from an NHS budget?*
- *Is there a more effective use of the funds available?*

The Charitable Funds Committee has recommended the following list of items that could be considered for funding from charitable funds, staff lottery and departmental endowment funds. These recommendations are guided by the principles of the Charities Act 2011 and are subject to disclosure requirements.

Items that COULD be funded by charitable funds	Items that can-not be funded by charitable funds
1. Equipment & Consumables	
Medical and surgical equipment and its maintenance for NHS patient care, education and research (<i>in exceptional circumstances, when it cannot be paid for out of revenue</i>).	Medical and surgical equipment and its maintenance for private patient care unless such use is incidental to its main NHS use (i.e. less than 2% of total activity).
Medical and surgical consumables for new charitable equipment when ordered together. Incidental 'start up' stock to constitute no more than the first year's supply.	Ongoing medical and surgical consumables (e.g. dressings, implants, cannulas, hypodermic syringes, needles).
Specialist furniture, fixtures and fittings for areas used by patients, including specialist beds and chairs. Refurbishment works or furniture, fixtures and fittings for use in non-clinical areas by staff, including staff rest-rooms and external areas, where charitable monies have been specifically raised for such projects; or would result in an improvement in staff welfare facilities, where such enhancement would not normally be funded by NHS resources.	Furniture, fixtures and fittings for use in non-clinical areas by staff to perform duties of role/core business activities, e.g. furniture for offices, bedroom furniture for staff accommodation.

IT equipment and software where used in direct patient care (e.g. attached to radiography equipment, tablet computers for use in direct diagnosis or care).	IT equipment and software where used in administrative and support roles (e.g. patient administration or business support).
	Office equipment and materials for use in administrative and support roles (e.g. stationery, filing cabinets, notes trolleys)
	Health and safety items (e.g. antibacterial gels, cleaning products/equipment, access equipment, industrial dishwashers).
Fans and air conditioning units for patient care areas.	Fans and air conditioning units in support and office areas (<i>conditional on area making request i.e. if environment deemed detrimental to staff H&S</i>).
	Communication and navigation equipment (mobile phones and chargers, satellite navigation systems).
Items that COULD be funded by charitable funds	Items that can-not be funded by charitable funds
2. Education & Training All requests must comply with the UHB's Learning & Development Policy Applications for study leave must be made for all education and training	
Education and training (courses and conferences), over and above that provided by the NHS which will improve staff knowledge and performance in their roles within the NHS. Where no NHS resources are available, 100% of fees and associated costs can be funded in line with NHS subsistence rates.	Statutory, mandatory or essential education and training (e.g. required by law or identified as necessary for staff to undertake their roles within the NHS or required for maintenance of professional registration). Backfill for staff attending education and training programmes.
Higher award and academic studies for which significant benefit to the UHB can be quantified through training and development objectives. All applications will be referred to the Charitable Funds Committee for consideration on a case by case basis.	Education and training (courses and conferences) defined as 'Continuing Development 2' in the UHB's Learning and Development Policy, which is not normally supported by the UHB. Backfill for staff attending education and training courses.
Running costs associated with internally or externally run courses or conferences (including team skills development days) which are linked to identified education and training needs. e.g. speaker fees, room/ equipment hire, refreshments, honorariums, visiting speakers' accommodation. (<i>*proof required that most cost-effective venue and/or accommodation option has been sourced</i>)	Alcohol for course refreshments. Honorariums above and beyond out of pocket expenses, in line with HMRC guidelines. Team building days/time out.
Overseas courses and conferences where there is clear patient benefit and no UK provision available within 12 months. Maximum of 75% of all reasonable costs, in line with NHS subsistence	Cost of accompanying family members. (<i>requests for overseas courses and conferences must be received at least 3 months in advance</i>).

rates. Accommodation for a maximum of 1 night before and 1 night after the event.	
Library facilities and resources.	Requests which have not received study leave approval from the Learning & Development Department.
	Requests which have not complied with the UHB's Learning and Development Policy or received the relevant approvals.
	Applications for education and training which has already taken place.
Items that COULD be funded by charitable funds	Items that can-not be funded by charitable funds
3. Patient Welfare	
Items for patients (e.g. arts and crafts materials, children's themed curtains and duvet covers, patient library facilities).	
Furniture, fixtures and fittings in patient, or family/visitor rest areas.	
Additional snacks where there is a clear clinical need (e.g. for chemotherapy patients).	Tea, coffee, water coolers (adequate patient hydration is a mandatory requirement in the NHS).
Christmas extras for ward areas, gifts of nominal value (£5 each or less) for those inpatients in hospital on Christmas Day. <i>Allocation of Christmas monies is coordinated centrally on an annual basis.</i>	Gifts or distributions of money to patients at any time. All presents at Christmas must be non-monetary.
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4. Staff Benefit	
Books, educational DVD's, posters, leaflets, information screens for patient care and/or staff education.	Televisions, games or other entertainment for staff.
	Staff celebrations or parties (including weddings, special birthdays or retirements), or gifts, including flowers.
Ward/departmental subscriptions to clinical journals where such journals are not available from the local staff library.	Personal subscriptions/memberships and professional insurance fees (can be offset against personal additional taxable income).
	Regulation staff uniforms, protective clothing, theatre shoes, non-static shoes, staff lockers (if over and above that provided by the UHB).

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5. Building, Refurbishment & Environment	
Building and/or refurbishment works where charitable monies have been specifically raised for such projects.	Planned preventative maintenance or maintenance repair works (building and engineering).
	Health and safety expenditure consequent upon charitably funded works, e.g. safe asbestos removal.
	Upgrading/replacement of existing infrastructure or fixed plant (e.g. boilers, central switchgear) unless consequent on a charitable funded scheme. Where absolutely required and where no NHS exchequer funds are available, charitable funding of such works should never exceed 20% of total costs.
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6. Research & Development	
Non-commercial medical research with direct benefits to NHS patients where ethical approval has already been granted and no other source of funding exists.	Commercial research or non-medical research.
Research where clear public/patient benefit potential is anticipated and where the results will be made publicly available. Funding will generally be limited to the balances in those funds that are raised and held specifically for purposes of research.	Research where the charity or UHB is unable to secure the intellectual property or other rights of the research is successful.
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7. Other	
Staff posts for a limited time period (maximum of three years) where no other source of funding exists e.g. projects piloting new models of care or part of a wider service development offering the most effective use of the funds available. <ul style="list-style-type: none"> • <i>Applications must outline the benefits to patients and the wider NHS and include a detailed exit strategy.</i> • <i>All staff posts and expenditure greater than £25k requires the approval of the CFC.</i> 	
Healthy living and health promotion initiatives.	