



NEWCASTLE HOSPITALS CHARITY

GUIDANCE NOTES FOR APPLYING FOR FUNDS

1 What is Newcastle Hospitals Charity?

The Newcastle Hospitals Charity (“the Charity”) is a registered charity, charity reg. no. 1057213, dedicated to supporting work across the Newcastle upon Tyne Hospitals NHS Foundation Trust and the communities it serves. The Charity is the umbrella for many different funds and aims to complement NHS resources to enhance the patient experience, support staff, and fund research and innovation.

2 What does the Charity do?

The overall objective for the Charity is “for any charitable purpose or purposes relating to the National Health Service or to general or specific purposes of the Newcastle upon Tyne Hospitals NHS Foundation Trust”. By providing resources over and above NHS core funding, the Charity **supports projects that help to improve the health and wellbeing of our patients, people and wider communities through compassionate and innovative healthcare, education and research, locally and globally.**

3 What can the Charity fund?

This guidance aims to help you frame a proposal for charitable funds for initiatives that complement core NHS funding and typically relate to equipment, facilities, research, education, and the welfare of patients, carers, staff and the local community.

In order to meet Charity Commission regulations, all charitable expenditure must:

- (i) meet the Charity’s overall objective;
- (ii) satisfy the [Public Benefit](#) criteria test e.g.
 - If you were a donor, would you be happy for your donation to be spent this way?
 - Can we honestly say this is charitable expenditure and should not come from an NHS budget?
 - Are we proud to announce this as charitable expenditure to the public?
- (iii) be for a charitable purpose;
- (iv) meet the donor’s wishes where they are known;
- (v) be for a purpose that is over and above what the NHS would normally provide.



4 Application Guidance

Using the application form, linked to on the Charity website, you should cover the following key points:

- Aim of the proposal/project.
- A summary of who will benefit.
- If relevant, the additional benefit to an existing service or initiative (e.g. new treatment regime; response to a special need; prototype).
- The full cost of the proposal (e.g. capital/one-off costs; running or revenue costs; replacement/upgrade costs), indicating whether the proposal is full or match funding
 - Please ensure any costs relating to posts within the Trust are fully costed by HR.
 - Applications for funding for continuous professional development must have been discussed with the Trust's Training and Education Department, with the outcome noted on the application.
 - Please confirm the exit strategy for any fixed term posts, ordinarily new fixed term posts that run for a term in excess of 23 months cannot be funded by the Charity.
 - Please ensure VAT costs are included **EXCEPT** for items that are medical, scientific, computer, video, sterilising, laboratory, or refrigeration equipment for use in medical research, training, diagnosis or treatment. Please **EXCLUDE** VAT for these items.
- The timeframe for the proposal/project (e.g. when it will commence and for how long).
- The sustainability of the proposal/project – what will happen at the end of the funded period? What will happen at the end of a fixed term of employment?
- Whether the proposal relates to any fundraising that has taken place.
- Why the proposal is eligible for charitable funding and not core NHS funding.

5 Process and Timescales

You can submit an application at any time.

Please note:

- The Charity Committee meets every three months to consider applications for amounts of more than £25,000, so please factor this in to your planning.
- Applications for smaller amounts will generally be dealt with more quickly than this, with applications for amounts less than £5,000 approved or rejected within 28 days.

Regardless of the amount requested, all grant applications require the name of the appropriate Directorate Manager from whom initial approval will be sought via the online system.

And, again regardless of the prospective grant size, applications for clinical equipment or studies also require the name of the appropriate Clinical Director.

We would encourage anyone wishing to make an application to first have an informal conversation with the Charity team so we can support you through the process of making an application. You can contact the team on 0191 213 7235 or nuth.grants@nhs.net.

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