



Hospital Charity Frequently Asked Questions – using the charitable funds

The hospital charity works across all sites at University Hospitals Birmingham NHS Foundation Trust.

Our donors and fundraisers can choose to support individual hospitals, or specific wards or departments, as well as our major fundraising appeals, and some of those donations are held in specific ward/department funds as well as in the larger hospital charity funds.

This document is intended to let you know how you can apply for funding from the hospital charity to benefit your patients – we want to know about your exciting ideas to fund things that are over and above what the NHS can provide.

Ward/department charitable fund FAQs

- ***How can I find out if my ward/department/team has an existing fund within the hospital charity?***
- You can contact the grants team on 0121 371 4852 or via grants@uhb.nhs.uk and we can let you know of any existing funds.
- ***Can I apply for funding if we don't have an existing charitable fund?***
- Yes! Any member of staff can apply for up to £1,000 through our Sprinkle Some Magic scheme. This scheme is for the smaller added extras that can make a big difference to staff, patients and families in the hospital. We also accept grant requests over £1,000 from "fundraising" but we ask you to book in for a coffee and chat by contacting grants@uhb.nhs.uk to discuss the request before completing the application form.

- ***What can I use our existing charitable fund for? Can I use the money for research? Can I use it for courses/training?***
- Charitable funds can be used to pay for equipment, facilities, research, education and welfare that is considered “over and above” what the NHS should provide.
- ***How do we access our charitable fund? What is the process?***
- Most of the existing ward/department charitable funds have a couple of senior members of staff who are “fund advisors” who have the ability to authorise expenditure of up to £1,000. If you need to find out who the fund advisors for your ward/department are, please contact grants@uhb.nhs.uk.
- ***How do I find out the balance of our charitable fund?***
- We send a full statement to fund advisors on a quarterly basis, but in between statements we can provide a balance if you contact us at grants@uhb.nhs.uk.
- ***How can we add/remove fund advisors on our charitable fund?***
- You can download the change of fund advisors form from our website at www.hospitalcharity.org/fund-advisor-guidelines. Once completed, please return to grants@uhb.nhs.uk (Please note the fund advisor being removed should also sign, unless they have left the Trust for example)

Grant application FAQs

- ***When do I need to complete the formal grant application form?***
- The hospital charity requires a grant application form for any request over £1,000. For applications under £1,000 please send an email to grants@uhb.nhs.uk or ring us on 0121 371 4852 to let us know what you want to apply for.
- ***How do I apply for a grant? What is the process?***
- For non-research grant requests please contact grants@uhb.nhs.uk and let the grants team know what you’re thinking of applying for and the cost. If we think your request fits our funding criteria we will ask you to complete a grant application form, which can be found on our website at www.hospitalcharity.org/grant-application-form.
- For research requests we require a one page summary outlining your project and the costings, we will then invite you to come and have a meeting with a member of our grants team. If we are happy to accept a research application from you this will be reviewed by the UHBFT Director of Research Development & Innovation (currently Hilary Fanning).

- ***Who do I need to get to sign my grant application form?***

- For grant applications under £50,000 that **do not** require estates work we will require signatures from the Applicant, the Divisional Finance Manager, and Divisional Director of Operations.

For grants applications that **do** require estates work we will require the UHBFT Director of Estates (currently Mike Taylor) in addition to the above signatures.

For applications over £50,000 we will require an additional signature from UHBFT Chief Finance Officer (currently Mike Sexton)

For research grant applications the UHBFT Director of Research Development & Innovation would take the place of the Divisional Director of Operations for signature.

Don't worry – we'll confirm who needs to sign when we discuss the application with you!

- ***How long does it usually take to hear back from the charity once a fully completed application (including signatures) has been submitted?***

- There is no set time period for when you will hear the result of a grant application as this varies depending on what you're asking for, where the money is coming from (earmarked funds or fundraising) and how much it costs. The charity authorisation process for grant requests is as follows:

Requests up to £1,000 can be authorised by either a fund advisor or by the Senior Grants Officer (currently Ciara Johnston).

Requests £1,000 - £10,000 are authorised by the Charity Chief Executive (currently Mike Hammond).

Requests £10,000 - £30,000 are authorised by the Charity Chief Executive and Chair of Trustees (currently David Mackay).

Requests of over £30,000 are authorised by the Board of Trustees at their quarterly board meetings.

Therefore, the larger the request, the longer it will take to hear back regarding the outcome of your application.

- ***What is Sprinkle Some Magic?***

- This scheme was set up to provide smaller 'added extras' to wards and departments who may not have access to a designated charitable fund. Requests can be up to £1,000 and some examples of items provided through

sprinkle some magic are tea sets, interactive games, books, and radios. Contact us today to sprinkle some magic around the hospitals!

- ***Where do I send my form once it is complete?***
- Please send your application form to grants@uhb.nhs.uk. However, please note for applications of a significant amount (£10,000+) we would expect applicants to discuss with the grants team in advance of submitting a formal grant application form.

Expenses Claims FAQ

- ***Can I claim expenses back from my department's charitable fund and who has to sign this off?***
- Expense claims can be made to the charitable fund where appropriate. However, this request must be queried with a member of the charity grants team before payment is made to ensure that funds are being used appropriately.

For example, payment for an educational course can be made up front in order to secure an early bird rate. However, the charity must confirm that the course falls into the charity's criteria of 'over and above' what the NHS is able to provide.

- ***Who is the charity contact at my hospital?***

Good Hope – Laura Power
Solihull – Justine Davy
Heartlands – Sian Averill
Queen Elizabeth Hospital Birmingham – Cathryn Worth

Alternatively, contact the grants team on grants@uhb.nhs.uk or 0121 371 4852.

- ***What do I need to include with my expenses form and where can I get an expenses form?***
- You can download the hospital charity expenses form at www.hospitalcharity.org/expenses-form

Official original receipts or invoices are required for audit purposes.

Supporting documentation required to indicate the purpose of any travel, accommodation, or course fees being reclaimed such as certificate of attendance, copy of registration receipt or letter of invitation.

Fund advisor's signature is always required.

If you are a fund advisor you cannot authorise your own expenses – a second fund advisor should sign.

- ***How long does it take for an expense claim to be reimbursed?***

- The charity processing expenses claims weekly.

If we have received your expenses claim by Monday with all the appropriate supplementary evidence and signatures, your expenses would be reimbursed directly into your bank account the following Tuesday.

- ***Who do I contact to check the progress of an invoice/expenses form?***

- If you have any queries about the payment of a submitted invoice or expenses claim please contact the Charity Administration Officer (currently Ben Lane) at benjamin.lane@uhb.nhs.uk

Please note that in order for the charity to pay any invoice it must be addressed to the charity and **not to the Trust**.

The charity's invoice address is as follows:

UHB Charity
5th Floor Nuffield House
Queen Elizabeth Hospital
Edgbaston
Birmingham
B15 2TH