

# What should your NHS Charity fund and what shouldn't it fund?



The North Wales NHS Charity, has been established for 'charitable purposes relating to the NHS'. Decisions on what should be funded must be made in the interests of the charity to further its charitable objects. Charitable Funds can be used to fund what might be considered 'NHS activity' that doesn't 'go over and above what the NHS provides' on condition that the decision made is taken in the best interest of the charity.

Before you use or apply for the use of charitable funds, you should always consider the following:

- ✓ Have you sought NHS budget to fund this already? If not, definitely do that first!
- ✓ Would someone who runs a marathon to raise money because they want to help make a difference for patients be happy for their sponsorship to be spent in this way?
- ✓ Would you be proud to tell a donor about this and the difference it will make?
- ✓ Is this really the best use of the funds available? Have you considered how many patients will genuinely benefit from this?
- ✓ Would you encourage your colleagues, friends and family to donate to the charity? If not, why not?

The Charity Procedures set out the following 'can' and 'can't' be funded list as a guide for Fund Advisors and for everyone applying for funding. This is not an exhaustive list:

| <b>CAN FUND FROM CHARITABLE FUNDS</b>   | <b>CANNOT FUND FROM CHARITABLE FUNDS</b>  |
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| <b>STAFF RELATED ACTIVITY</b>   | <b>STAFF RELATED ACTIVITY</b>   |
| Overseas training, conference and seminar attendance where Charitable Funds Committee approval has been granted   | Overseas training, conference and seminar attendance which has not received approval from the Charitable Funds Committee  |
| Higher award and academic studies under £1,500. Higher award and academic studies over £1,500 where Charitable Funds Committee approval has been granted  | Higher award and academic studies over £1,500 which has not received approval from the Charitable Funds Committee<br><br>Mandatory training for staff   |
| Staff salaries costs for a maximum period of up to 2 years, where Charitable Funds Committee approval has been granted. Staff salaries for charitable support roles which focus on achieving the strategic and operational aims of the charity  | Staff salaries costs which have not received approval from the Charitable Funds Committee. Ongoing funding of staff posts beyond 2 years  |
| BCUHB volunteer expenses  | Funding for 'substantive' NHS roles   |
| <p>Staff functions*, such as team Christmas events, under the following principles:</p> <ul style="list-style-type: none"> <li>• Staff have considered whether the function may be damaging, directly or indirectly, to the reputation of the Charity</li> <li>• Payments are limited to £20 per member of staff per annum</li> <li>• Funds are available in a designated fund, where funds have been donated for the benefit of staff</li> <li>• The function is available to all staff covered by the designated fund. If a member of staff cannot attend, no cash/gift alternative is offered</li> </ul> | <p>Staff functions in instances where designated funds are not available</p> <p>The purchase of alcohol, tobacco, 'junk' food or where an effort has not been made to reduce the use of single use plastics / materials that have potentially harmful effect on environment</p> |

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| Vouchers or items for staff as prizes for awards or activities where the value of the voucher / item is £50 or less  | Items to reward staff for carrying out their expected duties. Items must be to reward staff for non-mandatory activity or performance that goes 'over and above' what is expected of staff<br><br>Flowers/gifts for staff who are sick, retiring or celebrating a birthday |
| Additional equipment or improved facilities that aims to enhance staff wellbeing   | Equipment for staff that is required or recommended by Occupational Health   |
| <b>MEDICAL DEVICES</b>   | <b>MEDICAL DEVICES</b>   |
| Medical equipment under £5,000 that cannot be funded through 'core' NHS funds  | Medical equipment under £5,000 that cannot be considered 'over and above' what the NHS can provide or where additionality, enhancement of a standard service or timeliness cannot be demonstrated  |
| Medical equipment over £5,000 which has been through every stage of the necessary internal approvals process, and which has the approval of the Charitable Funds Committee | Medical equipment over £5,000 which has not been through the necessary internal approvals process  |
| <b>ESTATES PROGRAMMES</b>  | <b>ESTATES PROGRAMMES</b>  |
| Architect and other capital fees under £5,000, which are associated with Estates projects over £5,000 where Charitable Funds Committee approval has been confirmed         | Architect and other capital fees under £5,000, which are associated with Estates projects over £5,000 where Charitable Funds Committee approval has not been granted   |
| Estates programmes which demonstrably enhance the environment for patients, service users, visitors and staff  | Estates programmes that are required due to health and safety concerns, where no enhancements can be demonstrated for patient and staff benefit  |
| <b>RESEARCH AND DEVELOPMENT</b>  | <b>RESEARCH AND DEVELOPMENT</b>  |
| Research and Development expenditure which has the Research and Development Team's approval and where Charitable Funds Committee approval has been granted                 | Research and Development expenditure which has not received approval from the Charitable Funds Committee   |

| PATIENT COMFORTS   | PATIENT COMFORTS   |
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| <p>Up to £50 for a Christmas party for patients on wards, where designated funds are available and Fund Advisor approval is in place</p>   | <p>Additional gifts at Christmas time (though staff can request gifts in kind from local businesses / community groups for this purpose, providing these are logged on the gifts in kind register)</p> |
| <p>Items for an individual's benefit where funding is available so other patients or service users with similar needs can also access funding for similar support, for example white goods or communications devices where a grant scheme is available for more than one patient</p>   | <p>Items for individual patient benefit where other patients or service users with the same needs are not able to benefit from similar support</p>   |
| <p>Patient accommodation expenses up to £80 per night for up to £2,000 only (25 nights) when the following criteria applies:</p> <ul style="list-style-type: none"> <li>• Patient lives 50 miles distance from the hospital in which they require treatment for more than 5 days and are not eligible for a hospital bed, for example when a patient received radiotherapy</li> <li>• The accommodation must be within a 7 mile radius of the hospital in which the patient is receiving treatment</li> <li>• All interests, for example if the accommodation owner is known by the patient, must be declared to the approving officer. A Fund Advisor has the right to withhold funding should there be a perceived conflict of interest, for example, if a patient's immediate family or friends is to benefit from this funding</li> <li>• Confirmation of accommodation must be given to the approving officer in advance of the treatment commencing, to ensure the suggested accommodation meets the necessary criteria</li> </ul> | <p>Patient accommodation where all the necessary criteria cannot be met</p>  |
| <p>Relative accommodation expenses for a maximum of two nights, up to £80 per night for one family member on one occasion only when the following criteria applies:</p>  | <p>Relative accommodation costs when the criteria in these two instances cannot be met</p>   |

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| <ul style="list-style-type: none"> <li>• The patient requires treatment provided out of area, and is expected to be hospitalised for a minimum of 4 days</li> <li>• The patient is receiving treatment at a distance of 100 miles away from their home or more</li> </ul> <p>OR</p> <p>Relative accommodation expenses for a maximum of three nights, up to £80 per night for a family room when the patient is receiving end of life care out of area</p> |  |
| Complementary therapies including reflexology, mindfulness-based stress reduction, arts and music sessions   | Therapies that are considered to be an integral part of a patient's treatment plan.  |
| Comfy chairs and furniture designed to enhance a patients' experience in hospital  | Replacements for basic furniture that has been condemned for health and safety purposes, where no enhancement beyond patient safety can be evidenced |
| Wigs procured through the NWSSP framework  | Wigs purchased by a patient outside of the approved procurement route  |
| <b>GENERAL</b>   | <b>GENERAL</b>   |
| Requests of any nature resulting in ongoing charitable funds commitment where Charitable Funds Committee approval has been granted   | Requests of any nature resulting in ongoing charitable funds commitment which has not received approval from the Charitable Funds Committee          |
| Unusual or novel expenditure where Charitable Funds Committee approval has been granted  | Unusual or novel expenditure which has not received approval from the Charitable Funds Committee   |

Useful links:

- [Charity Procedures](#)
- [Charity's Standing Financial Instructions](#)
- [Gifts in Kind \(non-monetary donations\)](#)
- [Funding Application Form \(over £5,000\)](#)
- [Funding Application Form \(under £5,000\)](#)
- [Sponsorship Opportunities Registration Form](#)
- [Request for Gifts in Kind form](#)

If you have any queries about what can or can't be funded through charitable funds, please contact the Charitable Support Team on: [BCU.CharitableSupport@wales.nhs.uk](mailto:BCU.CharitableSupport@wales.nhs.uk)

\*Note

The definition of a staff function includes all social events:

- Christmas events
- Bowling, escape room, skating or other activity where the focus is on having fun together

A staff function does not include activities where the primary focus is on learning new skills with the aim of enhancing team performance, for example.

- Team building sessions provided in a controlled learning environment
- Physical challenges, such as guided walks or canoeing, with planned learning outcomes