NHS
Airedale
NHS Foundation Trust

Charitable funds guide

AIREDALE HOSPITAL & COMMUNITY CHARITY

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Registered Charity No 1050730

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Introduction

Who we are

Airedale Hospital & Community Charity is the official NHS charity for Airedale NHS Foundation Trust (ANHSFT). An NHS charity is created to handle charitable funds on behalf of an NHS Trust.

The Charity in its present form sits under one Corporate Trustee – ANHSFT – and was most recently known as Airedale NHS Foundation Trust Charitable Fund or just charitable funds. The new charity took the name Airedale Hospital & Community Charity in March 2020 to better represent the role and function of the charity.

Airedale Hospital & Community Charity is registered with the Charity Commission for England and Wales (1050730). The Charity is under legal duty to comply with charity law and the regulatory requirements of the Charity Commission, including the duty to ensure that all gifts are spent and used for the maximum public benefit and in a way that is consistent with donors' wishes. The Corporate Trustee is responsible for the Charity's activities.

What we do

We want everyone who needs ANHSFT's services to receive the best possible care and support.

Our mission is to support ANHSFT to **enhance patient care and employee wellbeing** by raising awareness, proactively generating funds and supporting others to donate and fundraise.

Thanks to the generosity of our supporters, we are able to support and invest in areas across ANHSFT in line with the Trust strategy:

- Supporting our people
- Patient-centred
- Progression
- Partnership
- Population need

Purpose of this guide

This guide is designed for the use of all ANHSFT staff but will be of particular relevance to fund advisors. All ANHSFT staff are asked to follow this guidance when dealing with charitable funds so that Airedale Hospital & Community Charity can meet all its statutory obligations, maintain high standards in governance and financial management, and respect the wishes and expectations of all donors and supporters.

Please contact the Airedale Hospital & Community Charity if you have any queries. This guide is in addition to the personal assistance provided by the fundraising team.

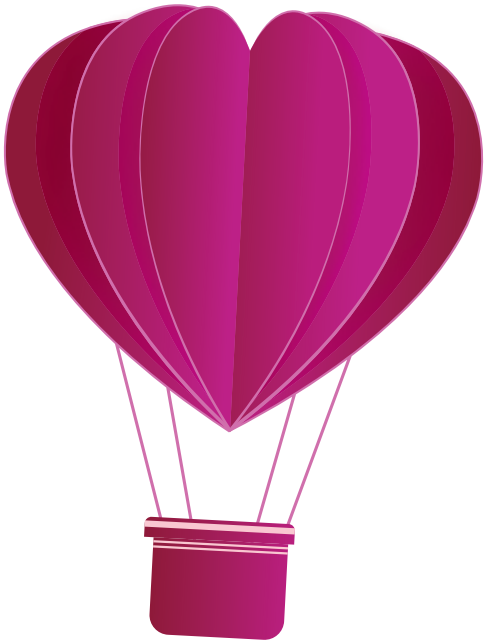
This publication is the second version of the guide (January 2023).

Further guidance

This guide should be read in conjunction with ANHSFT's supporting documents which are available upon request.

Any charitable expenditure within the Trust must be within the Trust's policies and procedures and with the support of the Trust itself.

For all the latest news and information about the Charity, please check our website www.airedalecharity.org, our LinkedIn page www.uk.linkedin.com/company/airedale-hospital-and-community-charity, our social media accounts @airedalecharity on Twitter, Instagram and Facebook or contact us directly (see contact details on page 2). Key documents are also available on AireShare.



Operating a charitable fund

Types of charitable funds

Airedale Hospital & Community Charity holds all the charitable funds for ANHSFT. Each fund has a dedicated Trust Fund number composed of a 6 digit number.

There are two types of funds: **unrestricted** and **restricted**. Unrestricted funds are also sub-divided into: general funds and designated funds.

UNRESTRICTED FUNDS

General funds
Money donated for general purposes across ANHSFT and used where they are needed most or where designated/restricted funds don't exist.

Designated funds
Money donated where a donor has expressed a preference for its area of use but without imposing a binding trust. The Trustee can remove the designation of the fund at any time if circumstances require it, for example, if a department closes.

RESTRICTED FUNDS

Money donated where a donor has placed an unequivocal restriction on it, for example, by saying it must be used for a specific purpose or by giving to an appeal. These funds are often a result of legacies left to the Charity.

A restricted fund will only be created where a binding restriction has been imposed upon a gift.

Airedale Hospital & Community Charity's policy is to encourage unrestricted rather than restricted donations, except in circumstances created by a specific fundraising appeal. This is due to the limited nature of restricted donations. The Charity will always seek to follow the donor's wishes, but in the unlikely event of a service closing or other circumstances meaning the objectives of a restricted fund become impossible then the flexibility of a designated fund means the donations can still be used in the spirit of what the donor originally intended.

Fund advisors

What is a fund advisor?

As Corporate Trustee, ANHSFT holds charitable funds on trust for the benefit of ANHSFT and the NHS and has a duty to manage and spend these funds for public benefit. Once funds are paid into the Charity they become the property, held on trust, of the Corporate Trustee.

However, the Trust Board of Directors recognise that they have limited knowledge of many different aspects of the services, research and education provided throughout the Trust and so must take expert advice from Trust staff in order to discharge their responsibilities.

The Trustee appoints fund advisors who they look to for this advice. Fund advisors do not own charitable funds, rather they provide valuable advice and guidance on how funds might be best spent in their areas. They also help the Trustee to fulfill its obligation to spend charitable funds in a timely manner according to the donors' wishes.

Fund advisors are also sometimes referred to as fund holders or fund managers.

What are the responsibilities of a fund advisor?

Airedale Hospital & Community Charity appoints a minimum of two fund advisors for each charitable fund. These are contracted members of ANHSFT staff and usually operationally significant in the area for which they hold a fund e.g. service manager, matron, ward manager.

Fund advisors co-ordinate charitable income and expenditure related to their fund(s) and monitor fund balances, receiving regular fund statements. The Corporate Trustee delegates spending responsibilities to them so they are able to authorise expenditure up to certain limits (see 'Scheme of Delegation' on page 20 and appendix 2 'Process Flow Chart'). They also initiate spending requests above these limits but with additional authorisation.

Fund advisors work with the Charity to help maximise the benefits of their fund(s), which includes:

- Ensuring their fund remains active with both income and expenditure.
- Making sure that staff in their department know how to handle charitable income.
- Encouraging staff to get involved with fundraising for Airedale Hospital & Community Charity.
- Making information readily available and accessible for patients and staff about how to make a donation or fundraise for the Charity and their fund.
- Being open and available to staff members wanting to discuss spending opportunities.
- Involving staff members and colleagues on decisions of charitable spending.

- Making sure the Charity is aware of all charitable expenditure from their fund so they can convey that information to supporters.
- Ensuring the Charity receives details of approved charitable expenditure from their fund including evidence of Trust support, where required (see page 19).
- Being united and collaborative in decision making with the Charity and other fund advisors.

Airedale Hospital & Community Charity holds a list of fund advisors, including contact details and signatures for verification purposes. The Charity must be notified by fund advisors of any change in circumstance as soon as possible, e.g. retirement, leaving post or change of details by completing a Fund Advisor Amendment Form (see Appendix 3).

Airedale Hospital reserves the right to suspend or remove fund advisors where there is evidence of maladministration, misapplication of funds or fraud.

Fund statements

Monthly fund statements are emailed to fund advisors. Statements show individual movements of the funds for the relevant month.

Fund advisors should regularly review their fund statements to ensure there are no unexpected transactions. Queries on statements should be directed to the Charity finance team (see 'Contact Details' on page 2).

The fund statement includes the balance for the beginning and the end of the month, and any income and expenditure during the month. An analysis by outgoing and incoming type is also included within the statement, to allow fund advisors to have oversight of transactions on a monthly basis.

PLEASE NOTE – a fund is not permitted to be overdrawn. It is the responsibility of the fund advisors to ensure adequate funds are available for any expenditure needs.

Opening a new fund

Airedale Hospital & Community Charity manages a number of unrestricted, restricted and designated funds for specific wards, areas, departments, clinics, research activities and fundraising appeals across ANHSFT.

In order to ensure funds are used effectively and for the simplicity of administration, the Charity aims to keep the number of funds to a minimum and so considers requests for additional funds very carefully.

Where no existing fund relates to the purpose required, a request to open a new fund should be submitted to the Charity for consideration by completing a New Fund Request Form (see Appendix 4). This will be reviewed by the Charitable Funds Committee and, if supported, a fund will be created and you will be notified.

Airedale Hospital & Community Charity keeps a current list of all funds which is available on its website.

Inactive funds

Under charity law, the Trustee has a duty to ensure that all donations are used within a reasonable timescale, taking account of the Charity's overall budgetary constraints. This is supported by Charity Commission guidance. It is the responsibility of fund advisors to ensure that funds remain active, which involves encouraging fundraising, receiving donations and charitable expenditure.

If the fund is of a significant size, it is essential to have a 'plan of expenditure' that meets the criteria of using the funds over a reasonable timescale. A plan should be developed within 12 months of receipt of the funds with an aim to spend the funds within 24 months. If, as a fund advisor, you have such a plan or plan to accumulate funds for a future commitment then please discuss this with the Charity Manager.

The Charity monitors fund activity on a regular basis. Should a fund be inactive, the Charity will contact the fund advisor to discuss a way forward. This could include submitting a plan of future expenditure, merging with a closely related fund or closure of the fund and transfer of the balance to the Charity's general unrestricted fund, where it can be used where the need is greatest.

If Airedale Hospital & Community Charity does not receive a response regarding inactive funds, it is likely that action will be taken by the Charity to redesignate those funds.

Closing a fund

Closure of a fund can be made by written request of the fund advisors or can be initiated by Airedale Hospital & Community Charity.

Funds can be closed as a result of inactivity (as detailed above) or if a fund balance falls to a low level and there is no more expected income. Any remaining fund balance will be transferred to an appropriate fund.

© Roger Harris Photography

Financial administration

The following section describes the way in which charitable income can be earned and how operating expenses and investment returns are allocated to funds on a monthly basis. More detailed information can be obtained from Airedale Hospital & Community Charity.

Charitable income

Airedale Hospital and Community Charity receives the majority of its income from patients, service users, their families, carers, staff and members of the public through charitable giving and fundraising, without which the Charity wouldn't be able to continue its funding across ANHSFT.

Charitable giving

Donations

An individual, organisation or entity can make a donation to Airedale Hospital & Community Charity in any of the following ways:

Online

Visit www.airedalecharity.org to make one-off or regular donations securely by credit/debit card.

Post

Cheques and postal orders should be posted to the Charity's office at Airedale General Hospital (see 'Contact Details' on page 2).

Cash should not be sent in the post. All cash donations should be brought to the Charity office or the cashiers office at Airedale General Hospital.

Bank transfer

Donations can be sent by bank transfer to:

Account name: Airedale Hospital & Community Charity
Account number: 90104701
Sort code: 20-46-21

Ways to donate

Telephone

Call the charity office on 01535 294870 to make a donation securely over the phone by credit or debit card.

In person

Make a donation by any payment method either via the Charity's office or at the cashiers office at Airedale General Hospital.

Acceptance of monetary charitable donations by ANHSFT staff

Staff are encouraged to direct donors to make a donation in one of the ways previously mentioned. If this isn't possible then ANHSFT staff can accept donations on behalf of the Charity using a donation envelope.

Staff are asked to complete the donation envelope and place the cash or cheque inside and ask if the donor requires a receipt. If a receipt is required address details must be sent to anhsft.charity@nhs.net.

To complete the envelopes, the staff member should detail the donor's full name and address, signature and Gift Aid declaration (if applicable) as a minimum.

Completed envelopes should be taken to the Charity office or cashier's office at Airedale General Hospital as soon as possible.

Thanking supporters

Airedale Hospital & Community Charity acknowledges all donations received with a thank you letter (or similar) to the donor, provided contact details are received with the donation.

Staff are encouraged to thank donors personally in addition to this, especially if there is a strong relationship with the supporter.

Staff are asked to ensure that all donations they receive are sent to the charity office as soon as possible.

In memory donations

Airedale Hospital & Community Charity can accept donations in memory of a loved one either directly to the Charity or gifted via funeral directors.

If staff are aware that a donation is in memory of a loved one they are asked to pass this information on to the Charity with the donation.

The Charity can liaise with funeral directors regarding donations in lieu of flowers.

Enquiries should be directed to the fundraising team or to our website.

Legacies and gifts in wills

If an enquiry is received from an individual who wishes to leave a gift in their will for the benefit of the Charity, please direct them or their solicitor to Airedale Hospital & Community Charity fundraising team

All correspondence regarding legacies must be passed to the Charity who will manage all aspects of the gift. In no circumstances should a fund advisor or other staff member attempt to deal with the administration of a legacy directly.

Further details are available on our website: www.airedalecharity.org

Gift Aid

Personal donations can often be increased with Gift Aid.

Gift Aid is a scheme from the Inland Revenue that allows charities to claim back income tax on donations from individuals who are eligible UK taxpayers at no extra cost to them. This currently increases their donation by 25%.

Airedale Hospital & Community Charity can claim Gift Aid if the donor has completed a Gift Aid declaration, which can be found on the Charity's donation envelopes and Gift Aid declaration forms which can be found on our website.

Gift Aid cannot be claimed on donations from companies. Gift Aid can only be claimed on fundraising money if the fundraiser has asked supporters to complete a Gift Aid declaration form for their individual donations to the fundraising activity i.e. by using a sponsorship form or via an online sponsorship site such as JustGiving. The Charity cannot claim Gift Aid from the fundraiser for a personal donation made by someone else in support of their fundraising.

The form and further details can be found on our intranet and our website.

Allocation of operating expenses

Airedale Hospital & Community Charity's operating costs include governance, management and fundraising. Total operating costs, less any fundraising costs directly allocated to specific funds, will be allocated to individual funds pro-rata to average month-end balances. This will be assessed quarterly to take into account available funds and committed spend.

Fundraising

Introduction

There are many different, exciting and fun ways you can fundraise for Airedale Hospital & Community Charity and in joining us you join an incredible community of people who give their time, talent and energy to help thousands of people across the Airedale community.

Anyone who would like to fundraise for Airedale Hospital – whether staff, patients, service users, families, carers, companies, groups, schools or members of the public – should be encouraged to contact Airedale Hospital & Community Charity.

Funds should ideally be raised to enhance services across ANHSFT where staff members tell us they are needed most however, they can be raised for a specific ward, department or area.

All fundraising for charitable funds should be registered with Airedale Hospital & Community Charity. This is because the Trustee is legally responsible for all money raised under the Charity's registration number and because the Charity team are on hand to help achieve the greatest benefit from any fundraising activities.

The Charity team can provide fundraising advice and guidance on any relevant laws and regulations as well as providing promotional fundraising materials – such as t-shirts, running vests, collection buckets, banners – to help support the event or activity.

They can also help to promote any fundraising or showcase achievements through their website, social media, publications, local media and through the ANHSFT communications channels.

For more information you can contact the Charity directly or go to the 'Charity' section on our website.

Refusing income

Airedale Hospital & Community Charity monitors income and may refuse income if it has been offered:

- for a purpose that is not consistent with the Charity's objectives; or
- from a source or on terms that are not acceptable to ANHSFT or its ethical policy; or
- for a purpose that ANHSFT is unable to fulfill.

It is the policy of the Trustee not to invest in or accept money from alcohol or tobacco companies.

NHS
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Therapy Assistant

Charitable expenditure

Introduction

All staff employed within ANHSFT (an external individual or organisation in some cases) can apply for grants from Airedale Hospital & Community Charity to enhance the services ANHSFT provides for the benefit of patients, service users, their families, carers and staff.

This section sets out the types of expenditure that charitable funding can cover and gives details on how to apply for funding and process payments.

What can charitable funds be used for?

The Charity's objectives:

- To support our people and their wellbeing
- To improve patient experience
- To progress services and innovation within the Trust
- To support services delivered in partnership
- To support the needs of the population we serve

All expenditure must comply with ANHSFT's policies and procedures.

All expenditure from Airedale Hospital & Community Charity funds must satisfy each of the following criteria to meet the requirements of charity law:

- It is consistent with the Charity's objectives;
- It is for a charitable purpose;
- It will result in public benefit;
- It is in accordance with the donor's wishes; and
- It is for a purpose that is over and above what the NHS would normally provide.

Expenditure must meet patient benefit and public perception tests, and confirmation that these are satisfied is a routine part of expenditure claims.

Retirement buffets and departmental meals can lead to tax implications as they may be seen as benefit in kind and as such are not supported.

Expenditure on accommodation and subsistence should be kept to a reasonable level. Expenditure on meals must not include alcoholic drinks.

Public benefit test

All charitable expenditure should ultimately be for the public benefit. Such benefit may take the form of improved clinical services and outcomes, or enhanced service user experience.

Where the immediate benefit of expenditure is for staff welfare or development, there should be a clear evidence of how this will improve services for patients and service users, for example though enhancing relevant staff skills or encouraging staff innovation.

Public perception test

When considering using funds, a person should ask themselves:

- Would someone who puts just £1 in a collection tin be happy for it to be spent this way?
- Would you be proud to tell a donor about this expenditure and the difference it is making?
- Would you be confident in defending this as a charitable purchase or should it have come from an NHS budget?

Examples of charitable expenditure

Accepted charitable expenditure

If in line with charitable expenditure, the following are examples of acceptable charitable expenditure:

- Invoices for goods or services
- Social activities (if approved by the Charity)
- Procurement requisitions
- Conference or course bookings
- Work carried out (e.g. lecture fees)
- Salaries

Not accepted charitable expenditure

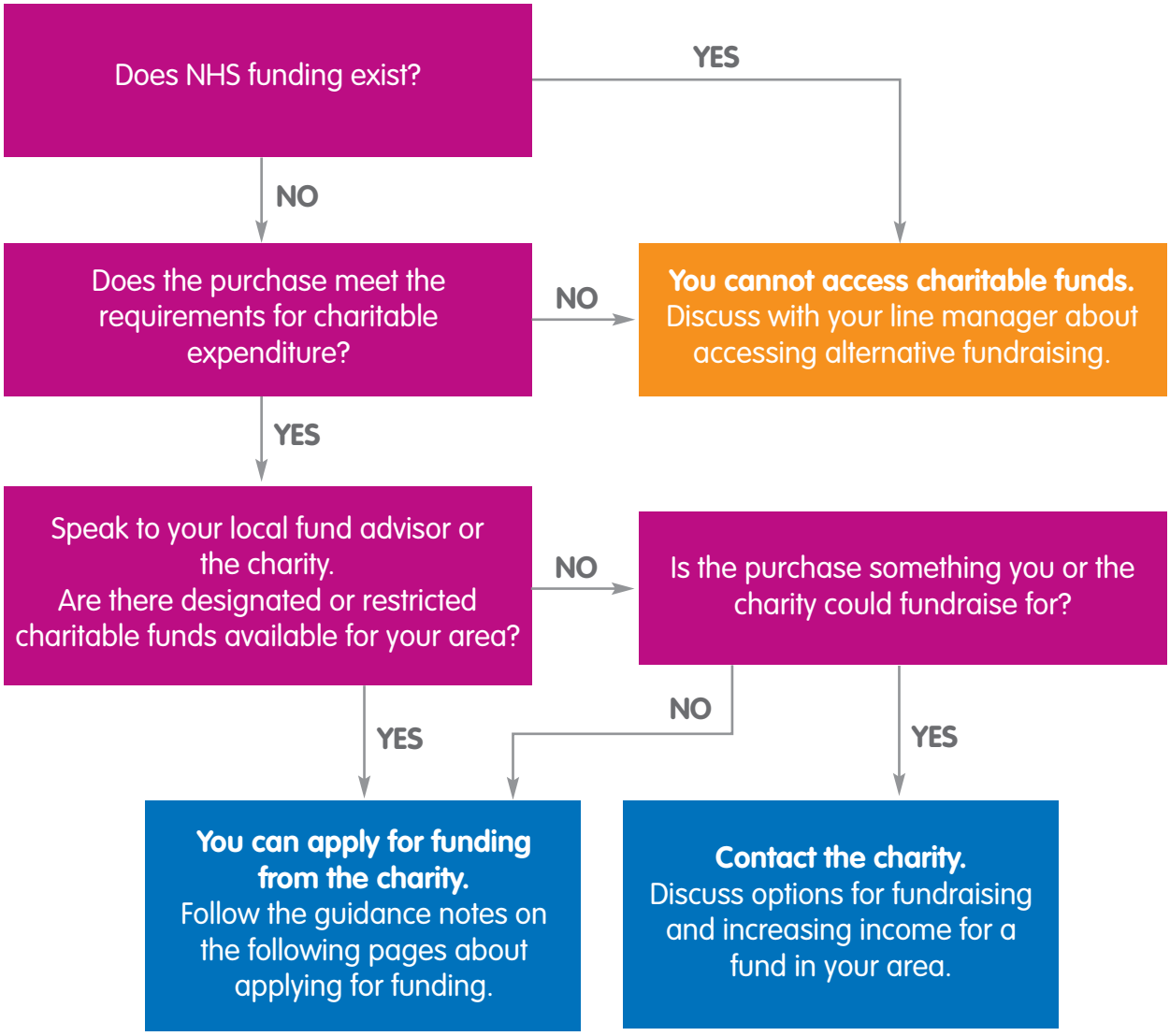
The following items are examples of unacceptable charitable expenditure or expenditure that needs prior approval from Airedale Hospital & Community Charity:

- Gifts for staff
- Department meals
- Retirement buffets
- Hospitality and "away days" (if not an approved social activity)
- Alcoholic drinks

How do I access charitable funds?

If you wish to make a purchase with charitable funds, the first step is to discuss the purchase with your line manager, to ensure they approve and to establish if NHS funding exists.

The following chart shows how to establish if the Charity can help you with your purchase and how best to access our funds. If you are still unsure, please contact the Charity for help.



Scheme of delegation

To make a purchase from charitable funds you will need your application to be authorised following the approval process (appendix 2) on behalf of the Trustee, plus the relevant additional approval over specified limits as detailed below:

Expenditure amount	Fund advisors required	Additional approval required	Grant application form required
Under £1,000	One fund advisor	None required	Yes
£1,000 to £7,499	One fund advisor	One authorised Director	Yes
£7,500 to £49,999	One fund advisor	Charitable Funds Committee on behalf of the Corporate Trustee	Yes
£50,000 and over	One fund advisor	Corporate Trustee (Board of ANHSFT) on the recommendation of the Charitable Funds Committee	Yes

Important note: Using multiple funds to make a charitable purchase is an accepted approach for payment. However, the authorisation required would be based on the total amount across the funds, not for each individual fund – i.e. a purchase of £1,500 across two funds still requires additional approval from a director (as per the Scheme of Delegation) even though the amount charged to each fund is less than £1,000.

A full list of funds and fund advisors is available on AireShare or on our website.

Evidence of Trust support

Evidence of Trust support for the purchase is required for all expenditure from charitable funding and grants. Therefore, ensuring your line manager is aware of your purchase prior to any application for funding is essential.

Expenditure for IT equipment must be accompanied by evidence of support from ANHSFT and the IT department.

Evidence of support from the ANHSFT Infection Control team is required, where necessary.

All purchases should go through the Trust's procurement process and a VAT exemption certificate should be requested if applicable.

For funding under £1,000, ensuring the appropriate evidence is obtained is the responsibility of the funding/grant applicant and should be provided to the Charity, if asked for, prior to any expenditure commitment.

For funding of £1,000 and over, the appropriate evidence will be documented on the Charity's Application Form, as part of the application process, in the form of signatures from the appropriate ANHSFT staff members.

Approved grants

For all applications made to the General Fund or those for a specific Trust Fund over £1,000 successful applicants will receive an email confirmation with their signed application form and a copy of the standard Terms and Conditions (see Appendix 6) of the grant within two weeks of the Trustee approval. These should be carefully considered and, if accepted, the acceptance form should be signed and returned to the Charity Manager.

Applications for a grant for a salaried role

Applications for the funding of salaries must be sought for the total salary cost including employer's National Insurance and pension for the funded period. The scheme of delegation must be adhered to according to the total salary requested.

Approval will be for a maximum of 12 months. If you require an extension you must contact the Charity Manager well in advance of the end date. Salary funding will stop at the end of the authorised period, unless an extension request has been received and approved.

If during the funded period, there is a requirement for a change of personnel for the role, the Charity must be informed.

New Airedale Hospital & Community Charity funded posts must be authorised before advertising and must also go through the Trust's usual deployment process. Successful post holder details should then be submitted to the Charity for confirmation before going to payroll.

Written authorisation that all Charity funded posts are underwritten by ANHSFT must be obtained as part of the process.

Strengthening your application

To strengthen your application to the Trustee, things to consider are:

- A concise application form with relevant supporting documents, if applicable
- Strong evidence of patient and public benefit within ANHSFT's services
- Support from your local fund advisor(s)
- Support from managers within your area
- If applicable, sufficient quotes with explanation of preference
- Succinct clarity of purpose
- Clear impact evaluation and reportability

Terms and conditions

All grants and funding from Airedale Hospital & Community Charity are made subject to standard terms and conditions, which are available from the Charity.

Grant monitoring

The Charity and its Trustee are keen to ensure that all charitable expenditure makes a difference for the people that ANHSFT serve, their families, carers and the staff who care for them.

For grants of £1,000 and over, the Charity will send the applicant a Grant Evaluation Form (see Appendix 7) to report on how the funding/grant has been used and the difference it has made. This will be sent out once the project or purchase is complete. For longer projects or activities, an initial form will be sent three months into the project for an update and then a final form on completion of the project.

For grants under £1,000, this monitoring is a check that the money has been used as agreed. However, it is also an opportunity to tell the Trustee about what difference the project has made. If the project has been a great success, then celebrate it with the Charity. Even if a project has not gone according to plan, there may be useful learning for the project team and the Trustee.

Failure to return a completed grant evaluation form may jeopardise your chances of further grant funding from Airedale Hospital & Community Charity. This would be at the discretion of the Trustee of Airedale Hospital & Community Charity.

It is extremely important that the Charity can demonstrate that it has used its funds in an appropriate way and that there is clear patient and/or staff benefit. By returning your grant evaluation form, you will enable us to fulfill our obligation to our supporters and also help us to publicise the positive impact that our grants have made for people in the Airedale community. This will enable us to secure further donations to support projects.

Fund expenditure procedure

Approval from the fund advisor and any additional authority must be granted in accordance with the scheme of delegation prior to committing to any expenditure. All charitable expenditure is administered by the Charity team (see 'Contact Details' on page 2). All expenditure forms are available via the Charity section on AireShare or via the website.

Please note: charitable funds cannot be used to purchase alcohol, stationery or equipment that should be provided from normal NHS funds.

Any incomplete forms or forms without the relevant receipts, invoices or documentation that are submitted for payment will be returned and may delay the processing of payment. Digital signatures are only acceptable with a covering email.

Important note: fund advisors cannot sign off their own expenditure/expenses.

Ordering goods and services

Except in exceptional circumstance and agreed with Airedale Hospital & Community Charity in advance, all goods and services must be ordered through the ANHSFT procurement process. Please ensure that for audit purposes the authorised grant application form is attached to the requisition on the Oracle Cloud system.

Please note: medical equipment and computer equipment purchased wholly through charitable funds can be zero-rated for VAT purposes where the following is appropriate:

- The full cost of the goods must be met from voluntary contributions or funds provided by a charity
- The goods must be used for an eligible purpose, defined as either medical research, medical training, medical diagnosis or medical treatment.

A completed VAT zero-rated form should be requested when completing an iProc requisition.

Appendices

Appendix 1 – Application form

Appendix 2 – Application process

Appendix 3 – Fund advisor amendment form

Appendix 4 – Application for a new fund

Appendix 5 – Gift Aid form

Appendix 6 – Terms and conditions

Appendix 7 – Grant evaluation form

Appendix 8 – Instruction to close a fund

AIREDALE HOSPITAL & COMMUNITY CHARITY

Application for a grant

Name of applicant	
Job title	
Ward/department/contact number	
Value of funding request	
Full details of item/service to be purchased/funded	
Reason for funding request including how it is over and above NHS provision	
Do you know the specific fund this application should come from?	
Supplementary information (if applicable)	
Impact on Trust including: • Benefits to patients/staff • The expected outcomes • Training requirements • Ongoing revenue implications	
Request approved by fund holder. **Please obtain approval from the relevant signatory as show overleaf**	
Authorised signatory (print name)	
Signature	
Date	
Charitable Funds Sub Committee signature	
Date	

OFFICE USE Application number

Funds available as at

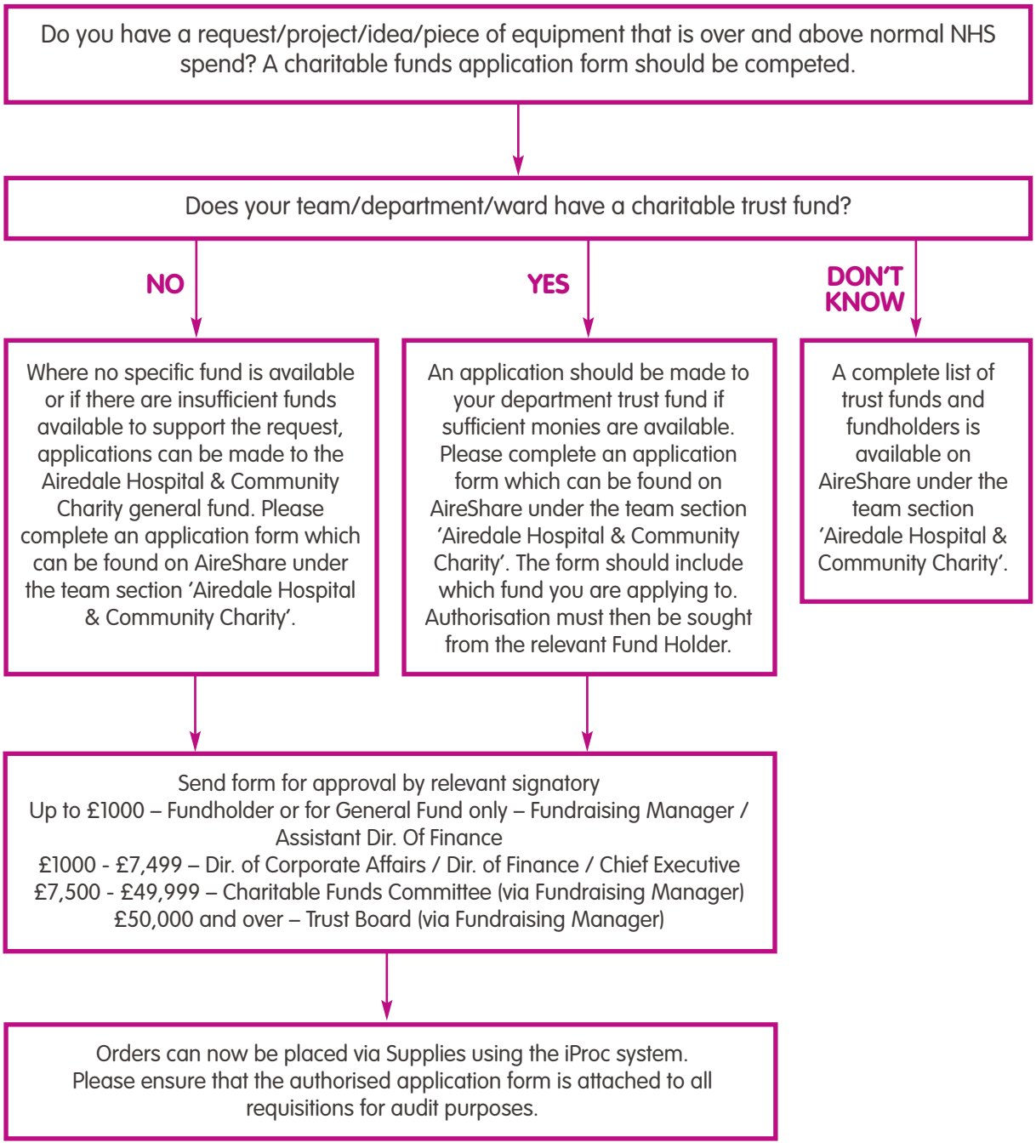
USEFUL INFORMATION

Delegated authority limits:

Up to £1,000	
For a department fund	approval by fund holder
For the general fund	approval by Fundraising Manager/Assistant Dir. of Finance
Up to £7,500	
For a department fund	approval by fund holder and an authorised Director
For the general fund	approval by Dir. of Corporate Affairs/Chief Executive/Dir. of Finance via the Fundraising Manager
Up to £50,000	
For all funds	approval by fund holder and by the Charitable Funds Sub-Committee via the Fundraising Manager
Over £50,000	
For all funds	approval by fund holder and by recommendation from the Charitable Funds committee to the Trust Board

Please note:
By completing this application form and submitting it for consideration, you are confirming acceptance of the terms and conditions of the Charity. The full details can be found on AireShare or in the Charitable Funds guide.

How to apply for funding from AH&CC



Fund advisor amendment form

Fund number	
Fund name	
Current Fund Advisor to be removed	
Name (in block capitals)	
Designation (in block capitals)	
Signature	
Date	
New Fund Advisor to be added	
Name (in block capitals)	
Designation (in block capitals)	
Signature	
Date	
Authorising signatory manager	
Name (in block capitals)	
Designation (in block capitals)	
Signature	
Date	

Once complete please return to: Charity Finance Team, Finance Dept, Education Centre, Airedale General Hospital

AIREDALE HOSPITAL & COMMUNITY CHARITY

Application for a new fund

[To be completed by Finance Dept]

Fund number	
Fund name	
Purpose of fund	
Monthly statements to be sent to:	
Name (in block capitals)	
Designation (in block capitals)	
Authorised signatory 1	
Name (in block capitals)	
Designation (in block capitals)	
Sample signature	
Date	
Authorised signatory 2	
Name (in block capitals)	
Designation (in block capitals)	
Sample signature	
Date	
Authorising signatory manager	
Name (in block capitals)	
Designation (in block capitals)	
Signature	
Date	

Once complete please return to: Charity Finance Team, Finance Dept, Education Centre, Airedale General Hospital

Donation to Airedale Hospital & Community Charity

Charity number 1050730

Charity Gift Aid declaration – single donation

Boost your donation by 25p of Gift Aid for every £1 you donate

Date: _____

Your full name: _____

Address: _____

_____

Postcode: _____

Email: _____

Amount donated: £ _____

Would you like a receipt? YES / NO (Delete as appropriate)

☐ I would like to Gift Aid my donation. (Please tick)

I am a UK tax payer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations, it is my responsibility to pay any difference.Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your full name and address is needed to identify you as a current UK taxpayer.

Signature: _____

Thank you for your donation and gift aid declaration. Please ensure that you have completed and signed the form.

Standard terms and conditions of grant funding

Airedale Hospital & Community Charity "the Charity" is the NHS charity for Airedale NHS Foundation Trust "the Trust".

The Charity funds requests that support patient experience and employee wellbeing so that everyone receives the best experience possible.

The Charity has a legal obligation to ensure that its grants are used for charitable purposes that have public benefit. It also has a moral obligation to ensure that money donated to the Charity is used as effectively a possible.

These Terms and Conditions apply to all general grants made by the Charity. The Charity recognises that NHS staff have many demand on their time and, therefore, aims to make the terms and conditions simple and reasonable, whilst ensuring that minimum requirements are met.

If grants are spent effectively, this will help enhance both the reputation of the Charity and ANHSFT, encouraging further giving for the ultimate benefit of patients, service users, their families, carers and members of staff.

Please read these terms and conditions carefully and keep them for your reference.

Terms and conditions

1. General

- All funds held by the Charity (which includes ward and departmental charitable funds) and all grants and expenditure by the Charity, must be used for charitable purposes. In general terms this means that all expenditure:
- a) Must further the Charity objectives
- b) Must be in the public benefit, and any private benefit must be incidental
- The purpose, amount and duration of the grant are set out in the approved application form.
- The grant is given for the stated charitable purpose only. Unless otherwise specified, this will be for the project as detailed in the application for funding. The grant should be used solely for this project.
- The amount stated on the approved application form is a maximum figure for all costs incurred in connection with the project. There shall be no expectation that further funds will be provided to complete the project in the event of any shortfall.
- The duration, and anticipated start and completion dates for the project should be stated on the approved application form. The Charity recognizes that it can take time for a project to be launched, for example, if new staff have to be recruited. If there are likely to be significant delays to a project, or changes to the duration, the Charity should be informed promptly.

- The lead contact should be the individual with overall responsibility for the project that the grant is funding.
- By completing an application form and submitting it for consideration you are confirming acceptance of these terms and conditions.
- Any proposed changes to the lead contact, for whatever reason, must be communicated to the Charity immediately; the Charity reserves the right to review or withdraw a grant if a suitable replacement lead contact has not been identified.

2. Employment of staff

- Where funding relates to part or all of a salary cost, the Charity does not act as employer of the individual and will not be liable as such. The lead contact will be responsible for ensuring that all employment legislation is complied with. The People and OD department (HR) should be able to advise you on this.
- Where the request relates to salary costs applications may be made for a maximum of 12 months only.
- Where the grant is a contribution towards part or all of the cost of new staff the Charity requires confirmation that the post has been filled, including the name of post holder, annual salary and start date, before any payment is made.
- The Charity will not normally be willing to consider requests for additional funds for salary purposes that are not identified in the original application. Any increments or other salary increases not identified in the original application will be the responsibility of ANHSFT.
- The Charity should be informed immediately if staff that are supported by charitable funds give notice, leave or are redeployed.

3. Grants for research

- The lead contact must ensure that prior to the research commencing and throughout the research period, all the necessary legal and regulatory requirements in order to conduct the research are met and all the necessary licences and approvals have been obtained. The Trust's Research department may be able to assist. The Charity does not accept any liability arising from research projects that it funds.
- The lead contact is responsible for ensuring that the whole project is conducted in accordance with the Trust's systems for the management, monitoring and control of research work, including the requirements of all regulatory authorities governing the use and any other regulatory requirements as may apply from time to time.
- The lead contact is responsible for ensuring that the study is conducted in accordance with the Department of Health Research Governance Framework, including the regulations relating to CTIMPS, the Mental Capacity Act and the Data Protection Act and any further legislation in future encompassed in the Framework.

- No funded work may commence without the appropriate ethics approval. Such approval must be confirmed to the Charity in writing before any payments of grant can be issued. Where ethics approval is not required, the approval of the Trust must be obtained before the project may commence. Such approval must be confirmed to the Charity in writing before any payments of grant can be issued. The use of animals in experiments must be strictly limited to that set out in the application. A personal license must be in operation at the time of application and the research will only commence after the Project License is awarded.
- The Charity has a responsibility to ensure that work of the highest quality is produced. The Charity therefore requires that the Trust and/or the University is responsible for ensuring that all funded work is at all times adequately supervised, monitored and evaluated and that the Trust and/or the University provides sufficient resources to support the funded work.

4. Grants for capital

- Any equipment funded by a grant from the Charity will, immediately as it is received, transfer to the ownership of the Trust. All responsibility for such equipment, including matters of security, maintenance, infection control, training and issues relating to Health and Safety will be vested in the Trust who must ensure that the equipment is appropriately insured and maintained throughout its useful life.
- Any losses or claims relating to the equipment will be met by the Trust and Charity will accept no liability in this respect.
- For grants relating to building work, any significant variations to the start date, project costs or estimated completion date should be communicated promptly to the Charity.

5. Intellectual property

- As a charity, the Charity is under obligation to ensure that the results of research that it funds in part or in whole are published 'for the public good'. The Charity also attached importance to commercial exploitation and recognises that the specific nature of the opportunity for exploitation may only become apparent during the course of research.
- Ownership of the intellectual property arising from any work funded by the Charity will vest in the Trust. The NHS will advise NHS Trusts on whether or not the intellectual property has commercial potential and how best to take it forward.
- All results of research in relation to which the Charity has made a grant, must be considered for appropriate intellectual property protection and potential commercial exploitation by NISE on behalf of the Trust. Any publication of the research finings (including communications such as verbal statements, posters, abstracts and letters to specific journals) must be delayed until such consideration has been carried out. However, no unreasonable delay should be allowed to occur before information is placed in the public domain. A delay beyond six months will be deemed unreasonable.

- The research and the results of the research many not be commercially exploited in any way without the prior written agreement of the Charity. Such agreement may be refused at the Charity's absolute discretion or granted subject to such conditions as the Charity may decide (and may well require prior agreement as the sharing of the financial benefits arising from the exploitation). Decisions regarding exploitation will be made on a case by case basis.
- Where multiple funding sources are present or multiple inventors are involved, royalties and other income arising from the research should be shared in proportion to the investment made by funders, less any legal, patenting and associated costs incurred.

6. Payment of grants

- Please indicate on the application form the likely schedule of payments and/or timescales. Completing the information will help us plan our cash flow requirements.
- Grant payment will be made on production of authorised documentation and in line with the Trust's Standing Financial Instructions and Scheme of Delegation, which also apply to the Charity.
- Payment requests for grants covering capital items or medical research should usually be in the form of original invoices, claim forms, receipts or memoranda. These should be authorised with the signature of two Fund Advisors registered for the relevant fund (plus any additional authority as per the Scheme of Delegation), and forwarded to the Charity.
- Recharges of salaries of Trust employees from the Charity will be charged to a designated control code. No further authorisation will be required. Recharges will continue until the accrual is exhausted, the agreed period of funding expires or notification is received that the recharge should cease (authorised with the signature of two Fund Advisors registered for the relevant fund plus any additional authority as per the Scheme of Delegation).
- The Charity reserves the right to withdraw grants, in whole or in part, in the following circumstances:
  i. Where grants are not taken up within 12 months of the approval date. The Charity will require a report detailing the reasons and a request to renew the commitment for a further period, if applicable. The Charity reserves the right to cancel any grant approvals where an extension has not been sought.
  ii. Where projects are notified as completed. Any unspent balance of grant remaining will be cancelled.
  iii. Where a balance of grant has remained static for 12 months with no explanation from the lead contact. Any unspent balance of grant remaining will be cancelled.
  iv. If the lead contact leaves the host Trust, or otherwise is not able to continue to act as the responsible individual for the grant and a suitable replacement cannot be identified.

7. Grant evaluation

- In all cases where a grant has been agreed, the Charity will require a completed Grant Evaluation Form from the lead contact within one month of receiving the form from the charity. This is usually within three months of completion of the project or three months into the project. A reminder will be sent to the lead contact at the relevant time.
- Failure to comply with these reporting requirements may affect payments under the current grant and future requests from the applicant.

8. Publicity

- It is a condition of the grant that recipients make reasonable efforts to ensure appropriate acknowledgement of the Charity's support, and co-operate with the Charity in publicizing the grant, if requested.
- Subject to Section 5 above, the lead contact must ensure that all useful knowledge acquired from research funded by the Charity is disseminated to the public and others able to utilise or benefit from it. Where the research is highly technical, restricted access through medical publications, universities and other medical and educational establishments to persons who have sufficient reason to study the material will be acceptable.
- In all cases, to avoid any possible confusion, the Charity should be referred to as 'Airedale Hospital & Community Charity'. In formal settings, the Charity's registered number 1050730 should also be added. The Charity can provide additional advice and copies of its logo, in a variety of formats, on request.
- In general, the Charity's support should be acknowledged on all materials produced in connection with the project, such as leaflets, posters, displays, job adverts, newsletters, reports and published articles. The regulatory and prominence of the acknowledgment should be proportionate to the degree of support.
- Where a grant has supported physical or environmental improvements, the Charity will contact the recipient to arrange installation of an Airedale Hospital & Community Charity plaque, if appropriate.
- The Charity should be invited to any launch or opening events, and our support acknowledged at such events. We will do our best to send a staff or Trustees representative, although this is not always possible.
- The Charity's fundraising staff may also contact grant recipients for quotations or images to be used in internal and external publicity material, or press releases.
- The Charity is committed to following good practice in fundraising, and will act professionally and sensitively at all times when arranging publicity in connection with grants.

Grant evaluation form

Please complete and return this form to Airedale Hospital & Community Charity within 28 days of receipt.

Date: **Name of project:**

1. Overview of the project
Please give a short description of the project that has received charitable funding. This is to show our supporters how their donations have been used effectively.

2. Outcomes and Benefits
In as much detail as possible, please tell us about who has benefitted, or who will benefit, and what has been achieved as a result of this grant. Please focus on the benefit for patients and service users, their families, carers and staff members.

3. Acknowledging Airedale Hospital & Community Charity
Publicising the work of Airedale Hospital & Community Charity is critical as it helps us to increase our income and, therefore, makes it possible for us to award further grants.

Please give details of how you have already acknowledged or plan to acknowledge the support of Airedale Hospital & Community Charity. Tick as many boxes as apply:

- ☐ 'Funded by' plaque
- ☐ Inclusion in publications
- ☐ Website(s)
- ☐ Inclusion in presentation(s) / talk(s)
- ☐ Other (please give details):
- ☐ 'Funded by' stickers
- ☐ Social media
- ☐ Posters
- ☐ Inclusion in leaflets

Please contact the fundraising office on 01535 294870 or anhsft.charity@nhs.net if you would like to discuss how best to acknowledge the Charity and/or need our logo, strapline etc.

4. Supporting Airedale Hospital & Community Charity
Airedale Hospital & Community Charity cannot support our community without the help of our amazing supporters. Without their generous donations we cannot make these grants. As a beneficiary of one of our charitable grants, we'd love to know if you and/or your friends, family, colleagues have ever supported Airedale Hospital & Community Charity or are planning to do so?

☐ Yes ☐ No

If Yes, please let us know how:

Please contact the fundraising office on 01535 294870 or anhsft.charity@nhs.net if you would like to talk more about fundraising or making a donation to Airedale Hospital & Community Charity.

5. Further comments
Do you have any further comments about your project and/or its outcomes that would be helpful for the Charity and our supporters to know about?

Form completed by:

Name:

Job title / position:

Date:

Thank you so much for taking the time to complete this form. Please return to the fundraising office, location C33, Airedale General Hospital or via email to anhsft.charity@nhs.net.

AIREDALE HOSPITAL & COMMUNITY CHARITY

Instruction to close a fund

Date: _____

Full name of authorised signatory: _____

Name of Trust Fund: _____

Cost Centre Code: _____

Reason for closure: _____

_____

_____

_____

If there are funds remaining in this fund at the time of closure where should these by transferred and for what reason?

_____

_____

_____

Signature: _____

ORIGINAL

Scan here to donate

Airedale Hospital & Community Charity
t: 01535 294870
e: anhsft.charity@nhs.net
w: www.airedalecharity.org
@AiredaleCharity