

## How to access your charitable funds

<b>Charitable Funds Request Checklist</b>	✓
Download a Charity Request to Expend form at <a href="http://www.york.nhs.uk/charityapplication">www.york.nhs.uk/charityapplication</a>	
Contact the procurement lead for your Care Group for quotes. If it's décor or flooring, please contact Minor Works	
If you are requesting furniture, please contact Infection Prevention to ensure it meets requirements	
If you are requesting training, please ensure that you have completed a study leave form and had it approved	
Please take the time to explain how the patients will benefit. This information is important to ensure the Charity's objectives are met and so that our team can promote the funding to supporters in the future	
Discuss your request with the Care Group Manager/ Deputy to identify available funds	
If you would like to approach the Leagues of Friends or they have agreed to fund your request, please contact the Fundraising Manager on 01904 724521 to discuss your application	
Does the application meet the Charity's essential criteria: <ul style="list-style-type: none"> <li>● The Public Perception Test - Would you be proud to tell a donor this is how we spent their money?</li> <li>● The Patient Benefit Test - Would this truly benefit the patient? How many patients would benefit?</li> <li>● The Additionality Test – should this item or training be supplied by your employer? Only non-essential items or non-mandatory training will be funded</li> </ul>	
Email your completed and authorised Charity application form to <a href="mailto:charity.finance@york.nhs.uk">charity.finance@york.nhs.uk</a> and attach the Friends group confirmation and learning leave form if relevant	
If your application is for over £1,000 and for equipment, you will need to have approval from the medical equipment resource group (MERG) once charity funding is approved. Find the charity application link on our web page <a href="http://www.york.nhs.uk/charityapplication">www.york.nhs.uk/charityapplication</a>	
You should receive an acknowledgement of your application within 10 working days	
Please raise the requisition to the charity finance budget code	
When your order arrives, please let <a href="mailto:charity.fundraising@york.nhs.uk">charity.fundraising@york.nhs.uk</a> know. We'd love to come and take a photo, so we can share the story on social media to help with future fundraising	

**Three top tips for getting your application approved**

- 1 Complete ALL sections of the form – any missing information will delay the decision
- 2 Ensure your request meets the Charity's three criteria. The more you tell us, the easier the decision
- 3 Before submitting your form to Charity Finance, ensure it is signed off by the authorised fundholder – without this it cannot be considered!

### Useful Contacts:

<b>Minor Works</b>	Mark Jones 772 1857 York/Selby Shaun Fletcher 771 2327 East Coast
<b>Infection Prevention</b>	772 5860 York / Selby 771 2395 East Coast
<b>Procurement</b>	<a href="mailto:purchasingenquiries@york.nhs.uk">purchasingenquiries@york.nhs.uk</a>



**Funded: Paediatric trolleys for ED at Scarborough**



**Funded: Educational bursaries**