
South Central Ambulance Charity: Policy on eligible expenditure and Procedure for disbursement of funds.

Updated by the Charitable Funds Sub Committee, April 26th 2017

1. Legal context

The South Central Ambulance Charity (the Charity) is a registered charity (Registered No. 1049778) and it is the official charity for all funds raised for the benefit of patients of South Central Ambulance Service NHS Foundation Trust. The Charity's objects, as defined with the Charity Commission, are that the Charity exists "for charitable purposes relating to the general, or any specific, purposes of the South Central Ambulance Service NHS Trust or to purposes relating to the health service".

The Charity is a separate legal entity from the Trust. The Trust Board holds charitable funds as sole corporate trustee, and the board members are jointly responsible for the management of those charitable funds. Members of both the Trust Board and Charitable Funds Committee are not individual trustees under charity law but act as agents on behalf of the Corporate Trustee.

Actions taken by the charity must be for the public benefit. They must be of actual benefit, and must benefit the public as a whole or a sufficient section of the public. A purpose is not charitable if it is wholly or mainly for the benefit of specific individuals.

At its July 13th meeting the Corporate Trustee approved a strategy for the charity that means that all funds raised will be held in unrestricted funds, as far as this is under the control of the fundraisers. Unrestricted funds can be spent or applied at the discretion of the Corporate Trustee to further any of the charity's purposes. However the Trustee may choose to set aside a part of the unrestricted funds to be used for a particular future project or commitment. By earmarking funds in this way, the Trustee can set up a designated fund that remains part of the unrestricted funds of the charity. This is because the designation has an administrative purpose only and does not legally restrict the trustees' discretion in how to apply the unrestricted funds that have been earmarked.

Charitable funds are not a substitute for government funding. The NHS is required to provide a basic level of care and treatment from government funding. Charitable funds can be used to enhance this level of care, but cannot cover the basic costs. The Corporate Trustee has agreed that all funds raised by the charity will be used to fund services that are additional to the core NHS services that the Trust provides.

Furthermore, all spending of charitable funds must fulfil the Charity Commission Public Benefit test. The Corporate Trustee and staff to whom it delegates authority should be aware that any transaction may become subject to public scrutiny and they should therefore ensure that any spending decision can be justified, particularly if subjected to critical public discussion.

This paper sets out:

- To clarify what funds are available, and how these need to be managed in a series of designated funds to fulfil the strategic objectives agreed by the Corporate Trustee
- To define eligible expenditure for each designated fund
- To determine a process for approving expenditure from each designated fund.

2. The structure of the charity's funds

2.1 The charity will retain the flexibility to hold money raised in a range of designated, restricted and unrestricted holds funds .

2.2 Unless specifically required to do otherwise, most money raised will be held three designated funds. These three funds are:

- i. To train and equip our volunteers.
- ii. To train and equip local communities to save lives.
- iii. To enhance and develop the care we give.

2.3 Funds will also be held to meet the overhead costs of running the charity.

3. Summary of eligible expenditure from each fund

- i. The designated fund to train and equip our volunteers will fund things like:
 - Our Community First Responders, the voluntary “ambulance” at the end of your street.
 - Our volunteer car drivers – the volunteers who help get frail patients to and from medical appointments at no cost to the patient.
- ii. The designated fund to train and equip local communities to save lives will fund things like:
 - Public access defibrillators and awareness raising campaigns about how to use them.
 - Use of our education ambulance in schools, and other training and education events and activities.
- iii. The designated fund to enhance and develop the care we give will fund investment in things like:
 - State of the art equipment.
 - Research projects.
 - Pilots of ideas for clinical innovation.
 - Extra training and development.
 - Improvements to working environments.

More detailed agreement on what constitutes eligible expenditure from each of these designated funds is set out in this policy. Charitable funds will never be spent in contravention of an existing SCAS policy.

- 3.1 The policy also sets out procedures for ensuring that the designated funds are only spent on items that are deemed eligible for support from charitable funds, and that the procedures used for approving expenditure from designated funds are transparent and robust.

4. Disbursing funds for training and equipping volunteers

4.1 Eligible expenditure - CFRs

For the foreseeable future the vast majority of expenditure on volunteers will continue to be for funding the activity of CFRs. Eligible expenditure from this fund includes:

- Uniforms.
- Clinical equipment and some clinical consumables.
- Portable AED's for use by CFRs and replacement batteries.
- Vehicle purchase, conversion and maintenance (DRV and RRV). Tax and insurance are paid by SCAS.
- Mileage for CFR private cars (scheme cars have SCAS fuel cards as the vehicles are often also available to crews).
- Communications contracts (terrafix and pagers/phones).
- Costs associated with fundraising.
- Training and development activity which is consistent with the role of a CFR, but over and above that required by SCAS to maintain eligibility to volunteer.

4.2 Eligible Expenditure – other volunteers

The Charity will be assisting with the recruitment of volunteer car drivers (VCDs), but the costs associated with this will be absorbed as part of the overall marketing and promotions budget. The charity will not meet any other costs associated with the recruitment, training and deployment of VCDs.

The charity will fund:

- Any mileage or other travel costs incurred by volunteers in their course of their volunteering activity at the standard trust rate
- Costs associated with volunteer fundraising.

4.3 Process for disbursing funds in this area

4.3.1 The process agreed for agreeing expenditure on eligible items for volunteers is:

- i. Eligible items under £50 can be bought by CFR scheme co-ordinators, who should attach receipts to a monthly expenses claim form. This should be submitted to the CLATO, who should authorise it and pass it to the Charity Officer with a completed cheque request form for payment within 28 days.
- ii. Under £250: all goods/items to be purchased should be bought via suppliers listed on pro-actis. CLATOS should raise and approve orders. If a CFR scheme wishes to purchase items from another supplier, the CLATO should get that supplier added to pro-actis before placing the order. The purchase should be clearly coded to the CFR scheme raising the order by the CLATO.
- iii. It should not be possible for a CFR or CLATO to raise an order with a supplier not listed on pro-actis, and then to send in an invoice to be paid. This practice should be phased out by the end of the 2016/17 financial year as far as is practicable- although it should be recognised that it will not be possible to entirely eradicate this.
- iv. £250-£2500: the CLATO should raise the order on pro-actis (as above), and it should automatically go to the Indirect Resources Manager to approve.
- v. £2500-£5000: the CLATO should raise the order on pro-actis (as above), and it should automatically go to the Charity CEO to approve.
- vi. £5,000-£10,000: the CLATO should raise the order on pro-actis (as above), and it should automatically go to the Deputy CEO of SCAS to approve.
- vii. Over 10k: the CLATO should submit a major purchase application on the agreed form, for consideration by the next meeting of the Charitable Funds committee. Once approved the proposed supplier(s) should be added to pro-actis (if not already listed) and the order placed for approval by the Deputy CEO of SCAS.
- viii. If it is essential to place an order for a supplier who cannot be added to pro-actis then the relevant authorisation (at the expenditure levels detailed above) should be obtained by email before the expenditure is committed, and an authorised cheque requisition, with invoice attached, should be sent to the Charity Officer for processing.

4.3.2 Equipment, including vehicles that is purchased by the Charity (or donated to the Charity) will be donated to the Trust. The Trust will then be responsible for ongoing costs of ownership such as maintenance and depreciation. The Corporate Trustee should therefore make sure that departments have sufficient departmental budget to cover these costs of ownership before approving expenditure.

4.3.3 Volunteer mileage claims should be submitted to the CLATO or Charity CEO as appropriate, who should authorise them and pass them to the Charity Officer with a completed cheque request form for payment within 28 days.

4.3.4 Fundraising equipment should be purchased by the Charity Officer and given to the volunteer.

5. Disbursing Funds to train and equip communities to save lives

5.1 Eligible expenditure

For the foreseeable future the major call on funds for this purpose is agreed to be:

- Purchasing and installing public access defibrillators (also known as defibs or Automated External Defibrillators, or AEDs).
- Costs associated with public education, training and awareness activities that build local lifesaving skills and have the potential to reduce inappropriate demand on Trust services.

5.2 Process for disbursing funds - Defibrillators

5.2.1 *Specific locations/gifts in kind*

Often installation of a defibrillator will be a gift in kind where all direct costs are born by the donor and they maintain ownership, but SCAS would like to record and acknowledge the value of this. These contacts/donations will often come via a CFR. CFRs often also raise funds for AEDs in specific locations in their areas. If the AED is being paid for and installed at the expense of a third party, then no funds need to be disbursed, but SCAS still need to value and acknowledge the investment. In this scenario:

- i. The Charity Officer should email defib@scas.nhs.uk with the detail of any contact/request for information that comes to the charity, and the CFR Development Manager should email the Charity Officer with the detail of any planned 3rd party investment that comes to them, so that both teams are kept fully informed.
- ii. CFRs should email their CLATO, the Charity Officer and defib@scas.nhs.uk with their plans if they are raising funds for independent purchase of AEDs by a 3rd party.
- iii. The CFR Development Manager should be responsible for all ongoing communication with the donor and/or CFR, and for ensuring the CFR and/or donor's wishes are complied with. S/he will also be responsible for ensuring appropriate devices are purchased, that they are properly installed and that the location is registered on the Save a Life App.
- iv. The CFR Development Manager should keep the Charity Officer informed so that the CFR and/or donor's record can be kept up to date, an accurate record of the value of gifts in kind can be maintained and the appropriate thank you correspondence issued.

If CFRs are raising funds for AEDs for specific locations in their area then:

- i. CFRs should email their CLATO, the Charity Officer and defib@scas.nhs.uk with their plans, if they are raising funds for purchase and installation of AEDs by SCAS. Advice can then be given on where devices are needed.
- ii. The CFR scheme co-ordinator should notify the Charity Officer of any funds paid in that need to be earmarked for AED purchase in their area.
- iii. The CFR Development Manager should be responsible for all ongoing communication with the CFR scheme, and for ensuring appropriate devices are purchased, that they are properly installed and that the location is registered on the Save a Life App.
- iv. The ordering process should be as described for other CFR purchases in section 4.3.1 above.

AEDs purchased using charitable funds should be clearly labelled as such using stickers provided by the Charity for the purpose. These will say: "This item was paid for with donations to the South Central Ambulance Charity (registered charity No. 1049778)".

5.2.2 Strategic placement of AEDs

- i. The strategic goal is that no-one in the SCAS region should ever be more than 8 minutes away from an AED. The charity will be raising funds to enable AEDs to be cited in areas where they are needed to meet this aspiration. The CFR Development Manager is responsible for this strategy and will play a key role in this fundraising.
- ii. From April 6th 2017 the CFR Development Manager should be able to submit a proposal to the last meeting of the Charitable Funds committee of each financial year, requesting agreement to fund 8 AEDs in named strategic locations. If fundraising has exceeded (or not met) expectations s/he will be advised by the Charity CEO at the end of q3 and the proposal can be adjusted accordingly.
- iii. Once approved, the CFR Development Manager should raise all necessary orders through pro-actis, using the charity code where a defibrillator is being paid for by a donation. These orders should come to the Charity CEO for authorisation.
- iv. Once purchased by the Charity, the AEDs will be donated to the Trust, which will then be responsible for ongoing costs of ownership such as maintenance and depreciation. The Trustee should therefore make sure that the appropriate department has sufficient departmental budget to cover these costs of ownership.
- v. AEDs purchased using charitable funds should be clearly labelled as such using stickers provided by the Charity for the purpose. These will say: "This item was paid for with donations to the South Central Ambulance Charity (registered charity No. 1049778)".

5.3 Process for disbursing funds for public education, training and awareness activity

Education of patients and their families is a legitimate charitable activity, and might include the production of leaflets or other teaching materials, the purchase of materials developed elsewhere and events.

This expenditure should be at the discretion of the Charity CEO, after due consultation with the Public and Patient Engagement Manager and taking into account the aspirations and wishes of the Membership and Engagement Committee. Where possible the Charity should be clearly credited as the source of funding for any materials produced.

6. Disbursing Funds to develop and enhance the care we give.

6.1 Eligible Expenditure

The Corporate Trustee has agreed that it wants a designated fund to enable the charity to invest in things like:

- State of the art equipment.
- Research projects.
- Pilots of ideas for clinical innovation.
- Extra training and development.
- Improvements to working environments.

Creating a precise definition of eligible expenditure in these areas is not possible. The following guidelines are designed to help ensure all decisions made to invest money held in this designated fund pass can be justified if subjected to public scrutiny – both now when the funds held are extremely modest, and in the future when it is hoped more substantial funding will be available. The underlying principle is that the fund is made up from donations to a charity, and the Trustee is responsible for the use of that money according to charitable principles. Applications for charitable funds should be viewed in this light. The funds are not a source of personal funding, or an alternative Departmental budget.

6.1.1 Equipment

- i. Charitable funds are not a substitute for government funding. The NHS is required to provide a basic level of care and treatment from government funding. Charitable funds can be used to enhance this level of care, but cannot cover the basic costs. For example, the Trust must be able to function safely and deliver basic care in the absence of any equipment that is paid for by the Charity and any equipment bought by the Charity must be to a higher specification than the basic minimum requirement.
- ii. Clinical equipment can be purchased with Charitable Funds provided the purchase does not involve buying or replacing a basic piece of equipment which is essential for the maintenance of the clinical service. The use of charitable funds is permitted if it allows the purchase of an item with enhanced functionality which confers benefits for the patient that are additional to those required for basic service provision. For example, in a hospital setting, charitable funds could not be used to buy a standard bed needed by patients on a ward, but the purchase of advanced electric beds which improve the patient experience and promote the health and safety of staff and patients would be permitted.
- iii. Equipment to be purchased by the charity must have been approved for use within the Trust by the Clinical Equipment team, and their written approval will need to have been attained before any proposal to invest in equipment will be considered.
- iv. Equipment that is purchased by the Charity will be donated to the Trust, which will then be responsible for ongoing costs of ownership such as maintenance and depreciation. The Corporate Trustee should therefore make sure that the applying department has sufficient departmental budget to cover these costs of ownership before approving expenditure.
- v. IT equipment can only be purchased using charitable funds if it enhances patient care. Provision of basic office equipment – including computers for necessary administration and correspondence – is a responsibility of the Trust and cannot be paid for from charitable funds. The written approval of the IT department will need to have been attained before any proposal to invest in IT equipment will be considered.

- vi. Any equipment purchased using charitable funds should be clearly labelled as such using stickers provided by the Charity for the purpose. These will say: “This item was paid for with donations to the South Central Ambulance Charity (registered charity No. 1049778)”.

6.1.2 Research and clinical innovation

- i. Charitable funds can be used to support research costs and the pilot phase of clinical innovation projects.
- ii. Eligible costs include salaries, attending relevant meetings, associated equipment and consumables – provided that the research findings and project evaluations are to be made public, **and**:
 - the research or project falls within the scope of the charity’s purposes and its powers, and is an effective way of fulfilling those charitable purposes
 - the research or project is well managed and cost effective
 - the research or project is good quality and
 - the research or project is used with the aim of achieving patient benefit.
- iii. Where funding is required for specific research projects these should be approved in line with existing Trust policies on authorisation of research proposals before any approach is made for charitable funding.
- iv. Where funding is required for the pilot phase of specific clinical innovation projects these should be approved as contributing to the Trust’s Accelerated Clinical Transformation Programme before any approach is made for charitable funding.
- v. The Charity Commission allows expenditure on staff where it clearly enhances patient care. If agreement is made to fund a salary as part of a research or project proposal then it should be noted that the Charity does not employ anyone who works in the Trust, but that it is possible to use a designated fund to reimburse salary costs to the Trust. In this instance the research or project proposal must set out full costs (including Employer’s national insurance and Pension payments) along with details of the work to be carried out and how patients will benefit. The following points should also be borne in mind:
 - Open-ended funding will not be authorised, so employment contracts should be for fixed terms that align with the funding requested, or the employer will be exposed to the risk of having to continue a post without funding from the Charity. If the employee is employed for a period of time that qualifies them for the same rights as employees on open ended contracts, the charity will not be liable for any expenses relating to their ongoing employment or severance.
 - There must already be sufficient money in the Fund to cover the full costs – it is not possible to approve funding in the expectation of future income.
 - The applicant for funds will be responsible for explaining the benefits of work carried out by funded individuals and further funding may be made conditional on receipt of a satisfactory account.
 - Periods of sickness, maternity or paternity leave will involve costs that must be met from the Fund during an approved period, even though the duties will not be being performed and contingency for this should be factored in to any bid.
- vi. Research funded by the charity must be made public, and in all forms of publication it must be stated that “this research was only possible with the support of the South Central Ambulance Charity, Registered Charity no: 1049778”. Research funded by any organisation that does not allow general dissemination of the results is a business transaction, and should not be funded via charitable funds. This income and expenditure should be processed through NHS accounting systems.

- vii. Evaluations of innovation projects funded by the charity must be made public, and in all forms of publication it must be stated that “this project was only possible with the support of the South Central Ambulance Charity, Registered Charity no: 1049778”.
- viii. The charity will not fund the implementation of any research, or the implementation across the Trust of new ways of working developed as a result of charitable investment in pilots.

6.1.3 Training and development.

- i. Statutorily required training, or other standard training needed by an employee to enable them to fulfil their job role effectively is a basic provision that the Charity cannot fund.
- ii. Routine best practice staff development activity such as team away days are also deemed basic provision that the charity will not fund.
- iii. Occasional events such as one off departmental team events that can be demonstrated to have a strong motivational impact on staff and indirect benefit to patients may be considered.
- iv. Individual membership of professional organisations will not be reimbursed.
- v. Where further training is available which allows staff to improve their skills and the care they provide to patients, this is an enhancement which the Charity can pay for.
- vi. Charitable funds can only fund training which is beneficial to patients. It is important that the results of any training or education produce a direct, tangible benefit to the Trust and it’s care of patients. Courses which simply educate the trainee with no wider benefit to the Trust are not considered appropriate for funding from charitable funds.
- vii. Educational spending can include attendance at conferences and purchase of books and journals, as well as training courses.
- viii. The member of staff who is to attend the training event/course/conference must have the approval of the Assistant Director of HR (Workforce and OD) before the charity will consider an application for funds.
- ix. The benefit of the training or education must also be available for some time after it is undertaken i.e. members of staff on short contracts or who are due to leave the employment of the Trust would not normally be entitled to have training funded through the Charity.
- x. Course or conference fees, and related travel and subsistence expenses will be reimbursed in line with the Trust’s normal expenses procedure, although the claim should be made to the Charity. For the avoidance of doubt:
 - Travel expenses will be refunded only for standard fares on trains or economy flights or at normal trust mileage rates. First class or business class tickets may only be partially reimbursed to the extent that the member of staff pays any premium above standard or economy fares for these tickets themselves.
 - Reasonable subsistence and accommodation expenses will be refunded. Although it is recognised that costs vary according to geographical location, claims for reimbursement must be capable of being defended and information on costs of accommodation in that location should be able to be provided. Again members of staff may choose to ‘upgrade’ but any additional costs will need to be met by themselves.
 - Travel or subsistence for any person accompanying the member of staff will not be refunded.
 - If attendance at a conference is extended to cover a period before or after the conference days as a holiday the additional costs will be payable by the member of staff. The Charity will not fund any additional costs of ‘open-ended’ tickets and will only refund a scheduled return journey.

- Where the costs of attending a training event or conference have been significant the member of staff benefitting from this event may have to provide a presentation on their learning to colleagues.
- xi. Subscriptions to any magazines, journals or other information sharing sources should benefit a number of individuals and must not be of personal interest of one member of staff.
- xii. Conferences, special events and support by visiting speakers arranged by the Trust can be considered for funding by charitable funds. Where these are modest events e.g. a lunchtime or evening lecture, it is reasonable to make small payments or reimburse reasonable expenses to the speaker. Any lunches and dinners arranged can only be attended by professional colleagues and must be directly relevant to the speaking event. The reputation of the Trust and the Charity must be taken into account when arranging such events and the venue and cost of meal must be carefully considered and seen to be appropriate. Where the event is opened up to outside attendees as a method of fund raising (as opposed to meeting a part of the cost) then the income and expenditure must be separately accounted for, and guidance must be sought from the CEO of the Charity.

6.1.4 Enhancing working environments

What constitutes appropriate expenditure on staff amenities is a complex area. The overriding principles of expenditure leading to public benefit and being in line with the Charity's objectives should always be borne in mind. This can be translated into whether a donor, the Charities Commission, a patient or other stakeholder would consider the expenditure to pass the Tabloid Test.

- i. Charitable funds can be used where:
 - They will benefit a group of staff defined by reference to their roles in the Trust (as opposed to specific individuals), for example the purchase of kettles or easy chairs for a staff room, **and**
 - It can be demonstrated that the improvement to the working environment will improve patient care by improving the quality of rest, or another aspect of the team's wellbeing.

6.2 Process for disbursing funds to develop and enhance the care we give.

- i. Money held in this designated fund will be disbursed via a grant application and approval process.
- ii. All applications will be made on the form attached at Appendix 1.
- iii. There will be two application dates in 2017/18 whilst available funds are modest. These will be September 1st 2017 and March 1st 2018. Dates for future years will be widely publicised using all available internal communications mechanisms.
- iv. Applications will be considered initially by a panel comprising the Charity CEO, one NED member of the Charitable Funds Sub Committee, the Deputy CEO of the Trust and a staff rep (tbc). The panel will seek the advice of the Director responsible for Clinical Equipment, HR, Operations or Patient Care (or their nominated deputy) on each application as appropriate.
- v. The Charity CEO will submit a report on behalf of the panel to the next available meeting of the Charitable Funds committee making recommendations in response to each application received.
- vi. The Charitable Funds committee will make the final decision on disbursement of funds.
- vii. Decisions will be communicated and administered by the Charity CEO. For one off items of expenditure an order or cheque requisition will be raised by the grant recipient, using the charity expenditure code and this will need to be authorised by the Charity CEO.
- viii. For larger , project related grants, the funds will be transferred to the relevant departmental budget, and the budget holder will be responsible for submitting quarterly budget and progress reports to the Charity CEO.
- ix. The Charity CEO will also be responsible for reporting annually on the impact of funds awarded to the Trustee.

Examples of expenditure that is not charitable, or which does not have the Trustee's approval for expenditure from any designated fund include:

- i. Alcohol
- ii. The purchase of gifts or other rewards for individuals.
- iii. Staff or volunteer social functions.
- iv. Refreshments for routine meetings.
- v. Routine expenditure on general benefits for staff, such as tea, coffee, milk or water will not be funded by the charity.
- vi. Expenditure on events which may have a poor effect on the Charities' or the Trusts' reputation.
- vii. Attendance at a conference, the subject of which, however commendable, was not likely to benefit patient care.
- viii. Attendance at any event, accommodation or travel for a spouse or other person not employed by the Trust. If an event has been arranged that other people can attend they must contribute the full cost of the event.
- ix. Items essential to delivery of the Trust's core services.
- x. Basic costs associated with an NHS post such as provision of a desk, computer, uniform etc.
- xi. Expenses incurred when normal purchasing guidelines have not been adhered to.
- xii. Gift vouchers in lieu of payment to suppliers or individuals (as HMRC treats these as cash).

APPENDIX ONE

APPLICATION FOR A CHARITABLE GRANT

Any employee can make an application on this form. This form should be saved to your own drive, completed electronically and then emailed to rachel.coney@sca-charity.org.uk. Before (*insert date*). In planning your application please make sure you allow enough time to obtain all necessary authorisations before you submit your application.

Before you start – check your project is eligible by reading the guidelines that can be found on the intranet here (*insert link*). The key questions you must consider are:

1. **Am I applying for something that the Trust should be doing anyway in order to deliver appropriate patient care?** If the answer is yes you cannot use charitable money.
2. **Am I applying for something that will have a demonstrable benefit for patients?** If the answer is no then you cannot use charitable money.
3. **Am I applying for something that will only be of benefit to one individual, or will a group or team benefit, even if only indirectly?** If the grant will only benefit one person you cannot use charitable money.
4. **Am I applying for funds for a social event or activity, or to award/reward someone?** If the answer is yes then you cannot use charitable money.
5. **Am I asking for funding for one of the following categories of eligible expenditure:**
 - State of the art equipment.
 - Research projects.
 - Pilots of ideas for clinical innovation.
 - Extra training and development.
 - Improvements to working environments

If the answer is no then your application cannot be considered at this time.

6. **The total available funds that anyone can bid for before the end of March 2018 is £20k.** Is my application likely to be affordable?

What are you applying for? (please tick)

State of the art equipment	
Research project	
Clinical innovation pilot	
Extra training and development	
Improvements to working environments	

Give your idea/project a title of up to 100 words	Q1	Title of project
Please describe, in no more than 10 lines, what you would spend the grant on. The text you enter here will be used to publicise any grants awarded.	Q2	Max 10 lines describing what you want the money for.
		<p>I would use this grant to:</p> <ul style="list-style-type: none"> •
Please tell us concisely what problem awarding this grant would solve.	Q3	Max 100 words describing the need you have identified and how the grant would enable you to address it
All grants awarded must benefit patients, even if only indirectly. Your answer to this question will help us understand the impact on patients a grant could have.	Q4	What will be the benefit to patients of this grant?
		How many patients will benefit and over what period of time?
How much money are you asking for?	Q5	How much are you asking for?
		£
		How much (if any) VAT is included in this figure?
		£

This question makes sure you have considered how the grant provides benefits over and above what core NHS funding should provide.	Q7	How would you explain to a donor why your idea should not be funded by the NHS
About You	Q8	Your name
		Your job title
		Your email address
		Your phone number

GRANT APPLIED FOR	Approval gained from	y/n Please attach evidence of approval
State of the art equipment	Andy.pope@scas.nhs.uk	
Research project	Charles.Deakin@scas.nhs.uk	
Clinical innovation pilot	Deidre.thompson@scas.nhs.uk	
Extra training and development	Jackie.milsom@scas.nhs.uk	
Improvements to working environments	Philip.astle@scas.nhs.uk or james.underhay@scas.nhs.uk	