

## Leeds Cares Funding Policy & Terms & Conditions of Funding

### Introduction

The Leeds Cares Board of Trustees is responsible for all donations made to Leeds Cares. They are accountable to the Charity Commission and other regulatory bodies for how donations are used and managed. This includes allocating funds in a timely manner to demonstrate maximum charitable impact, whilst ensuring that where these have been expressed the wishes of the donor are met. The Board of Trustees always has the final decision on how Leeds Cares' funds are spent.

We have developed a set of guiding principles about how Leeds Cares is willing to award funding. This ensures funds are only awarded when applications are:

- **Aligned with the Leeds Cares charitable objects**
- **Aligned with the Leeds Cares Funding Policy**
- **Supported by Leeds Teaching Hospitals Trust at a local and corporate level**
- **Address a need that is either beyond the level or outside of scope of NHS funding**
- **Aligned with the general and/or specific expectations of our donors and supporters**
- **Able to provide clear evidence of impact**
- **Something that all stakeholders (including but not limited to Leeds Cares, Leeds Teaching Hospitals Trust, donors, supporter, and beneficiaries would be proud of**

The Leeds Cares Board of Trustees will decide at the start of each financial year how much funding is available to support Leeds Teaching Hospital Trust (LTHT) in the coming year. They will also decide how these funds will be apportioned in line with the Leeds Cares funding priorities and fund types. This decision will consider both the amount of funds raised in the previous year and which priorities LTHT has identified that align with the Leeds Cares charitable objects.

Applications must fall into at least one of the six funding priorities and provide demonstrable benefits and impact:

- Equipment
- Environment
- Health & Wellbeing
- Education
- Specialist Staff
- Research & Innovation

### Leeds Cares is unable to consider applications that:

- Are not consistent with the Leeds Cares values - *We are **transparent** and open, We **transform** lives, We work **together*** or the Leeds Way values.
- Are under £75.
- Are for reimbursements of expenditure or a retrospective request for funding; approval for funding must be given prior to any expenditure. Applicants will not be reimbursed where approval has not been confirmed in writing before money has been spent.



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- Do not meet LTHT requirements in respect of business case, capital planning and ongoing revenue costs to LTHT

### Funding Awards and Timescales

Funding Award Amount	Timescale
Leeds Cares awards small to medium sized grants of between £75 - £10,000.	<p>Leeds Cares welcomes applications at any time throughout the year.</p> <p>Applications will be reviewed, and a decision made within 28 days of receipt.</p> <p>Applications with an identified fund that clearly meet the purpose of that fund may be processed more expediently.</p> <p>The CEO has delegated authority on behalf of the Board of Trustees to sign off a request for funding of under £10,000.</p>
Leeds Cares awards more substantial grants of over £10,000.	<p>Leeds Cares welcomes applications at any time throughout the year, however there are four times throughout the year when applications of this value will be considered.</p> <p>Prior to completion of an application form applicants must submit an expression of interest providing an overview of their idea or project. This will be reviewed in partnership with LTHT.</p> <p>All applications for funding requests of over £10,000 will be reviewed by the Leeds Cares Funding Committee.</p> <p>For applications over £50,000 approval by the Leeds Cares Board is required.</p>
Leeds Cares awards research and innovation grants.	<p>Leeds Cares welcomes applications at any time throughout the year, however there are two Committees throughout the year when R &amp; I applications will be considered.</p> <p>The CEO has delegated authority on behalf of the Board of Trustees to sign off a request for funding of under £10,000.</p> <p>For applications over £10,000 prior to completion of an application form applicants must submit an expression of interest providing an overview of the idea or project. This will be reviewed in partnership with LTHT.</p> <p>All research and Innovation applications of over £10,000 will be reviewed by the Research and Innovation Committee.</p> <p>For applications over £50,000 approval by the Leeds Cares Board is required.</p>
Leeds Cares provides an annual amount to the Chief Nurse Fund to support attendance by nurses, midwives and AHPs at	<p>This fund is managed by LTHT and applicants are required to apply directly to the Chief Nurse Fund.</p> <p><i>Leeds Cares is working with LTHT to explore 'other ring-fenced funds' to support other professions and organisational level training and development activity.</i></p>

courses and educational events and activities.	
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## Education

We will consider applications for....	We are unable to consider applications for....
Conference attendance for a maximum number of 2 members of staff which produces a tangible benefit to LTHT and its treatment of patients.	Education, training, and development that are a requirement of: <ul style="list-style-type: none"> <li>- An individual's role</li> <li>- NHS person specification</li> <li>- professional registration or Licence to practice</li> <li>- the service (s) or patient needs</li> </ul>
Attendance at academic meetings for a maximum of 2 members of staff. Members will be expected to share learning and information with the wider team.	Attendance at conferences and or academic meetings for more than 2 members of staff at any one time.
	Costs associated with attendance at a conference as a speaker; applications will only be considered where there is evidence (in an email) that the organisers have been approached and agreed to meet attendance costs.
Courses and educational events and activities that enable the pre-allocation of funding managed by LTHT i.e. Chief Nurse Fund.	Away days including onsite activities and / or those that include a recreational activity e.g. Go Ape, Glass fusing, cocktail making.
Courses lasting less than 5 days will be funded at 100% of the costs.  Funding for travel and subsistence associated with attending the course will be reviewed on a case by case basis.	
Courses that are over five days will be funded to 75% of the total costs.  Funding for travel and subsistence associated with attending the course will be reviewed on a case by case basis.	
Overnight accommodation associated with conferences or educational events that are more than one day.  <i>In line with LTHT travel and associated expenses policy.</i>	Overnight accommodation associated with away days.
Refreshments for conferences, courses and educational events funding will be in line with LTHT's policy.  We are only able to fund catering that is provided by the agreed preferred suppliers of LTHT. This is Compass at LGI and CH & Co at SJH.	Refreshments for conferences and events exceeding permitted amounts unless the event generate sufficient income to offset the costs.

<p>For more information please contact <a href="mailto:mark.woolston@nhs.net">mark.woolston@nhs.net</a> &amp; <a href="mailto:nichola.jordan1@nhs.net">nichola.jordan1@nhs.net</a></p> <p>Breakfast will only be provided if the event starts before 8am.</p> <p>Tea and coffee breaks can only be provided before lunch and after lunch and no more than twice in any one day.</p> <p>Lunch should only be provided if the event lasts for longer than 5 five hours and extends over lunch 12- 14:00. Events that finish before 14:00 must not include lunch.</p> <p>Evening meals and drinks receptions will not be provided for one day events.</p> <p>An exception may be made only where delegates are paying to attend an educational event and the event can expect to recover full costs.</p>	
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## Equipment & Environment

We will consider applications for...	We are unable to consider applications for...
<p>Refurbishments of patient facing areas.</p>	<p>Domestic items for staff areas such as kettles, fridges, toasters, microwaves that may be funded by the Staff Lottery or other funding unless expressly wished by the donor.</p> <p><i>The Staff Lottery is currently managed by LTHT Payroll department.</i></p>
<p>Refurbishments of communal staff break areas where funds are available</p> <p>Computers, laptops, iPad, tablets, and other electronic devices that are solely for patient and or family use e.g. iPad for use on wards to connect patients with their families.</p> <p>An electronic device that will specifically support a research or innovation project that is part or fully funded by Leeds Cares.</p> <p>If the device will become a Trust owned and supported device, then it should be bought through iPROC or via Informatics. As otherwise, the Trust cannot manage and support the device. This will impact on a user's ability to access to Wi-Fi or the network and applications that run across our network. For example, the Trust cannot support iMACs.</p>	<p>Computers, laptops, iPad, tablets, and other electronic devices that are for staff to undertake their role including working remotely.</p> <p>Office furniture such as desks, chairs, filing cabinets, white boards, water coolers, air conditioning units, cups, stationery, and general office supplies including photocopiers, printers, printing consumables.</p>

<p>Printing facilities for patients and or families e.g. for use on the Neonatal Unit or Snowdrop Suite. Any such application should only be made following discussion with Informatics as additional printers cannot be added to the managed print service.</p> <p>Leeds Cares may also consider applications for funding of cases for devices that have been donated by individuals or other organisations. Any such items must be compliant with IPC requirements.</p>	
Television, DVD/ Blu-ray players for patient areas.	<p>Televisions for staff *unless expressly wished by the donor.</p> <p>Any "Over 18" rated films.</p>
Gaming equipment	<p>Subscriptions to entertainment services i.e. Sky, Netflix</p> <p>Any "Over 18" rated games.</p>
Audio Visual equipment	Ongoing costs for maintenance support, upgrades or licencing are considered revenue costs and must be met by LHT and should be evidenced as part the application.
Medical equipment that is supported by LHT and is reviewed and considered as per Medical & Scientific Equipment processes.	Ongoing costs for maintenance support, upgrades or licencing are considered revenue costs and must be met by LHT and must be evidenced as part the application. The CSU will be accountable for funding any shortfall not identified in the application

## Health & Wellbeing

We will consider applications for...	We are unable to consider applications for...
Time to Shine awards ceremony	CSU / department specific awards and recognitions events / dinners
Attendance for a maximum of two members of staff at an externally hosted recognition/ awards ceremony. This will include travel and subsistence costs associated with attending the event.	Staff parties including Christmas parties
Christmas trees, decorations, presents for patients, events for patients and their relatives in accordance with religious festivals.	Alcohol under any circumstances
Christmas meal for staff working on Christmas Day provided by the staff canteen.	Applications that benefit an individual member of staff e.g. wedding present, retirement gifts, leaving gifts or parties, birthday presents, flowers for staff, staff leaving presents.
Christmas parties for staff where the donor has expressly requested in writing that their donation is used for this	Staff Christmas parties

purpose and it is approved by the CSU tri-team or equivalent management team.	
Patient information for specific projects in some circumstances will be considered subject to approval by LTHT Communications/ Medical Illustration.	Promotional materials to be used at a single event / on a single day e.g. bespoke t-shirts for one day's activity.
LTHT led <i>Hello my Name</i> is campaign badges.	Pin badges for single event use/ short-term campaigns / CSU-led initiatives.

### Specialist staff

We will consider applications for....	We are unable to consider applications for....
Pump priming of specialist staff where a specific need, project, research proposal has been identified and where funds allow.	Specialist staff for where there is no plan to embed staff on a long-term basis.
Short term specialist staff. For example, to cover an approved project or initiative for a defined period.	Specialist staff for a period beyond 24 months.

### Research and Innovation

We will consider applications for....	We are unable to consider applications for....
Research and Innovation projects that are supported by the LTHT Research and Innovation Leadership team.	Projects that are not supported by the Research and Innovation Department in LTHT and are not aimed at bringing benefit to patients.
Research proposals that are in line with the LTHT R & I Strategy with a focus on translating ideas to improvements in clinical care and practice.	Research proposals that are not aimed at bringing benefit to patients.
<ul style="list-style-type: none"> <li>• Clinical fellowships</li> <li>• Post-doctoral</li> <li>• Early stage researchers</li> <li>• Short innovation projects</li> </ul> <p>Which provide progression and developmental opportunities for staff in clinical research. Research must be aimed at bringing benefit to patients.</p>	Research degrees that are not aimed at bringing benefit to patients.
Consumables to support specific projects that will have a direct impact on patients in Leeds and or the region.	Publication costs that are not related to a research project that has been fully or part funded by Leeds Cares as we would expect the cost of disseminating research outputs to be part of a funding request.
Activities or projects that support the development and enhancement of a strong and credible research community at LTHT	
Programmed activity time that is supported by LTHT. This includes the CSU Tri-team as well as LTHT R & I Department.	



Leeds Hospitals Charity

## Funds used to host courses, conferences, and training events

Under Charity Commission guidance the running of courses falls into the category of “Charitable trading” and is subject to the following requirements:

- The course must align with the charitable objects of Leeds Cares and at least one of the five funding priorities
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- An event request form must be submitted to Leeds Cares and approved prior to publication of the course or conference or event.
- Where a series of training events are to be held an annual spending plan can be provided rather than multiple separate applications for each event.
- All event documentation should clearly state that the income is to be credited to “Leeds Cares, a registered charity no. 1170369. This is a statutory requirement under charity legislation.
- The event should recognise the involvement of Leeds Cares through relevant and appropriate branding on web and printed materials.
- Cancellation policies must be agreed in advance with Leeds Cares and information included within booking forms and event web pages.

## Funding decisions

Funding decisions are made in accordance with the charity’s Standing Financial Instructions; with the Board of Trustees having responsibility for making the final decision.

Decisions are based on the following criteria:

- the application is supported by LTHT
- the application evidences impact of funding on patients and or staff
- the application is something that Leeds Cares would be proud to talk to donors and supporters about and is something that will generate future donations
- there are sufficient funds available to support the application

## Impact

All funding awarded will be published on the Leeds Cares website. All successful applicants can expect to complete an impact evaluation survey and provide information to support case studies and news stories. It is paramount that we are able to share details of what we have funded, and the impact funding has had to the patient and or staff at LTHT.

## Terms & Conditions of Leeds Cares Funding

### Terms & Conditions of Funding

When applying to Leeds Cares for funding you must agree to comply with the terms of funding as defined in our terms and conditions. Applicants will be required to confirm agreement prior to being able to submit your application.

### Completion of a Leeds Cares application for funding

Leeds Cares require applications to be submitted along with relevant supporting documentation in accordance with Leeds Teaching Hospital's (LTHT) policies and procedures. Supporting documentation that is required by LTHT should include appropriate sign off in order to provide the necessary assurance to both LTHT and Leeds Cares that the proposal has appropriate oversight and is supported. Where an application for funding will have ongoing revenue costs beyond the period of funding, confirmation of support by the clinical service unit or department is required as well as clarification on the exact revenue consequences to LTHT.

### Allocation of Resources

Leeds Cares will, wherever possible, seek to source funding for applications from a variety of sources including, but not exclusive to:

- Other charities
- Trusts and Foundations
- Donors
- Community fundraising
- Private companies
- Government and statutory funding

Where an applicant is aware of potential alternative funding sources, this information must be shared with the Leeds Cares fundraising team to enable the charity to maximise opportunities for income generation.

### Spending Funds Once Approved

The project should be underway with any funds that have been awarded allocated as per the request for funding within six months of the approval date, or within the timescales agreed with the applicant and set out within the approval letter. Where funding will not be spent within six months of the approval date or within the agreed timescales, Leeds Cares requires a letter of explanation (in advance of the deadline) and action plan of how the project will be delivered. In addition, applicants must notify Leeds Cares of any changes to the project. Applicants should note that Leeds Cares has the right to remove funds that are not spent within the required timescales and can request a new application unless otherwise agreed.



Leeds Hospitals Charity

Evidence of the use of funding such as invoices must be submitted to Leeds Cares in a timely manner along with the relevant approval information – approval code and / or application reference number.

Equipment and items purchased with charitable funding must be in accordance with LHT requirements.

### **Monitoring and Evaluation**

The Charity Commission outlines the importance of monitoring and evaluation to demonstrate charitable impact. Our Board of Trustees need to be confident that our funds are being used in line with our charitable objectives and we need to be able to share with our donors and supporters the impact of their donations.

On approval of funding, Leeds Cares may contact the applicant to gather information to support a case study or news story. Applicants must support the sharing of project information to enable Leeds Cares to positively promote its work and potential impact.

For awards over £5,000, applicants are required to complete a monitoring and evaluation report which will be sent to the applicant by Leeds Cares six months following approval. Applications for future funding may not be considered where applicants have not provided evidence of the impact of funds awarded.

For applications under £5000, Leeds Cares may at their discretion request completion of a monitoring and evaluation report. This will depend on the type of project and intended impact.

Where funding is provided to support projects (including staff salaries) for longer than a one-year period, a report will be required for each year of the project.

### **Acknowledgement in Communications**

Leeds Cares requires recognition for our funding in all publications and publicity associated with funded projects. These must align with our logo and brand guidelines. We require a copy of any publication detailing the project and our support to be sent to Leeds Cares.

### **Leeds Cares Branding or Naming of Service**

Leeds Cares reserves the right to recognise or brand any service or staff that it funds or part-funds as a Leeds Cares service, as well as any equipment or environmental improvements. This provides the benefit of increased awareness and profile of Leeds Cares and supports income generation and sustainability of funding sources.

Where a funding application requires co-branded materials, applicants are required to liaise with Leeds Cares to ensure correct use of the Leeds Cares branding.

Donors may request recognition of the funding they have given to support a project; these requests will be considered in accordance with the Leeds Cares Donation Policy.

### **Intellectual Property**

Leeds Cares will discuss intellectual property rights for funded projects where appropriate.

### **Rejected Applications**

Please note that applicants who wish to resubmit a previously rejected application should contact Leeds Cares for advice before resubmitting. It is only in exceptional circumstances that previously rejected applications will be reconsidered within 12 months of rejection.

## Summary

**I confirm that my application for funding to Leeds Cares complies with the Terms and Conditions of Funding as set out below:**

- As appropriate, I agree to work with Leeds Cares to identify potential sources of funding and agree to utilise any existing funds to maximise opportunities to access additional funding.
- To the best of my knowledge, the information I have provided is correct and has received appropriate approval and support by LTHT. I agree that I will actively inform Leeds Cares of any changes if they arise.
- I will spend the funding awarded within the timescales detailed in the Leeds Cares approval letter and as per the request for funding and understand that Leeds Cares has the right to review and withdraw funds if this does not occur.
- I will provide information to support monitoring and evaluation, impact reporting and publicity.
- I will acknowledge Leeds Cares in any publications or publicity linked to this application.
- I agree that equipment, services, or environmental improvements will be branded as Leeds Cares if appropriate in accordance with Leeds Cares' Donations Policy.

## References

Leeds Cares Brand Guidelines & Logos  
Leeds Cares Donations Policy\*

*\*The Donations Policy referenced is in development and available on request*