



Head to Toe  
charity

# Charitable Funds Guide

Version 1

# Contact details

## Head to Toe Charity


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# Introduction

## Who we are

Head to Toe is the official NHS charity for Cambridgeshire and Peterborough NHS Foundation Trust (CPFT), supporting people of all ages receiving mental health, community and social care across Cambridgeshire and Peterborough. An NHS charity is one of a number of charities created to handle charitable funds on behalf of NHS Trusts.

The charity in its present form is a result of grouping a number of NHS charitable funds under one Corporate Trustee – CPFT – and was most recently known as Cambridgeshire Mental Health and Primary Care Trusts Charitable Fund or just charitable funds. The new charity took the name Head to Toe Charity in July 2017 when it started proactively fundraising, to better represent the role and function of the charity.

Head to Toe Charity is registered with the Charity Commission for England and Wales (1099485). As a registered charity, Head to Toe is under a 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 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 CPFT's services receives the best possible care and support.

Our mission is to enhance CPFT's ability to improve the health and well-being of the people it serves and the staff who care for them.

Thanks to the generosity of our supporters, we do this by raising funds and investing these in four key areas across CPFT's services:

- **Enhancing care and treatment**  
for individuals and families.
- **Providing hope and support**  
for patients, service users, their families, carers and staff.
- **Funding pioneering research and innovation**  
to transform healthcare, now and in the future.
- **Raising public awareness and understanding**  
of mental health and long-term physical conditions.

## Purpose of this guide

This guide is designed for the use of all NHS staff but will be of particular relevance to fund advisors. All NHS staff are asked to follow this guidance when dealing with charitable funds so that Head to Toe 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 Head to Toe Charity if you have any queries. This guide is not designed to replace the personal assistance provided by the staff of the charity.

This publication is the first version of the guide (December 2017).

## Further guidance

This guide should be read in conjunction with **CPFT's Standing Financial Instructions, Standing Orders and Scheme of Delegation**, which are available on request.

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

For all the latest news and information about the Charity, please check our public website [www.HeadToToeCharity.org](http://www.HeadToToeCharity.org) or contact us directly (see Contact details on Page 2). Key documents are also available on the Trust's intranet.

# Operating a charitable fund

## Types of charitable funds

Head to Toe Charity holds all the charitable funds for CPFT. Each fund has a five digit number composed of three letters and two numbers - e.g. TAA22 – and always starts with the letter T.

There are two types of funds: Unrestricted and Restricted. Unrestricted funds also are subdivided into: General funds and Designated funds.

### Unrestricted funds

#### General funds

Money donated for general purposes across CPFT and are 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, 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.

Head to Toe Charity's policy is to encourage designated 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 donors' wishes but in the unlikely event of a service closing or other circumstances that change 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, CPFT holds charitable funds on trust for the benefit of CPFT and the NHS and have a fiduciary duty to manage and expend these funds for the 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 CPFT 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, but provide valuable advice and guidance on how funds might be best spent in their areas. They also help the Trustee to fulfil 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?

Head to Toe Charity appoints a minimum of two fund advisors for each charitable fund. These are contracted (substantive or honorary) members of CPFT staff and usually operationally significant in the area for which they hold a fund, e.g. service managers, modern matrons, ward managers.

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

They also 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 certain that staff in their department know how to handle charitable income.
- Encouraging staff to get involved with fundraising for Head to Toe 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 20).
- Being united and collaborative in decision making with the Charity and other fund advisors.

Head to Toe 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 circumstances as soon as possible, e.g. retirement, leaving post or change of details by



completing a **Fund Advisor Amendment Form** (see Appendix 1) and returning it to Serco's charity team (see 'Contact details' on Page 2).

Head to Toe Charity 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. An example is included in Appendix 2.

Fund advisors should review their fund statements to ensure there are no unexpected transactions. Queries on statements should be directed to Serco's charity team (see 'Contact details' on Page 2).

The fund statement includes a summary of the opening balance of the fund as at the beginning of the financial year, the total expenditure and income to date during the financial year, and the closing balance to date. 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

Head to Toe Charity manages over 100 unrestricted, restricted and designated funds for specific wards, areas, departments, clinics, research activities and fundraising appeals across CPFT.

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 3). This will be reviewed by the Director of Finance and, if supported, a fund will be created and you will be notified.

Head to Toe Charity keeps a current list of all funds in holds 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 involved 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, for example, three years. If the fund advisors' 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 advisors 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 Head to Toe Charity does not receive a response regarding inactive funds, it is likely that action will be taken by the Charity as outlined above.

## **Closing a fund**

Closure of a fund can be made by written request of the fund advisors or can be initiated by Head to Toe Charity.

Funds can be closed as a result in 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.

# Financial administration

## Introduction

The following section describes the way in which operating expenses and investment returns are allocated to funds on a monthly basis. More detailed information can be obtained from Head to Toe Charity, if required.

## Allocation of operating expenses

Head to Toe Charity's operating costs include governance, management and fundraising costs. 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.

## Allocation of investment returns

Head to Toe Charity invests funds with managed equity investments, interest bearing bank accounts, investment properties and programme-related investments. Net investment returns will include investment income, realised capital gains (or losses) and unrealised capital gains (or losses) less investment management costs. Net investment returns may be positive or negative and will be allocated to individual funds pro-rata based on month-end balances at the point in time of which the return is realised.

## Investment reserve fund

Head to Toe Charity maintains an Investment Reserve Fund in order to smooth returns to individual funds over time.

This means the charges previously suffered by funds are levied at Charity level, meaning that no fund should suffer a charge except where there are substantial investment losses in the period which cannot be absorbed by the Charity's reserves. This reduces the risk of funds having negative balances, which is not permitted.

# Charitable income

## Introduction

Head to Toe 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 CPFT.

Charitable trading is income from trading activities that contribute to the furtherance of charitable objectives. Head to Toe Charity will only accept primary purpose trading, which is defined as trading that contributes directly to the furtherance of Head to Toe Charity's objects which are defined by statute as 'for any charitable purpose relating to Cambridgeshire and Peterborough NHS Foundation Trust and the NHS'.

## Charitable giving

### Donations

An individual, organisation or entity can make a donation to Head to Toe Charity in any of the following ways:

#### Online

Visit [www.HeadToToeCharity.org](http://www.HeadToToeCharity.org) to make a one-off or regular donation securely by credit/debit card or PayPal account.

#### Post

Cheques, postal orders and CAF vouchers (made payable to Head to Toe Charity) should be posted to the Charity's office at Elizabeth House (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 a cashier office.

#### Telephone

Call the Charity on **01223 219 708** to make a donation securely over the phone by credit or debit card.

#### In person

Make a donation by any payment method via the Charity's office at Elizabeth House (see 'Contact details' on Page 2) or at a cashier's office. A full list of cashier's offices are available on the Charity's website.

### Acceptance of charitable donations by CPFT staff

Staff are encouraged to direct donors to make a donation in one of the ways previously mentioned but if this isn't possible then CPFT 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, cheque, postal order or CAF voucher inside. The tear off strip should be used to provide the donor with a receipt, if required.

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

Completed envelopes should be taken in person to the Charity's office at Elizabeth House or to a cashier's office as soon as possible.

## **Thanking supporters**

Head to Toe Charity acknowledges all donations received with a thank you letter (or similar) to the donor within 48 hours, 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 personal relationship with the supporter, but is it not necessary.

Staff are asked to ensure all donations they receive reach Head to Toe Charity as soon as possible. This is extremely important as it means donors receive a prompt thank you letter from the Charity, something they very much deserve for such generosity.

## **In memory donations**

Head to Toe Charity can accept donations in memory of a loved one for any charitable funds, 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.

### **Donations at funerals and funeral directors**

Head to Toe Charity can provide personalised donation envelopes for relatives, friends and colleagues. These can also be sent to the funeral directors involved, if required.

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

Enquiries should be directed to the Head to Toe Charity 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 Head to Toe Charity.

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.

## Gift Aid

Personal donations can often be increased with Gift Aid.

Gift Aid is a scheme from 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%.

Head to Toe 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.

Gift Aid can not be claimed on donations from companies. Gift Aid can only be claimed on fundraising money if the fundraiser has asked their supporters to complete a Gift Aid declaration for their individual donation 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 in the Gift Aid section on our website.

## CAF vouchers

CAF (Charities Aid Foundation) vouchers are used by individuals and organisations to donate money in a tax effective way to any charity of their choice. These are not cheques and cannot be banked. Any voucher received for a fund, together with any accompanying correspondence, should be forwarded directly to Head to Toe Charity for crediting to the appropriate fund.

## Fundraising

There are many different and fun ways you can fundraise for Head to Toe Charity and in joining us, you join an incredible community of people who give their time, talents and energy to help the 100,000 people across Cambridgeshire and Peterborough who need CPFT's care every year.

Anyone who is interested in fundraising for CPFT – whether staff, patients, service users, families, carers, companies, groups, schools or members of the public – should be encouraged to contact Head to Toe Charity.

Funds can be raised for specific ward, department or area or to enhance services across CPFT where staff members tell us it is needed most.

All fundraising for charitable funds should be registered with Head to Toe 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 CPFT communications channels.

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

# Charitable trading

## Income from course fees

Income from training courses falls into the category of 'charitable trading' under Charity Commission guidance and is subject to the following minimum requirements:

- The course must fall within the primary purpose of the Charity. This purpose is fairly wide and means that the course must have a health-related educational content.
- A written proposal should be forwarded to Head to Toe for approval prior to publicising any course that is to be run. Evidence should be provided that the course will not incur a loss.
- All income from attendees and expenditure must be credited or charged gross to the relevant fund (i.e. expenses cannot be deducted from income) as it is a requirement to account for all such income and expenditure separately in the annual accounts.

All course documentation should clearly state that the income is to be credited to "Head to Toe Charity – the official NHS charity for Cambridgeshire and Peterborough NHS Foundation Trust. Registered Charity No. 1099485". This is a statutory requirement under charity legislation. The documents should also name the individual fund that is to benefit from the income.

## Research grants

Money can also be received from outside organisations such as grant-making charities and pharmaceutical companies for research purposes. The Charity can only accept research funding that meets the following requirements:

- All research to be funded must be approved by the Trustee before commencing;
- There must be perceived public benefit from the research;
- The results of the research are to be published in the public domain and are not the sole property of the sponsor/funding body; and
- The subject matter of the proposed research is a useful subject of study.

## Professional fees

Fees assigned to charities in advance by employees are not regarded as the employee's taxable income as long as the assignment is by written legal agreement and arrangements have been made for them to be paid directly to the charity involved.

Fees, which are not correctly assigned in advance and not made over to the charity, cannot be accepted by the Charity. Professional fees earned by third parties can also be assigned to the Charity if the assignment is a legal agreement.

Fees earned by individuals should not be credited gross to the Charity. By doing this, the individual has effectively reduced the amount of income they have earned by the amount gifted to the Charity. Instead, the individual should include the fee in their accounts and then make the donation to the Charity. The Charity can accept these payments but advise the individual that they should return this income on their tax return.

Report fees for items such as police statements are essentially payment for the provision of a service and, therefore, cannot be accepted by the Charity.

## Raising an invoice for services provided

To raise an invoice for money owed to a charitable fund, please contact the Serco charity team (see 'Contact details' on Page 2) to complete a debtor requisition form. This will be formally raised against your fund and payment can be monitored and then accurately allocated to your fund upon receipt.

Please note:

- The individual who requests the invoice to be raised is responsible for chasing unpaid debts and the Charity will monitor all unpaid amounts.
- It is important to ensure the payee quotes the relevant invoice reference on all correspondence, any bank transfer and the back of all cheques.
- Remittance advice may be posted or emailed to Serco's charity team (see 'Contact details' on Page 2).

Head to Toe Charity's policy is to write off debts as a charge to the original fund when they remain unpaid after one year.

## Refusing income

Head to Toe 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 CPFT or its ethical policy; or
- for a purpose that CPFT is unable to fulfil.

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



# Charitable expenditure

## Introduction

All staff employed within CPFT (an external individuals or organisations in some cases) can apply for grants from Head to Toe Charity to enhance the services CPFT 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 objects – i.e. what it funds - are 'for any charitable purpose relating to Cambridgeshire and Peterborough NHS Foundation Trust and the NHS'.

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

All expenditure from Head to Toe Charity funds must satisfy each of the following criteria to meet the requirements of charity law:

- It is consistent with the Charity's objects;
- 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 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 should not include alcoholic drinks.

All travel claims will be paid at the standard class rate, unless there are specific and justifiable circumstances where first or business class travel should be considered. In this situation these circumstances must be raised with the Charity in advance of finalising travel arrangements and the rate to be paid agreed. Such circumstances may apply where a train journey exceeds an hour in each direction, however first class travel may only be used in off-peak times subject to taking advantage of any discounts available and the cost being less than a standard return fare.

## 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 through enhancing relevant staff skills or encouraging staff innovation.

## Public perception test

When considering using funds, a person should ask themselves:

- Would someone who puts a pound in a collection tin be happy for it to be spent in 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

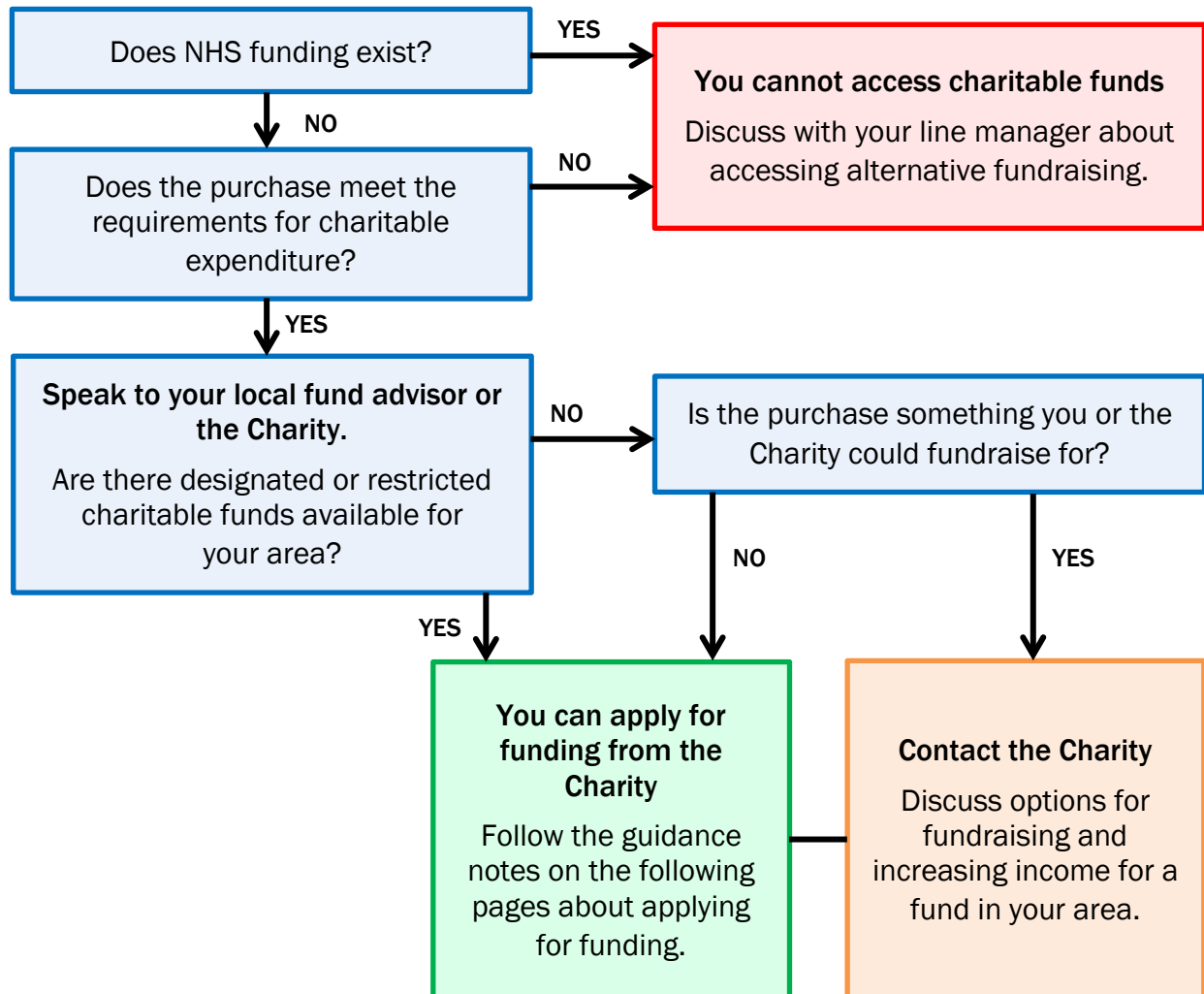
The following items are examples of unacceptable charitable expenditure or expenditure that needs prior approval from Head to Toe Charity:

- Gifts for staff
- Department meals
- Retirement buffets
- Hospitality and “away days” (*if not an approved social activity*)
- Alcoholic drinks
- Some trading activities

# 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 purchase to be authorised by two fund advisors (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?
Up to £999	Two Fund Advisors	None required	No
£1,000 to £4,999	Two Fund Advisors	One Associate Director* <i>Relevant to area of purchase.</i>	No
£5,000 to £9,999	Two Fund Advisors	One Director <i>Either the Director of Finance or the Chief Executive.</i>	Yes
£10,000 and over	Two Fund Advisors	Corporate Trustee (Board of CPFT) <i>Responsibility is designated to the Charitable Funds Management Committee</i>	Yes

\*For matters outside the directorate structure, the Charity Manager or appropriate line manager takes the place of the Associate Director.

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 an associate director (as per the Scheme of Delegation) even though the amount charged to each fund is less than £1,000.

A full list of fund advisors for each area of CPFT is available 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 the CPFT and Serco IT and Business Technology department.

Evidence of support from CPFT Infection Control is required, where necessary.

For funding under £5,000, 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 £5,000 and over, the appropriate evidence will be documented on the Charity's Grant Application Form, as part of the application process, in the form of signatures from the appropriate CPFT staff members.

## Accessing funding up to £999

Fund advisors have delegated authority from the Trustee to approve funding requests up to £999 without additional approval being required and so they should be your first point of contact if you have a purchase.

**You will need two fund advisors to approve your purchase.** No Charity application form is required but fund advisors should ensure written records are passed on to the Charity with details of the expenditure.

Once you have this approval, you will need to follow the fund expenditure procedure detailed on page 24.

## Accessing funding from £1,000 to £4,999

Fund advisors have delegated authority from the Trustee to approve funding requests from £1,000 to £4,999 with the additional approval from a relevant associate director for the area of purchase. They should be your first point of contact if you have a purchase.

**You will need two fund advisors and one associate director to approve your purchase.** No Charity application form is required but fund advisors should ensure written records are passed on to the Charity with details of the expenditure.

Once you have this approval, you will need to follow the fund expenditure procedure detailed on page 24.

## Accessing funding from £5,000 to £9,999

The Charity Manager should be your first point of contact for funding requests from £5,000 to £9,999. The Charity Manager will make note of the application and can provide the applicant with a **Grant Application Form** (see Appendix 4).

Fund advisors have delegated authority from the Trustee to approve funding requests from £5,000 to £9,999 with the additional approval from a relevant director for the area of purchase.

**You will need two fund advisors and director to approve your purchase using the Grant Application Form.** Fund advisors and/or applicants should ensure the Charity receives a completed copy of the form.

Once you have this approval, you will need to follow the fund expenditure procedure detailed on page 24.

## Accessing a grant of £10,000 and over

All requests for funding of £10,000 need to go through the Charity's grant application process and so the Charity Manager should be your first point of contact.

You will be asked to complete a **Grant Application Form** which includes obtaining signature approval from two fund advisors. You then need to return the form to the Charity Manager at [charity@cpft.nhs.uk](mailto:charity@cpft.nhs.uk).

## **Submission to the Charitable Funds Management Committee (CFMC) for approval**

The Trustee delegates authority to the Charitable Funds Management Committee (CFMC) for decisions regarding charitable grants and funding. The Charity Manager will submit the application at the next meeting of the CFMC for approval.

The CFMC meets quarterly to discuss grants and evaluate the impact of grants. Dates of meetings are available on the Charity's website.

Occasionally the applicant may be asked to attend the meeting to present their application to the Committee.

The Charity Manager will notify the applicant within one week as to whether their application has been successful.

### **Approved grants**

Successful applicants will receive an electronic **Grant Acceptance Form** (see Appendix 5) with a copy of the **Standard Terms and Conditions** (see Appendix 6) of the grant within two weeks of Trustee approval. These should be carefully considered and, if accepted, the acceptance form should be signed and returned to the Charity Manager whereupon a final approval letter will be issued.

### **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.

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

New Head to Toe Charity funded posts must be authorised before advertising. 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 CPFT must be obtained as part of the application process.

## **Strengthening your application**

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

- Concise application form with relevant supporting documents, if applicable
- Strong evidence of patient and public benefit within CPFT'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 Head to Toe 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 CPFT serve, their families, carers and the staff who care for them.

For grants of £5,000 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 project for an update and then a final form on completion of the project.

For grants under £5,000, 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 Head to Toe Charity. This would be at the discretion of the Trustee of Head to Toe 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 fulfil our obligation to our supporters and also help us to publicise the positive impact that our grants have made for people in Cambridgeshire and Peterborough. 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 Serco charity team (see 'Contact details' on page 2). All expenditure forms are available via the Charity's website.

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

Any incomplete forms or forms without the relevant receipts, invoices or documentation that are submitted for payment will be returned and will only delay the processing of payment. Digital signatures are not acceptable. Email authorisation is only acceptable for purchases under £1000 using a CF1 Requisition Form.

Important note: fund advisors cannot sign off their own expenditure/expenses. Where a second signature is not available, then a member of staff that holds the next senior position within the Trust to the fund advisor may authorise the expenditure.

### Ordering goods and services

Except in exceptional circumstances and agreed with Head to Toe Charity in advance, all goods and services must be ordered through the CPFT procurement process via Serco Procurement using a **CF1 Requisition Form** (see Appendix 8).

Once complete, the form should be emailed to [procurementordering.serco.asp@serco.com](mailto:procurementordering.serco.asp@serco.com) together with email confirmation from the relevant two fund advisors and any additional authority required.

Please note: medical equipment and computer equipment purchased wholly through charitable funds can be zero-rated for VAT purposes. A completed **VAT Zero-rated Form** (see Appendix 9) should be emailed to Serco Procurement with the CF1 Requisition Form.

### Minor items of expenditure

Minor items of expenditure that cannot be purchased via the CPFT procurement process can be purchased using a **Payment Request Form** (see Appendix 10) or a **Cash Request Form** (see Appendix 11) which must be signed by two fund advisors and the relevant additional authority, if needed.

Once complete, the form should be sent with any associated invoices and/or receipts to the Serco Charity team for processing (see 'Contact details' on page 2). In the case of the Cash Request Form, it should be taken to a cashier's office to obtain the payment.

### Reclaiming committed expenditure

If you are reclaiming committed expenditure, this can be done using a **Payment Request Form** (see Appendix 10) or a **Cash Request Form** (see Appendix 11) which must be signed by two fund advisors and the relevant additional authority, if needed.

Once complete, the form should be sent with any associated receipts and/or invoices to the Serco Charity team for processing (see 'Contact details' on page 2). In the case of the Cash Request Form, it should be taken to a cashier's office to obtain the cash refund.



# Appendices

**Appendix 1** – Fund Advisor Amendment Form

**Appendix 2** – Fund Statement example

**Appendix 3** – New Fund Request Form

**Appendix 4** – Grant Application Form

**Appendix 5** – Grant Acceptance Form

**Appendix 6** – Standard Terms and Conditions

**Appendix 7** – Grant Evaluation Form

**Appendix 8** – CF1 Requisition Form

**Appendix 9** – VAT Zero-rated Form

**Appendix 10** – Payment Request Form

**Appendix 11** – Cash Request Form

# **Appendix 1 - Fund Advisor Amendment Form**

**Head to Toe Charity**

**REQUEST TO ADD, AMEND OR REMOVE A FUND ADVISOR**

Charitable Fund code: \_\_\_\_\_

Name Of Fund: \_\_\_\_\_

Hospital: \_\_\_\_\_

Present Fund Advisor(s): \_\_\_\_\_

Position Of Fund Advisor(s): \_\_\_\_\_

Signatures Of Fund Advisor(s): \_\_\_\_\_

Please state what alteration is to be made to the Fund Advisor(s):

\_\_\_\_\_

New Fund Advisor(s) (print names here):

\_\_\_\_\_

Position of New Fund Advisor(s):

\_\_\_\_\_

Email address of New Fund Advisor(s):

\_\_\_\_\_

Signature Of New Fund Advisor(s):

\_\_\_\_\_

Please state any special conditions or provisions which relate to this fund:

\_\_\_\_\_

Please return the completed form to:

Charitable Funds Department  
FAO Gergo Meszaros  
Finance Department  
Kingfisher House  
Huntingdon  
Cambs PE29 6FH  
[gergo.meszaros@serco.com](mailto:gergo.meszaros@serco.com)

AUTHORISED BY.....  
**DIRECTOR OF FINANCE**

DATE:.....

## **Appendix 2 – Fund Statement example**

## **Charitable Fund – Interim Statement**

Fund: CPFT General Fund

Fund Code: TMA01

Balance at Statement Date: 000,000.00

### Details of Income & Expenditure for year to date: 31 October 2017

Balance at 1<sup>st</sup> April 2017: 000,000.00

Expenditure Total: 000,000.00

Income Total: 000,000.00

Balance at Statement Date: 000,000.00

## Income and Expenditure Analysis

<b>Outgoing</b>		<b>Incoming</b>	
1313 – Supervision	0.00	7505 – Dividends & Interest	0.00
2002 – Tools & Equipment	0.00	7650 – Donations	0.00
2004 – Petty Cash Purchases	0.00	7651 – Legacies	0.00
2005 – Patients’ Aids	0.00	7652 – Other Fund Income	0.00
2319 – Medical Equipment	0.00	7654 – Fund Transfer from NHS Trusts	0.00
3035 – Provisions	0.00	7655 – Fundraising event	0.00
3050 – Hospitality	0.00		
3101 – Staff Uniforms	0.00		
4001 – Newspapers	0.00		
4002 – Books	0.00		
4005 – Stationery	0.00		
4012 – Subs/Membership	0.00		
4102 – Carriage Charge	0.00		
4401 – Staff Travel	0.00		
4404 – Accommodation	0.00		
4450 – Medical Courses	0.00		
4451 – Nursing Courses	0.00		
4452 – Other Course Fees	0.00		
4459 – Education Materials	0.00		
4902 – Maintenance	0.00		
5401 – Furniture	0.00		
5410 – Office Equipment	0.00		
5501 – Hardware Purchases	0.00		
5502 – Software Purchases	0.00		
5863 – Recreation	0.00		
5899 – Other Expenses	0.00		
<b>Total Outgoing:</b>	<b>0.00</b>	<b>Total Incoming:</b>	<b>0.00</b>

## **Appendix 3 – New Fund Request Form**

**HEAD TO TOE CHARITY**

**ORGANISATION**.....

**FUND NUMBER**..... **NAME OF FUND** .....

Completed by Finance

**INCOME DERIVED FROM:** .....  
(eg donations etc)

**PURPOSE OF FUND**.....

	1	2	3
<b>FUND ADVISOR NAME</b>	.....	.....	.....
<b>FUND ADVISOR POSITION</b>	.....	.....	.....
<b>FUND ADVISOR SIGNATURE</b>	.....	.....	.....
<b>ADDRESS</b>	.....	.....	.....
	.....	.....	.....
	.....	.....	.....
<b>TELEPHONE</b>	.....	.....	.....
<b>EMAIL ADDRESS</b>	.....	.....	.....

**Please state any special conditions or provisions which relate to this fund:-**

**In addition to the fund advisors above statements to be sent to:**

**Name** .....

**Address** .....

**Email** .....

**AUTHORISED BY**..... **DATE**.....  
(Director Of Finance)

**Please return completed form to Gergo Meszaros/Rosemary Walker, Serco Charitable Funds Dept.**



## **Appendix 4 – Grant Application Form**

**Please read this guidance before completing the application form.** The form is designed to be completed electronically, then printed and signed. If you have any queries or require further information, please contact Clare Jones on 01223 219708 or email [clare.jones@cpft.nhs.uk](mailto:clare.jones@cpft.nhs.uk).

Please expand the boxes as required and attach any documents that support your application.

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

- Concise answers and information with relevant supporting documents, if applicable.
- Strong evidence of patient and public benefit within CPFT's services.
- Sufficient financial quotes, with explanation of preference.
- Succinct clarity of purpose.
- Clear impact and evaluation reporting.

**Once complete, please send:**

1. A Word document copy (this will be unsigned), plus an optional scanned signed PDF copy, to [charity@cpft.nhs.uk](mailto:charity@cpft.nhs.uk).
2. A fully signed hard copy to:  
Clare Jones  
Head to Toe Charity  
Elizabeth House  
Fulbourn Hospital  
Cambridge Road  
Cambridge CB21 5EF

## Section 1 - About you, as lead applicant

Full name	
Job title	
CPFT Directorate	
CPFT department/area	
Address <i>(for correspondence)</i>	
Email address	
Landline number(s)	
Mobile number(s)	
Full name of any other applicants	

## Section 2 - Overview of your application

Please give a short description of the project/item/activity/role for which you are seeking charitable funding, in a style tailored to the lay person, where appropriate.

## Section 3 - Your application in more detail

The Charity's mission is to enhance CPFT's ability to improve the health and well-being of the people it serves and the staff who care for them. We do this by investing funds in four key areas across CPFT's services. Which of these areas is the most appropriate for your application?

*Please select one area only, if your application falls under more than one area then please chose the one that is most relevant.*

- Enhancing care and treatment for individuals and families
- Providing hope and support for patients, service users, their families, carers and staff
- Funding pioneering research and innovation to transform healthcare, now and in the future
- Raising public awareness and understanding of mental health and long-term physical conditions

The Charity holds over 100 charitable funds, some for specific areas and department of CPFT, which charitable fund are your applying to for funding?

*If you are applying to the Charity unrestricted fund for use where it is needed most across CPFT, then the fund number is **TMA01** and the name is **CPFT general fund**. A maximum of two funds can be used to fund each application.*

1	Fund No.		Fund name	
2	Fund No.		Fund name	

Outline the need for your project/item/activity/role. What is the issue you are hoping to address?

Please give a more detailed description of the project/item/activity/role for which you are seeking charitable funding, i.e. how are you planning to address the issue?

*No more than one A4 page in length.*

Describe how your application will benefit CPFT patients, service users, their families, carers and the staff who care for them.

*What will the project achieve and how will it make a difference to the issue? For example, faster services, improved service user well-being, enhanced ward environment etc.*

Please indicate why you think charitable funds – rather than exchequer funds – should be used to support this application.

Costs – please give a breakdown of the main items or categories of expenditure and give the total grant amount you are requesting.

*Please be brief, you will be asked for more detailed costs further on in this application – this is an overall summary only.*

Item/category	Cost (£)	Comments

Total grant amount requested (£)

If applicable, detail any cost savings generated for CPFT, including estimated savings per annum.

If this grant doesn't cover the total cost of the project, please indicate the source of the balance.

<b>Source</b>	
<b>Amount (£)</b>	
<b>Is this funding already secured?</b> <i>(please check box as appropriate)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Section 4 - Costs of your application in more detail

Please check the box that corresponds to the type of expenditure that applies to your application and follow the instructions given to complete the application form:

- Items of building work** – proceed to Section 5
- Items of capital equipment** – proceed to Section 6
- Staff salaries** – proceed to Section 7
- Research projects** – proceed to Section 8
- All other items of expenditure** – proceed to Section 9

## Section 5 - Grants for items of building work

<b>Total cost of work (£)</b> <i>(inc. VAT as appropriate)</i>	
<b>Details of actual work to be undertaken</b>	
<b>Start date</b> DD/MM/YYYY	
<b>Completion date</b> DD/MM/YYYY	
<b>Implementation date</b> DD/MM/YYYY	

## Section 6 - Grants for items of capital equipment

<b>Total cost of equipment (£)</b> <i>(inc. VAT as appropriate)</i>	
<b>Details of equipment to be purchased</b>	
<b>Proposed date of purchase</b> DD/MM/YYYY	
<b>What length is the warranty period and how much does it cost?</b>	
<b>What is the life expectancy of the equipment?</b>	
<b>What are the estimated maintenance costs per annum?</b>	
<b>What are the estimated running costs per annum?</b>	
<b>What consumables are required?</b>	
<b>Estimated cost of consumables per annum</b>	
<b>How frequently will the equipment be used?</b>	
<b>How many patients/service users will benefit from the equipment per annum?</b>	
<b>Will any training be required?</b> If your proposal is for the use of innovative equipment, details of associated training needs and risk assessments must be provided.	

## Section 7 - Grants for staff salaries

<b>Name of employee</b> <i>If not in post, enter 'to be appointed'</i>	
<b>Is this a new or existing role?</b>	
<b>If existing, how has it been previously supported?</b>	
<b>Duration of funding</b> <i>(max. one year)</i>	
<b>Start date</b> DD/MM/YYYY	
<b>Employer</b>	
<b>Band/Grade and spine point</b>	
<b>Present annual salary (£)</b>	
<b>Increment date</b> DD/MM/YYYY	
<b>Annual salary after increment date (£)</b>	
<b>Other allowances (£)</b>	
<b>Employers NI (£)</b>	
<b>Superannuation (£)</b> <i>(specify % used)</i>	
<b>Working hours or W.T.E</b>	
<b>Total cost (£)</b> <i>(from start date)</i>	
<b>If awarded, how will this role be supported after Charity funding?</b>	



## Section 8 - Grants for research projects

<b>Title of project</b>	
<b>Details of actual work to be undertaken</b>	
<b>Start date</b> DD/MM/YYYY	
<b>Duration</b>	
<b>Completion date</b> DD/MM/YYYY	
<b>Expenditure for the first year (£)</b> <i>(from start date)</i>	
<b>Expenditure for second year (£)</b>	
<b>Expenditure for third year (£)</b>	
<b>Total cost (£)</b>	



## Section 11 - Any other information in support of your application?

If you have attached supporting documents, please indicate how many and their titles:

## Section 12 - Demonstrating impact and evaluation

As outlined in the terms and conditions, if successful in your application, you will have to complete a Grant Evaluation Form for the Charitable Funds Management Committee (CFMC) detailing the effectiveness of the grant. Even if the project has gone to plan, this provides an important learning opportunity for the Charity and so all details – good and bad – are required in the report.

In addition, you may be asked to provide case studies and/or photographs to help Head to Toe Charity demonstrate the impact that its funding is having for patients, service users, their families, carers and the staff and in enhancing the services that CPFT provides.

**Failure to return a completed Grant Evaluation Form and/or adhere to the terms and conditions of the grant may jeopardise your chances of further grant funding from Head to Toe Charity. This would be at the discretion of the Trustee of Head to Toe 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 fulfil our obligation to our supporters and also help us to publicise the positive impact that our grants have made for people in Cambridgeshire and Peterborough. This will enable us to secure further donations to support projects.

What are your expected outputs and outcomes of your project/item/activity/role?

How will you measure and evaluate the effectiveness of the grant requested?

## Section 12 - Authorisation and evidence of Trust support

All charitable funding must be authorised by two fund advisors (on behalf of the Trustee) plus the relevant additional approval as per the Charity's Scheme of Delegation. **Digital signatures are not acceptable.**

All grants between £5,000 and £9,999 require the signatures of two fund advisors and one Director, who should be either the CPFT Director of Finance or the Chief Executive.

All grants of £10,000 and over require the signatures of two fund advisors and then the Charitable Funds Management Committee. *This signature will be obtained by the Charity during the approval process; the applicant doesn't need to obtain this prior to submitting the application.*

The Charity requires evidence of support from the relevant Associate Director of Operations or line manager in the area of the Trust that the grant will impact. This evidence will indicate that the on-going revenue implications of this application have been considered by the Trust. If this manager is one of the authorising fund advisors then this can be left blank.

### Fund Advisors authorisation

In signing here, a fund advisor is indicating full approval for this grant application and the subsequent funding expenditure:

**Fund Advisor 1**      Signed \_\_\_\_\_ Date \_\_\_\_\_  
Print name \_\_\_\_\_

**Fund Advisor 2**      Signed \_\_\_\_\_ Date \_\_\_\_\_  
Print name \_\_\_\_\_

For applications between £5,000 and £9,999 only:

**Director**              Signed \_\_\_\_\_ Date \_\_\_\_\_  
Print name \_\_\_\_\_

### Evidence of Trust support

By signing here, the relevant manager is indicating full approval for this grant application and has considered the potential on-going revenue implications for their area/department/directorate:

**Manager**              Signed \_\_\_\_\_ Date \_\_\_\_\_  
Print name \_\_\_\_\_

## Other approvals (if applicable)

The Charity requires that certain departments within CPFT are consulted – prior to applications - as to the appropriateness of your project/item/activity/role and if there are any measures that need to be taken to ensure compliance with Trust policies. For example, infection control, IT and business technology, health and safety. If this is relevant to this application, please detail the outcome of your consideration and the members of staff who have been consulted plus any measures you are required to take.

## Declaration

I have read and understood all the terms and conditions of applying for this grant.

I declare that all the information provided in this application form is accurate and true and I will abide by the grant terms and conditions should I be successful.

**Lead applicant**      Signed \_\_\_\_\_ Date \_\_\_\_\_  
Print name \_\_\_\_\_

## FOR CHARITY USE ONLY:

CFMC approval?       Yes     No      Date of approval:

### CFMC approval

By signing here, the Chair of the Charitable Funds Management Committee (CFMC) approves this application for funding on behalf of the Trustee.

**Chair of CFMC**      Signed \_\_\_\_\_ Date \_\_\_\_\_  
Print name \_\_\_\_\_

## **Appendix 5 – Grant Acceptance Form**



## **Appendix 6 – Standard Terms and Conditions**



Head to Toe Charity “the Charity” is the NHS charity for Cambridgeshire and Peterborough NHS Foundation Trust “the Trust”.

The Charity funds projects that enhance mental and physical health care services provided by the Trust, so that local people using these services receive the best 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 as possible.

These Terms and Conditions apply to all general grants made by the Charity. The Charity recognises that NHS staff have many demands 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 CPFT, 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 before signing the Grant Acceptance Form. If you accept the grant offer, please then sign and return the Grant Acceptance Form, keeping these terms and conditions 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 objects of the charity
  - 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 offer letter and the Grant Acceptance 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 in the offer letter and Grant Acceptance 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 are stated on the Grant Acceptance Form. The Charity recognises 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 which the grant is funding; in the case of research, this should be the Chief Investigator.
- Before the grant can be paid, the lead contact must sign and return the Grant Acceptance Form, 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. Your Human Resources (HR) department should be able to advise you on this.
- 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 CPFT.
- 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 of investigational medicinal products and devices, radioactive isotopes, animals, pathogenic organisms, genetically manipulated organisms (GMOs), toxic and hazardous substances, and research on human subjects and human embryos, and the regulations set down under the Control of Substances Hazardous to Health (COSHH), Advisory Committee on Dangerous Pathogens (ACDP) and Advisory Committee on Genetic Manipulation (ACGM) guidelines, the Health and Safety at Work regulations 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 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 the 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 attaches 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 has set up Innovation Hubs to advise NHS Trusts on whether or not the intellectual property has commercial potential and how best to take it forward. NHS Innovations South East Ltd (NISE) is the innovation hub for the Cambridgeshire and Peterborough region.
- 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 findings (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 6 (six) months will be deemed unreasonable.
- The research and the results of the research may 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 to 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

- There is space on the Grant Acceptance Form to indicate the likely schedule of payments. Please complete this to help us plan our cash flow requirements.
- Grant payment will be made on production of authorised documentation 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. The Charity will make the payment, normally within two weeks of receipt.
- Recharges of salaries of Trust employees funded from a Charity grant 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 two years 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 two years 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 publicising 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 a sufficient reason to study the material will be acceptable.

- In all cases, to avoid any possible confusion, the Charity should be referred to as 'Head to Toe Charity'. In formal settings, the Charity's registered number 1099485 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 regularity and prominence of the acknowledgement 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 the installation of a Head to Toe 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.

Head to Toe Charity  
December 2017

## **Appendix 7 – Grant Evaluation Form**

Dear

**Re: Grant Reference No. CFXXX for NAME OF PROJECT, DATE**

Head to Toe Charity is keen to understand how the charitable funding for your project has made or will make a difference to the people we support, their families, carers and CPFT staff.

The purpose of this short form is to help you fulfil the terms and conditions of your grant by giving us feedback on your successes and any difficulties experienced. It also helps us to ensure that the Charity has been acknowledged appropriately, to help raise awareness and support for the work that we do.

Please take a few minutes to review Section 1 and complete Sections 2, 3, 4 and 5 of this form.

The form is designed to be completed electronically and should be saved upon completion and returned – by email – to [charity@cpft.nhs.uk](mailto:charity@cpft.nhs.uk) within 28 days of receipt.

If you have any queries regarding completion of the form or have any problems meeting this deadline, please contact:

**Clare Jones**

*Charity Manager*

Elizabeth House, Fulbourn Hospital  
Cambridge Road, Cambridge CB21 5EF

Tel: 01223 219 708

Email: [clare.jones@cpft.nhs.uk](mailto:clare.jones@cpft.nhs.uk)

Thank you for your support.

**PLEASE NOTE:**

Failure to return a completed grant evaluation form may jeopardise your chances of further grant funding from Head to Toe Charity. This would be at the discretion of the Trustee of Head to Toe 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 fulfil our obligation to our supporters and also help us to publicise the positive impact that our grants have made for people in Cambridgeshire and Peterborough. This will enable us to secure further donations to support projects.

---

Please complete and return this form to Head to Toe Charity within 28 days of receipt. The form is designed to be completed electronically – please type your responses in the grey text boxes and save the form upon completion. Please then email the completed form to [charity@cpft.nhs.uk](mailto:charity@cpft.nhs.uk).

---

**Date:**

**Grant Reference No:**

*Detailed on your grant paperwork, starts with the letters 'CF'*

**Name of project:**

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## 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 so please ensure you use layman terms, where appropriate.

## 2. Outcomes and Benefits

In as much detail as possible, 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. Stage of Completion

Has the project been completed and all expenditure charged to Head to Toe Charity?

- Yes** – proceed to Section 4  
 **No** – please complete the box below:

**Project start date:**

**Estimated completion date:**

**Details of outstanding expenditure, if known:**

### 4. Grants for salaried posts

If the grant was for a salaried post please complete the boxes below, if not, please proceed to Section 5.

**Name of person(s) funded by the grant:**

**Their job title/position:**

**Date of appointment:**

**Duration of employment:**

**Is there any other funding towards this post?**

- Yes  No

If Yes, please give details of this funding:

## 5. Grants for research

If the grant was for a research project please complete the boxes below, if not, please proceed to Section 6.

Please give details of all completed or proposed dissemination of research results e.g. publication in journals, peer presentations etc.

## 6. Acknowledging CPFT Charity

Publicising the work of Head to Toe 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 Head to Toe Charity. *Tick as many boxes as apply.*

- |   |  |
|---|--|
| <input type="checkbox"/> 'Funded by' plaque                     | <input type="checkbox"/> 'Funded by' stickers  |
| <input type="checkbox"/> Inclusion in publications              | <input type="checkbox"/> Social media          |
| <input type="checkbox"/> Website(s)                             | <input type="checkbox"/> Posters               |
| <input type="checkbox"/> Inclusion in presentation(s) / talk(s) | <input type="checkbox"/> Inclusion in leaflets |
| <input type="checkbox"/> Other (please give details):           |  |

Please contact Clare Jones on 01223 219 708 or [charity@cpft.nhs.uk](mailto:charity@cpft.nhs.uk) if you would like to discuss how best to acknowledge the Charity and/or need our logo, strapline etc.

## 7. Supporting Head to Toe Charity

Head to Toe Charity can't support the people of Cambridgeshire and Peterborough without the help of our amazing supporters. Without their generous donations we can't 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 Head to Toe Charity or are planning to do so?

Yes  No

If Yes, please let us know how:

Please contact Clare Jones on 01223 219 708 or [charity@cpft.nhs.uk](mailto:charity@cpft.nhs.uk) if you would like to talk more about fundraising or making a donation to Head to Toe Charity.

## 8. 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**

## **Appendix 8 – CF1 Requisition Form**

**HEAD TO TOE CHARITY - CHARITABLE FUNDS REQUISITION FORM**

<b>COST CENTRE</b> (FUND NUMBER, e.g. TMA01)		<b>INTERNAL REFERENCE</b> (SERCO USE ONLY)	
<b>EXPENSE HEAD</b>			

**Two fund advisor signatures** are required for the approval process on **ALL** expenditure up to £1000: A CF1 must be approved by being sent to the first fund advisor, then on to the second fund advisor and then to the Associate Director or Executive Director (if required) before finally being sent on to [procurementordering.cpft.asp@serco.com](mailto:procurementordering.cpft.asp@serco.com) (creating a clear email trail) - **OR** - a pre-approved CF1 being sent to [procurementordering.cpft.asp@serco.com](mailto:procurementordering.cpft.asp@serco.com) with attached approval emails from both fund advisors and relevant directors (if required).

ONE ASSOCIATE DIRECTOR AND TWO FUND ADVISOR SIGNATURES REQUIRED FOR EXPENDITURE **£1,000 - £4,999**

ONE EXECUTIVE DIRECTOR AND TWO FUND ADVISOR SIGNATURES REQUIRED FOR EXPENDITURE **£5,000 - £9,999**

TRUSTEE (BOARD OF DIRECTORS) APPROVAL REQUIRED FOR EXPENDITURE **OVER £10,000**

ITEM CODE (IF KNOWN)	QUANTITY	DESCRIPTION OF ITEM/SERVICE	PRICE (IF KNOWN)	PREVIOUS SUPPLIER (IF KNOWN)

PLEASE ENSURE COMPLETION OF **ALL** HIGHLIGHTED CELLS

Requisitioner Name		Date			
Post Title		Telephone			
Fund Advisor Name 1 (As per Trust ASD)		Date			
Post Title		Telephone			
Fund Advisor Name 2 (As per Trust ASD)		Date			
Post Title		Telephone			
Associate Director <u>OR</u> Executive Director Name		Date			
Post Title		Telephone			

## **Appendix 9 – VAT Zero-rated Form**



Bringing service to life

**To go with Purchase Order:**

**On Behalf of: Head to Toe Charity**

PURCHASE BY AN ELIGIBLE BODY OF MEDICAL, SCIENTIFIC ETC...EQUIPMENT

I \_\_\_\_\_ (Full Name)  
\_\_\_\_\_ (Status in Organisation)  
of \_\_\_\_\_ (Name and Address  
Of Organisation)  
\_\_\_\_\_

declare that the above named organisation is buying from

\_\_\_\_\_ (Name of Supplier)  
\_\_\_\_\_ (Supplier Address)

the following goods or services

\_\_\_\_\_ (description)

and is paying for this supply with funds provided entirely by a charity or from voluntary contributions.

I also declare that the goods are to be used in medical research, diagnosis or treatment.

I have read the guidance in the Customs and Excise VAT Notice 701/6 and apply for zero rating of the supply under group 15, schedule 8 of the zero-rate schedule to the VAT Act 1994.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Appendix 10 – Payment Request Form**





Bringing service to life

**On Behalf of Head to Toe Charity**

To: Charitable Funds Department  
Finance Department  
Kingfisher House  
Hinchingsbrooke Business Park  
Huntingdon, PE29 6FH

**Will you please pay:**

**Date:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Details:** \_\_\_\_\_  
\_\_\_\_\_

**Cost:** \_\_\_\_\_

**Please Charge to (Fund name):** \_\_\_\_\_

**Fund code:** \_\_\_\_\_

**Expense Head:** \_\_\_\_\_

**INVOICE MUST BE ATTACHED TO THIS FORM**

**This payment is authorised by the following fund advisors:**

Name (Block Capitals) \_\_\_\_\_

Signature \_\_\_\_\_

Name (Block Capitals) \_\_\_\_\_

Signature \_\_\_\_\_

## **Appendix 11 – Cash Request Form**



Bringing service to life

On Behalf of Head to Toe Charity

**CHARITABLE FUNDS CASH REQUEST FORM**

No. \_\_\_\_\_

**RECEIPT(S) MUST BE ATTACHED TO THIS FORM**

Please reimburse cash as below:

Date: \_\_\_\_\_

Amount:        £ \_\_\_\_\_

Details/Purpose: \_\_\_\_\_

\_\_\_\_\_

Please Charge to (name of fund): \_\_\_\_\_ **Fund**

Fund code: \_\_\_\_\_

Expense Head: \_\_\_\_\_

(A separate form must be completed for each different fund & expense codes are being charged.)

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**This payment is authorised by the following fund advisors:**

Name (Block Capitals) \_\_\_\_\_

Signature \_\_\_\_\_

Name (Block Capitals) \_\_\_\_\_

Signature \_\_\_\_\_

---

**Cash received by:**

Signed: \_\_\_\_\_ Print name: \_\_\_\_\_

Date: \_\_\_\_\_