Download a charity expenditure form at www.york.nhs.uk/charityapplication

How to apply for charitable funds

Contact your procurement lead for your Care Group for quotes. If décor, flooring are needed, please contact Minor Works

**Minor Works**

Shaun Fletcher- 771 2327 East Coast

Mark Jones- 772 1857 York/Selby

If you are requesting furniture for a clinical area, please contact Infection Prevention to ensure it meets requirements

If you are requesting training, please ensure that you have completed a study leave form and had approval

Please take the time to explain how the patient will benefit. This information is important to ensure the Charity’s objectives are met and Charity Fundraising will promote the funding to supporters in the future

**Infection Prevention**

772 5860

**Yes**

**No**

Have any League of Friends Groups agreed to fund this request?

Please discuss with the Care Group Manager/Deputy to identify available funds.

Please contact the Fundraising Manager on 772 1737 and inform them of the Friends group and amount agreed

* Public Perception Test
* The Patient Benefit Test
* The Additionality Test

Only non-essential items or non-mandatory training will be funded.

Would it truly benefit the patient in the end?

Would you be proud to tell a donor, this is how we have spent their money?

You should receive an acknowledgment of your application within 10 working days

If your application is for over £1,000 and for equipment; you will need to have MERG approval once charity funding is approved

Email your completed and authorised Charity application form to [charity.finance@york.nhs.uk](mailto:charity.finance@york.nhs.uk) and attach Friends group email confirmation and learning leave form if relevant

Once you have placed your order, please let

[charity.finance@york.nhs.uk](mailto:charity.finance@york.nhs.uk) have the PO No. When the item arrives please email [charity.fundraising@york.nhs.uk](mailto:charity.fundraising@york.nhs.uk)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please contact your procurement lead or email purchasingenquiries@york.nhs.uk** | | | | |
| **Care Group 1 & 2 (Acute York & SGH)** | **Care Group 3 (Surgery)** | **Care Group 4 (Cancer/Support)** | **Care Group 5 (Family Health)** | **Care Group 6 (Spec Med)** |
| Alan Hill 771 2469 | Richard Bayley 772 5062 | Christine Hall 772 1176 | Lorna Arnall 771 5072 | Christine Hall 772 1176 |
| Lorna Arnall 771 5072 | Julia Sacher 772 5053 | Alan Hill 771 2469 |