



Humber Teaching
NHS Foundation Trust

Health
Stars



Applying for Charitable Funding

*A Guide
for Staff*



Caring Learning Growing



Health Stars manage and distribute charitable funds which can be used for the benefit of staff, patients and their families.

In April 2024 the charity moved back into Trust management. One of our first priorities is to improve the ease of applying for charitable funds including reducing the period between a wish requested and granted. To do this we have made some changes to how staff can access funding.

There are now two ways you can request funding.



Complete a one-step online application for our 'Wishes' programme for quick approval and delivery of items and initiatives **under £5,000**.



Contact the charity team to tell us more about your idea and get started for wishes **over £5000**.

Find out more

about how you can apply for charitable funds and how we have changed in response to your feedback in our Q & A on page 12.

The Staff Zone on the new **Health Stars website** contains all the information you need to submit your applications for charitable funding and to fundraise or donate yourself. Visit **healthstars.org.uk**.

Further reading

Visit the Staff Zone on the Health Stars website for more information about how to access charitable funding and to fundraise or donate.

We suggest all Managers and Wish Makers read our **Step by Step Guide to Making a Wish** (link to be supplied) before starting an application for charitable funds.

Questions & Answers

What are charitable funds?

NHS Charitable Funds is the term used to cover the money that is not received as a normal part of NHS business. This money has been donated or left to the Trust, to pay for additional items that are not purchased in the normal course of business.

Health Stars raises charitable funds, through fundraising and access to grants schemes. We also support access to this funding through the ideas submitted by our staff. Patients and families can also suggest ideas for charitable funds but all submissions must be completed by a staff member on their behalf.



Can I access money raised specifically for my work area?

Health Stars funding currently sits in Fund Zones. This includes zones for some specific services. When you apply for charitable funds, we will look at where your request should be funded from. It is important to note that there **may or may not be funds** in this zone when you make a submission.

If your wish is granted but there are no funds or limited funds available, the Charity Team will get in touch and see if you would like to put together a fundraising plan. This could be supporting you to run an event like a bake sale, getting involved in a local run or walk or doing something

unique. You should consider if you would be willing to support this when you request your wish.

We will also look to see if there is external funding to support your wish. For example, through applying to charitable trusts and foundations.

Some of our fund zones are 'restricted'. This means that they are held under charity law for specified purposes. Some examples of restricted funds that we are looking for ideas include: XXXXXXXXXXXXXXXX

Fund	Previous Wishes Supported
Alfred Bean Hospital	Enhancement to rooms e.g. storage for toys Equipment for staff.
Projects in Bridlington	Breastfeeding chairs for GP practices.
East Riding Community Hospital	Sensory Room for neurodiverse children and young people attending appointments.



How can I find out if there are funds in our Fund Zone before submitting a request?

Contact

Jess Spicer, Senior Financial Officer for information on your fund zone. Email: jess.spicer@nhs.net

What sort of items and projects does Health Stars support?

The table on the next page is a brief overview of the areas where we provide funding. Further details can be found on the Health Stars website healthstars.org.uk.

It is important that you consider if your items or project goes beyond NHS core funding before you apply.

For example, redecoration of a patient or staff area should be completed by the Estates team. However if you would like decorative items, special furniture or enhancements then these would be considered as part of a charitable funds application.

You should also consider whether you would put a pound in a collection box to support your request. This is a good way to think about if your idea would be supported by the Charity.

If you have a query about if your idea is suitable for charitable funding contact the Charity Team before submitting your application.

Email: hnf-tr.healthstars@nhs.net for advice and support.



Enhanced equipment

We fund equipment that NHS budgets do not cover.

This could be an item that is not considered essential but will help our staff to provide the best possible treatment or the most cutting-edge version of an essential piece of equipment.



Enhanced environment

We work with patients, carers and families to fund projects that improve and compliment the care provided and make using our services as stress free as possible.



Patient and visitor experience

We provide the extras that make a visit or stay in our services that little bit brighter.

We help ease the burden on families, offer comfort through treatment and reduce boredom.



Staff Health and wellbeing

We provide Items and experiences that improve the health, wellbeing and employee experience of our colleagues.



Reward & Recognition

We fund ways to say thank you and to show our appreciation to staff that go above and beyond for our patients and their families.



Research & Development

Our funding helps us to create new possibilities for future care through supporting, enabling and encouraging participation in research.

What does the Charity not support?

We do not hold a full list of items that are not supported. However, following a review of commonly declined wishes here are some items that we do not fund and how you can access funding to support where applicable.



Item	Why is funding not provide	Where can I access funding
Refreshments for staff meetings	Should be covered by service budgets	Speak to your Manager
Ipads/tablets required for service delivery	Ipads/tablets required for service delivery should be covered by core funding and can be requested via the IT Helpdesk	We support requests for tablets that will be used by patients as part of their treatment. For other purposes contact the IT Helpdesk.
Alexa devices	Cannot be used by staff in Trust premises – see Confidentiality Code of Conduct on the intranet.	If you have a case to use an Alexa with a patient, speak to the Information Governance Team. Email IHNF-TR.IGTeam@nhs.net
Apps	Funding available through Digital Delivery Group.	Business case to be taken to Digital Delivery Group. Email hnf-tr.financedirectorate@nhs.net for further information
Subscriptions to streaming services e.g. Disney+/Netflix	Terms and conditions cover personal use only so unable to support	N/A
Funding for training related to your current role	If is a training opportunity that you have or would raise as part of your appraisal because it furthers your experience or clinical practice then it should be covered by the training budget in your service. Please speak to your line manager about accessing this.	Training and development opportunities that are outside of your role for example learning more about a different clinical area or developing your future aspirations may be funded by the Charity so look at putting in a wish.

Which scheme is right for me?

There are now two schemes to access depending on the value of your request.



Requests under £5000

Online application.

Our one-step application process means that we can approve and grant wishes as quickly as possible.

There is some work to be done before starting your submission. Read our **'Step by Step Guide to Submitting a Wish'** before you start. ([link to be provided](#))



Requests over £5000

Email the Charity Team with your idea for next steps.

Email hnf-tr.healthstars@nhs.net and tell us about your dream, who it will make a difference to and why you think it qualifies for charity funding.

Once we have all the information, we will bring together a **'Dream Team'** that can turn your dream into a reality.

But, we can't do it without you! We will work together to develop an application for charity funding that will be taken to our Charitable Funds Committee. Once approved we will create a charity appeal and create a fundraising so can turn your dream into a reality.

Why have we changed the process?

Before relaunch we spent time talking to past wish makers to understand the current satisfaction with the wish scheme.

The two most common frustrations were that wishes were either too slow to be granted or that staff submitted a request which was never delivered. Here's how your feedback has informed our new programmes.



You said	We did
Wishes are too slow to be granted.	Capped Wishes at £5,000 to remove complex and time-consuming projects ensuring they are dealt with through a separate and more appropriate process. Developed an online application form including all approving parties e.g. Infection Prevention & Control/ Medical Devices etc.
I completed an online form but was then asked to complete another form and provide lots more information.	Developed a one-step online application process which is clear from the start what is needed to request charitable funds.
I submitted a wish but it never went anywhere or I never heard back.	Following your application, you will be updated every step of the way as it goes through the online approval process.
There is not enough support to develop more complicated wishes. I felt like I was on my own and out of my depth.	Created a 'Dreams' programme for requests over £5000 which will create a 'Dream Team' to support a full business case to be developed for your wish.
I had a wish approved but then was told there was no money to support it.	Charitable funds are limited and if there is no money in the designed FundZone you may be asked to support your wish with fundraising. We are committed to supporting you to run easy and enjoyable fundraising events and initiatives to support your request. We will always look to alternative funding schemes e.g. applying to charitable trusts.
I have a big idea for a project that would transform where I work but I need more help to develop it.	Our new 'Dreams' programme wants to hear from you! If it is suitable for charity funding, we will work with you to create a business case for approval by the Charitable Funds Committee. Once approved we will develop a public appeal to help turn your dream into a reality.

How do I make a request for charitable funds?

If your request is **under £5,000** you can make an online application through our **'Wishes Programme'**.

Before you start it is important that you read the **'Step by Step Guide to Making a Wish'** as there are some things you need to consider before you start and you may need to speak to other Trust teams to get advice and support.

A few of these are shown below and failure to consider these will mean your wish cannot be granted.

Read the full **guide** to get started. ([link to be supplied](#))

How will you clean your items?	Do you have a dish washer or washing machine (if you are not an inpatient unit)
Have you got a link to the exact item your wish to purchase?	Health Stars do not provide a procurement service so you will need to provide links or quotes from suppliers
Have you spoken to procurement if you want to purchase a medical device?	All medical device requests must include a quote from a supplier as part of the application
Have you contacted estates if your request is to improve a room or building?	Estates may need to carry out enabling works or there may be costs for maintenance for your request which need to be considered or part of a wider capital scheme already approved or seeking approval.

If your request is **over £5,000** get in touch with the Charity Team by emailing hnf-tr.healthstars@nhs.net. Tell us about your dream, who it will make a difference to and why you think it qualifies for charity funding.

Once we have all the information, we will bring together a **'Dream Team'** that can turn your dream into a reality.

How long does it take to approve a Wish?

We aim to approve or decline all wishes within four weeks.

If your wish is for a specific date, you will be asked to provide that on your form and we will do our best to support you.

If your wish is for a medical device, it may take longer as the Physical Health and Medical Devices Group must approve requests. This meeting is held every six weeks. We will contact you to let you know when your request will be presented.



**Health
Stars**



Visit: healthstars.org.uk
Email: hnf-tr.healthstars@nhs.net
for advice and support.

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