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 **Registered Charity No: 1165393**

**University Hospital General Fund Application Form**

**Please fill in Sections 1 to 4 (read the ‘How to Guide’ before completing this form)**

1. **Requested By**

|  |  |  |  |
| --- | --- | --- | --- |
| **Your Name:** |  | **Signature:** |  |
| **Your Dept:** |  | **Date:** |  |
| **Tel No:** |  | **Email:** |  |

1. **Grant Details**

**Brief Description** *– Please explain the nature and specification of the project, outlining the benefits and impact on patients and their families. How many people are likely to benefit and over what period of time?*

Why is this not funded by UHCW NHS Trust?

Does your application align with the Trusts Green Plan and Net Zero objectives?

***Please provide a statement to describe the impact of this funding, that the Charity can use for publicity purposes;***

1. **Costs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Grant** | **Amount excl. VAT (£)** | **VAT (£)** | **Total Amount (£)** |
| Patient/Staff Welfare |  |  |  |
| Research |  |  |  |
| Training & Education |  |  |  |
| **TOTALS** |  |  |  |

1. **Authorisation**
	1. **Existing Fund Authorisation**

The full balance (minus 5%) of your existing fund must be used before applying to the General Fund. If you have no fund or your balance in nil, please write ” N/A”.

|  |  |  |  |
| --- | --- | --- | --- |
| **Fund Name:** |  | **Fund Advisers Signature:** |  |
| **Fund Number:** |  | **Fund Advisers Name:** |  |
| **Fund Balance:** |  | **Amount Requested from General Fund:** |  |

* 1. **Technical Approval (Estates for small works and furniture, Medical Engineering for equipment, ICT for IT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Signature:** |  |
| **Role:** |  | **Date:** |  |

* 1. **NHS Trust Authorisation (General Manager/Director and Group Finance Manager)**

|  |  |  |
| --- | --- | --- |
|  | **General Manager/Director**  | **Group Finance Manager** |
| **Signature:** |  |  |
| **Name:** |  |  |
| **Role:** |  |  |
| **Date:** |  |  |
|  |  | **UHCW Cost Centre** |  |  |  |  |  |  |
|  |  | **UHCW Account Code** |  |  |  |  |  |  |

UHCW Charity Staff Only

1. **UHCW Charity Sign Off**

|  |  |
| --- | --- |
| **Date:** |  **Andy Hardy, General Fund Advisor:** |
| **Date:** | **Charity Director Signature (up to £5,000):** |
| **Date:** | **Charity Chair Signature (up to £20,000):** |
| **Award Number:** |  |