



Sheffield
Hospitals
Charity

Fund Champions' Handbook

Sheffield Hospitals Charity

Sheffield Hospitals Charity (SHC) is the official charity partner of Sheffield Teaching Hospitals NHS Foundation Trust, and Sheffield Health and Social Care NHS Foundation Trust.

We exist to help Sheffield's hospitals, community teams and health and social care services to fund the costs that the NHS can't. By funding support for patients, and staff, life changing research and more we enhance care from birth to the end of life and everything in between.



Grant Making Priorities

Last year, we launched our 2024-27 Strategy, which has four grant making priorities.

These priorities have been developed with NHS colleagues and reflect the areas where charitable funding can have the greatest impact for our Trusts and the people of Sheffield:

1. Supporting patient & centred experiences
2. Supporting caring and cared for staff
3. Reducing health inequalities in Sheffield
4. Maximising technology, research, and innovation

Overall impact aim: Improve patient outcomes through healthcare, provided by NHS staff who feel valued

How we manage funds

Special Purpose Funds

SHC manages multiple Special Purpose Funds (SPFs) for specific wards, departments, and hospitals. We normally refer to these as 'Funds'. These are Restricted Funds and they enable donors to 'restrict' their donation(s) to a specific area.

Each Fund has set objectives, which specify what type of expenditure can be made. Funds are associated with a specific Directorate, or sub-Directorate, and can only be accessed by staff members of said Directorate, and to support projects and requests that falls within the scope of the fund objectives.

Example 1:

Fund 2592 is associated with the Palliative Care Department. It cannot be utilised to fund a project of the Acute and Emergency Medicine Directorate.

Example 2:

Fund 2592 states in its objectives that funds can be utilised for the purchase of equipment for patients benefit. Consequently, these funds cannot be utilised to finance staff training.

For clarifications and guidance about the scope of fund objectives, please seek advice from our Grants Team at grants@shct.nhs.uk

Under certain circumstances and provided this does not concern Legacy Funds, reasonable changes to Fund Objectives can be made where this appears necessary in order to extend the remit of and encourage expenditure. Please contact the Charity's Finance Manager at finance@shct.nhs.uk

How we manage funds

General Funds

SHC also manages a number of 'General Funds', also known as 'Unrestricted Funds'. These are used to support a much wider range of projects across both STH and SHSC, with a particular consideration to the Directorates or wards that have access to limited or no Funds.

Legal responsibility for Funds

The involvement of NHS staff in both raising and spending charitable funds is essential to ensure that funds are used in the ways that best support our NHS. We want to collaborate more closely with our NHS colleagues to help direct more charitable funding into our Trusts.

Nonetheless, it is the Charity's Board of Trustees who remains legally responsible for ensuring the proper use of these funds.

Please note that any individuals – including NHS staff – who solicit, collect and/or receive funds from donors, do not acquire a Trusteeship role in relation to those donations. This also means that they have no authority to direct or determine the spending of those funds.

Fund Champions

Please note: the role of Fund Advisors still exists but only designated charity staff are authorised to act as Fund Advisors.

The role of Fund Champions

Funds have associated Fund Champions. These are members of staff within the Directorate with expertise in clinical or operational matters. Fund Champions play an important role in supporting the effective administration of charitable funds by the Charity. When an application to Directorate's charitable funds is made, Fund Champions are required to consider the application and express their support or their concerns with regards to the use of charitable funds. They do not however have the authority to authorise expenditure.

The opinion of Fund Champions is regarded as a sign that there is alignment of intents within the Directorate and that the project seeking funding has the best chances of success, operationally and clinically.

We expect Fund Champions to act with honesty and integrity: this includes to support worthy applications as much as to express their concerns where appropriate. For this reason, Fund Champions cannot veto expenditure by either refusing to engage with applicants or by withholding their support with no reason. The desire to avoid funds being spent does not constitute a valid reason to withhold support.

The Charity deserves the right to remove Fund Champions who regularly fail to respond to requests and or fail to provide valid reasons for not supporting an application.

Fund Champions

Who can be named Fund Champion?

In principle any member of staff can be named Fund Champion on a Fund. We recommend that altogether Fund Champions cover a breadth of expertise as this would enable them to meaningfully consider a variety of funding applications. Ideally this is achieved by having representation from staff at Executive Level (Directors such as Clinical, Operational or Nurse Directors), staff involved in Finance or Business Management (Finance Managers, Business Managers, Programme Managers) and staff more involved on the ward or with the service delivery.

If you wish to be considered for a Fund Champion role or to step down due to commitments, please contact the Charity's Finance Manager at finance@shct.nhs.uk

Fund Statements and other communication

As the start of the new financial year approaches, the Charity notifies Fund Champions of the outstanding balance of funds. These notifications are known as 'Fund Statements'.

From time to time, the Charity might contact Fund Champions to notify them of changes to Funds or to encourage expenditure where a Fund has been inactive for a considerable period and there has been no or little income.

What the Charity can fund

We exist to support you, and we want to provide more funding to support our wonderful NHS. However, charitable funds cannot support all requests. We can only support funding applications which:

- Reflect our grant-making priorities
- Align with the strategic objectives of STH and/or SHSC
- Seek funding for services, equipment or other things that are 'over and above' what the NHS is required to provide
- Have the potential to have a direct impact on patients, carers and families and/or the staff at either of our Trusts
- Are considered good value for money
- Are an initiative that stakeholders and members of the public would be proud of.



What the Charity cannot fund

Celebratory events, parties and meals

We do not fund celebrations to mark birthdays, anniversaries or retirement. We will fund celebration events to mark an official opening, support fundraising or recognise days of significance, such as the International Nurses Day.

We do not fund staff parties or departmental get-togethers and meals, including at Christmas time, unless this is the scope of a specific fund objective. In this case, the cost per staff member cannot exceed £50. We do not fund the costs of coffee, tea and milk in staff areas nor the provisions of toiletries for staff.

In no circumstance we will fund the purchase of alcohol or tobacco items.

Single-use items to promote campaigns, events or other initiatives.

- Flowers and foliage plants to be displayed on site where this contravenes the Trust's policy.
- Leaflets to be distributed on site where other forms of e-communications (such as via Staff Newsletters or the Learning & Development Platform 'PALMS) can be as effective as leaflets and where leafleting significantly contravenes the Trust's policies on sustainable and greener choices.

Staff clothing

We do not fund staff clothing that is essential to carry out one's own duties. Occasionally, we might consider a request for clothing not part of the uniform provided that:

- Clothing is for staff travelling across sites.
- Clothing is for staff employed in the community.

If so, clothing will need to be funded via Directorate's Funds and must carry the Charity logo.

Vouchers

We cannot fund vouchers due to tax implications and it is prohibited by the HMRC for us to fund vouchers.

Gifts for staff

We do not fund gifts or other forms of incentives for individual members of staff, such as a retirement gift. We do not fund vouchers or anything else that can be exchanged for cash.

There are two exceptions:

- Gifts for the whole team provided the costs does not exceed £5 per person.
- Gifts for the whole team in excess of £5, where a donor had expressively restricted their donation to gifts for staff. In this case, gifts cannot exceed £50 per person.

Gifts for patients

We do not fund gifts or other forms incentives or support for individual patients There are two exceptions:

- Gifts for all the patients on the ward provided the cost does not exceed £10 per person.
- Gifts for the all the patients in the ward in excess of £10, where a donor had expressively restricted their donation to gifts for patients. In this case, gifts cannot exceed £50 per person.

Lunch and Refreshments for staff training or staff engagement sessions

Where staff training is mandatory, we do not fund the cost of lunch or refreshments. If training is non-mandatory and on-site, we expect attendees to bring or pay for their own lunch, but we can cover the costs of refreshments.

If the training is non-mandatory and off-site, we can contribute up to £5 per person per day inclusive of both lunch and refreshments.

Research studies falling under one or more of the following:

- Only ancillary costs. For example, we will not fund consumables, travel expenses, or publication costs of research that we have not funded.
- Primarily supporting academic outcomes. For example, where publications and academic or career progression is the principal outcome or measure of success.
- Commercial profit is a primary rather than ancillary benefit
- Dependence on the Charity's funding. There is over reliance on SHC charitable funding to support research. we expect that over the duration of our funding, that the infrastructure is built to enable sustainability.
- Better placed funders. Sheffield Hospitals Charity's funding available is low in relation to many other research and innovation funders, therefore every effort must be made to secure other external funding, where available.
- Projects previously not supported. Projects which have failed to secure funding from us in a previous funding call or application.

Initiatives that support the learning outcomes of university students and trainees

This also applies to cases where there might be an indirect patient benefit.

Refurbishment and renovation projects consisting of:

- Replacement of furniture that the Trust is required to provide for, such as standards seating in waiting areas and nurses' stations.
- Standard signage, such as Ward or Department name.
- Signage or other form of recognition of individuals where this is not compliant with the Trust's policy
- Standard forms of equipment to enable to regular functionality of facilities (i.e., desk, chairs, white boards, air condition units, water coolers, cups and general office supplies).
- Hardware and software required for NHS staff to undertake their regular duties, including working remotely.
- TVs in ward areas and radios to be played in communal and busy areas
- Ongoing revenue costs for medical equipment.
- Christmas decorations or other type of decorations where this is not compliant with the Trust's policy.

Subscription to entertainment services

(e.g. Netflix, Sky) or TV licensing costs associated with internet access on any site where Wi-Fi is available as standard.

Study Leave Grants where:

- the request exceeds £1,250 per person
- applicants have already been granted £1,250 during the same financial year
- accommodation costs exceed £150 per night in the Greater London area or £120 per night outside the Greater London area
- applicants claim the reimbursement of alcoholic drinks
- applicants claim the reimbursement of meals and drinks exceeding £30 per day
- travel claims above the Standard Class rate, unless there were specific and justifiable circumstances, and the Charity had agreed to these.

Applying for funding

You can apply for a grant if you are:

- a staff member employed or holding an honorary contract at Sheffield Teaching Hospitals NHS Foundation Trust or Sheffield Health and Social Care NHS Foundation Trust
- a staff member of partner universities who work in collaboration with Sheffield Teaching Hospitals NHS Foundation Trust or Sheffield Health and Social Care NHS Foundation Trust
- other charities and organisations who are part of the wider community, where there is a direct link back to one of the Trusts above.
- Please note that you cannot be an applicant and a Fund Champion on the same application.

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We have a variety of funding opportunities, different in value and remit, to suit your aspirations. We usually group them in four categories:

- Grants under £5,000
- Grants over £5,000
- Study Leave grants
- Funding Calls

We have recently put in place a new grants management system which means all our application processes have become electronic.

Visit [our website](#) to start an application!

Grants under £5,000

For a funding request of under £5,000, you have three options:

Small Grants

Small Grants funding opportunity is for applications to be funded through specific charitable funds linked to your Directorate/Department.

A Small Grant requires evidence of support by at least two Fund Champions.

Applications are open all year round and reviewed within 2-3 weeks.

Little Wishes

Little Wishes funding opportunity is for applications where there is little or no recourse to specific charitable funds.

Applications are open all year round and reviewed within 2-3 weeks.

Funding for research under £5,000

We require an application giving us details of the project plan and associated risks, evidence of support by at least two Fund Champions and clearance from your relevant research approval Department.

Applications are open all year round and reviewed within 2-3 weeks.

Grants under £5,000

When the value of a request is over £5,000, we ask applicants to complete an Expression of Interest form. Our Grants Team reviews the information provided and if the request is found to be eligible for charitable funding, applicants are advised of suitable funding sources and invited to submit a full application.

Applications over £5,000 are reviewed by the Grants Investment Panel, which meets six times a year. Application for research funding over £5,000 are reviewed by the Research Grants Investment Panel, which meets twice a year. Calendar dates are published on [our website](#).

Applications over £500,000 are reviewed by the Charity's Board of Trustees at their regular meeting. These are usually held in February, April, June, September and December.

Applicants can expect to be notified of the outcome of the review within two weeks of the Panel meeting.

Study leave

Every year we make available £100,000 of funding for Sheffield Teaching Hospitals staff members to take study leave considered to be above and beyond mandatory professional training.

If you are employed by the Sheffield Teaching Hospitals or hold an honorary contract, you can apply for up to £1,250 in any financial year. This funding can cover course/conference attendance fees, travel and stay, and meals. Restrictions apply – we recommend reading [our guidance](#) before making an application.

Where available, applications should be made to charitable funds linked to your Directorate/Department. If charitable funds are not available, then you can apply to the General Study Leave Fund. Please contact our Finance Manager, Tim Hobson at finance@shct.nhs.uk for further information.

Funding calls

Every year we run a number of theme-specific funding calls in support of funding priorities. Funding Calls can be run exclusively by us or in collaboration with partners.

Through Funding Calls we make available a pot of funds from the Charity's General Funds. This can vary in size from year to year and depending on the remit of the funding call.

Funding Calls are an excellent opportunity for those who have no other access to charitable funds. Visit [our website](#) to find out more.



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Grants over £5,000 and Funding Calls

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