**East of England Ambulance Service NHS Trust Charitable Funds**

The East of England Ambulance Service NHS Trust Charitable Funds operates for the benefit of patients, staff, and the health of the population, in support of the Trust’s values and strategic goals.  The work of the charity is envisioned to be beyond that ordinarily afforded by the NHS.

All funds have an assigned gatekeeper, responsible for the fund accounts and whose authorisation must be obtained in order to withdraw any funds from the account.

Any expenditure requests should relate to one or more of the following criteria:

1. the health of the population
2. the benefit of patients
3. the benefit of staff
4. the Trust’s core values
5. the Trust’s strategic goals

Example expenditure activities include the equipping and supporting of the Community First Responder groups across the EEAST region. EEAST staff and volunteers benefit from enhancements to welfare and amenities, including the provision of training equipment and materials, care packages, station break room equipment and outdoor space furniture.

**How to access funds?**

To utilise station funds:

Any EEAST colleague within the station may submit a request to the Gatekeeper.

* Any requests need to be submitted using the Charitable Funds Expenditure Form [Appendix 1]. A full written explanation of the request, costs and supplier details including all supporting documentation, such as links to websites, quotations etc, with relevant Manager email support to Gatekeeper.

It is recommended to obtain staff / volunteers feedback from those who use the station, to ensure their engagement with the initial project and for any future upkeep of items purchased.

* The Gatekeeper to authorise the request – Gatekeeper will be your General Manager.
* Gatekeeper is responsible for ensuring all any requests conform to IPC, health & safety requirements, have estate’s support etc. Also, where applicable, an individual must be identified to lead / carry out the project.
* Gatekeeper to email the above to [charitablefunds@eastamb.nhs.uk](mailto:charitablefunds@eastamb.nhs.uk)

Then all the above details will be coordinated by the Charitable Funds Team through authorisation in line with the Scheme of Delegation. Once approval is received, the charity will be able to fulfil the proposed request.

Where the use of station funds is not plausible, there may be the option to use the charity general fund, however this would need the detailed proposal and costs to be reviewed by the Director of Finance & Commissioning as fund gatekeeper. This would be coordinated by the Charitable Funds Team.

**To utilise General funds:**

* Any requests need to be submitted using the Charitable Funds Expenditure Form [Appendix 1]. Complete with a full written explanation of the request, costs and supplier details including all supporting documentation, such as links to websites, quotations etc, with relevant Manager email support.
* Email the above to [charitablefunds@eastamb.nhs.uk](mailto:charitablefunds@eastamb.nhs.uk)

The request would be reviewed by the Director of Finance & Commissioning as Gatekeeper.

Then all the above details will be coordinated by the Charitable Funds Team through authorisation in line with the Scheme of Delegation. Once approval is received, the charity will be able to fulfil the proposed request.

**Please note full authorisation must be obtained for all charitable funds expenditure before any commitment is made.**

**Fundraising**

Fundraising & Sponsorship Fundraising projects should support one or more of the general criteria and the priorities for expenditure (see [Charitable Funds Strategy.pdf](http://east24/Finance/Documents/Charitable%20Funds%20Strategy.pdf) for details). All fundraising activities, regardless of value, are to be notified to the Trustee, or its delegates, before the activity takes place. Notification should include details of the nature of the fundraising and when it is due to take place.

**Donations**

Please refer to [Guidance for receiving gifts or donations (eastamb.nhs.uk)](https://ntk.eastamb.nhs.uk/news/charitable-gifts.htm)

For further information please visit [Charitable fund](http://east24/Support-services/Finance/charitable-fund.htm) or contact [charitablefunds@eastamb.nhs.uk](mailto:charitablefunds@eastamb.nhs.uk)

**Appendix 1**

