

## Guidance for the Purchase of Equipment and Facilities funded by Charitable Organisations

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## Version Control Schedule

Version	Date	Author	Status	Comment
1.0	July 2025	Head of Charity		

## 1 Introduction

- 1.1 There are a number of charities and organisations that support the East Kent Hospitals University NHS Foundation Trust (the Trust) and benefit the patients, visitors and staff who use the services it provides. A list identifying some of these is shown at **Appendix C**.
- 1.2 This guidance provides a single process to apply for funding (regardless of which charity/donor is involved), simplifying the procedure and maximising the benefit to the Trust and the resources available to achieve the objectives of the donating organisations and/or individual.
- 1.3 The guidance applies to staff when an outside organisation or individual wishes to purchase, contribute or donate equipment to wards, departments and hospitals.
- 1.4 This guidance should be used in conjunction with the Trust policies and procedures relating to the procurement and ordering of goods. All relevant Trust approvals must be in place prior to funding being applied for.

## 2 Definitions

- 2.1 The terms 'charitable organisation' and 'charities' means any organisation or body that is registered with the Charity Commissions in England, Scotland and Wales.
- 2.2 This guidance also encompasses any organisation or individual who registers a commitment to fund (by making a grant) the purchase of equipment or facilities to be used by staff, patients and/or visitors in the Trust.

## 3 Purpose and Scope

- 3.1 The purpose of this guidance is to establish a Trust wide approach for the application to charities, organisations and individuals for the purpose of securing funding to support the purchase of equipment and facilities within the charity's scope.
- 3.2 Funding requested should be for charitable appropriate items that are equitable, sustainable and impactful. Please see the [Charity governance document](#).
- 3.3 The guidance aims to provide support to Trust staff to ensure that an appropriate application is submitted to charities.
- 3.4 Compliance with this procedure will ensure all charity funded items are recorded as required for accounting purposes and will assist in the strategic and financial planning for replacement equipment and service development.

## 4 Responsibilities

- 4.1 The Charity Team will; -
  - ensure that wherever possible all linked charitable organisations have been consulted and are aware of this document.

- enforce approvals in section 5 to ensure compliance with Trust processes.
- publish this guidance to ensure it is available electronically within the Finance Directorate and on the Trust's intranet and charity website.

## 5 Application Process

- 5.1 Applications to all charitable organisations must be made electronically via the Trust procurement portal found on the Trust's intranet.
- 5.2 Funding requested should be for charitable appropriate items that are equitable, sustainable and impactful. Please see the [Charity governance document](#).
- 5.3 All applications must ensure:
  - the application is robust and has been through all the required care group approvals
  - further Trust approvals are in place where relevant in line with Trust SFIs, e.g. business case group approval, capital investment group approval etc.
  - IT schemes, information governance committee approval and estates schemes estates approval are sought where appropriate
  - there is Trust funding available for revenue costs (e.g. maintenance and training)
  - wherever possible there is accurate, up-to-date quotes from the Trust's preferred or contracted suppliers to ensure proposed supplier and product represents best value for money
  - compatibility with equipment on site and
  - adherence with Trust Health and Safety specifications and control of infection compliance.
- 5.7 Approved applications will be forwarded to the relevant Charity by the Head of Charity for their consideration for support.
- 5.8 Applicants will be advised of any request that has been refused or requires further information by the Head of Charity or the relevant Trust committee.
- 5.9 Funding approval will be notified to the applicant no later than three months from receipt of application. This would be the maximum expected timeline due to formal board meeting dates.
- 5.10 Once funding has been notified to the applicant commencement of the project must be actioned by the requesting department within **3 months of notification** of support or funding may be withdrawn.
- 5.11 A condition of charitable funding is that Trust staff must provide requested impact following completion of the project.
- 5.12 See **Appendix A** for workflow chart.

## **6 Review and Revision Arrangements**

This guidance will be reviewed on a three-year basis to ensure that it is still appropriate and updated by the Head of Charity. Effectiveness of the guidance document will be monitored by the Head of Charity in consultation with charitable organisations and relevant Trust officers and issues will be addressed in the reviews.

## **7 Dissemination and Implementation**

This guidance will be published to ensure it is available electronically within the Finance Directorate and on the Trust's intranet and charity website and shared with other associated charities.

## **8 Associated Documentation**

All applications must comply with Trust approvals. The following information may support:

### **Related information available via the Trust website:**

Procurement Portal – applications and guidance for raising requisitions

2Gether Support Solutions – Minor works and Estates Contact details

Business Case Procedure

Medical Devices – Information, governance and contact details

Gifts, Hospitality and Conflicts of Interest Policy

Workforce development, education and training

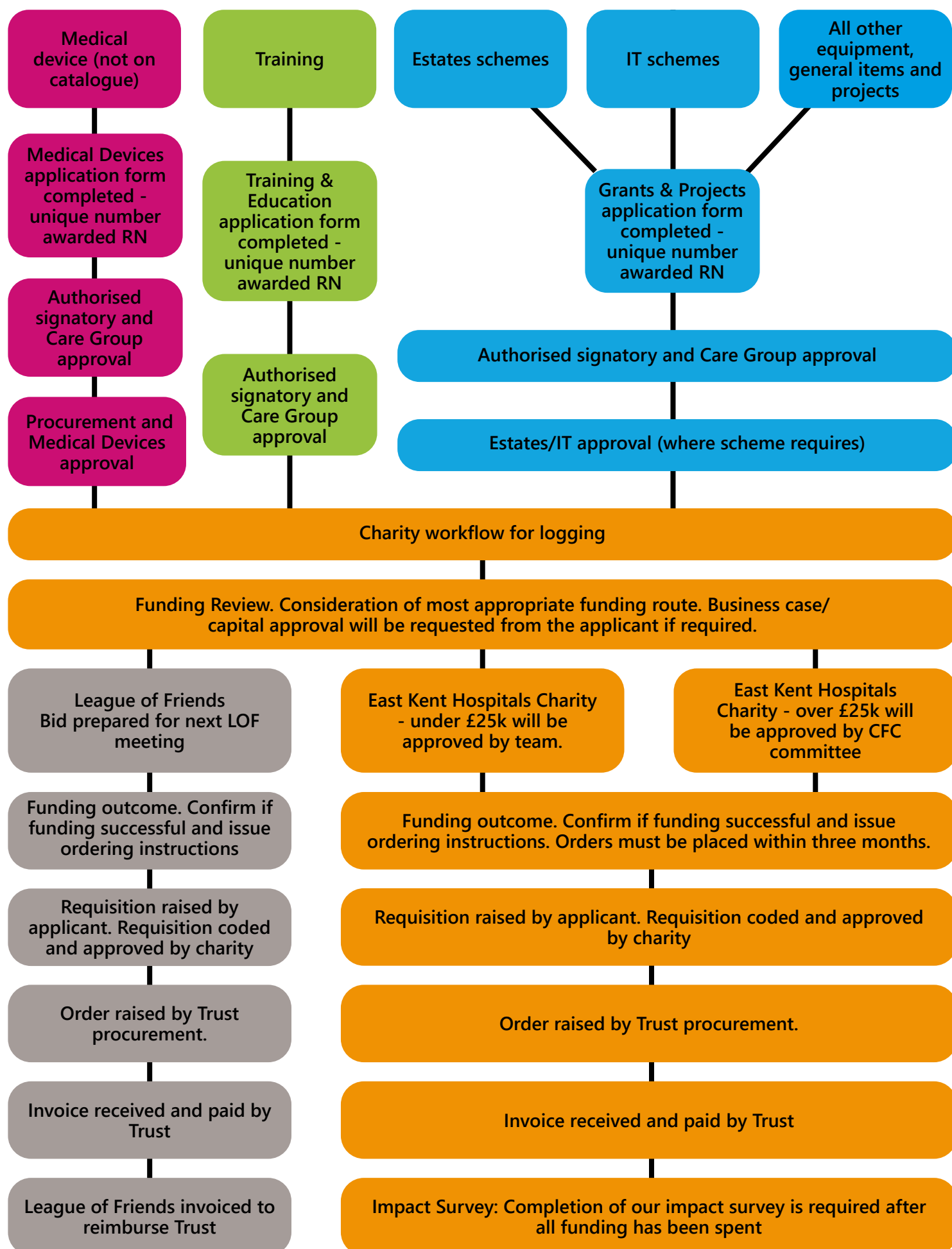
### **Related information via East Kent Hospitals Charity website:**

Guidance for Training Grants

Charity Governance Manual

Guidance for Charitable Expenditure

# East Kent Hospitals Charity Application Flowchart



## **Appendix B**

### **Contact List for Specialist Advice**

When completing an application please consider all aspects of delivery, disposal, storage, location, connection to electrical and IT systems. Below are some examples of who to contact when making your application.

#### **Contacts for specialist advice**

To confirm if a medical device application is required or to discuss your medical device needs, contact Medical Devices Team [ekh-tr.medicaldevices@nhs.net](mailto:ekh-tr.medicaldevices@nhs.net)

If your scheme requires building works or structural changes contact the relevant site Estates Manager

To confirm if an IT application is required or to discuss your IT needs, contact the IT Development Team [ekh-tr.ITDevTeam@nhs.net](mailto:ekh-tr.ITDevTeam@nhs.net)

To ensure your application complies with infection control contact Infection Control Team [ekh-tr.InfectionControl@nhs.net](mailto:ekh-tr.InfectionControl@nhs.net)

To confirm if your charitable bid requires a business case contact Finance; Senior Business Planning Accountant [robert.mocan@nhs.net](mailto:robert.mocan@nhs.net)

For Trust standard or appropriate suppliers to support your application contact Procurement Lead for Care Group

## Appendix C

### List of associated charities and organisations supporting the Trust

This is a non exhaustive list of charities and organisations operating on Trust premises, or offering support to the Trust. There are other charities and organisations that provide support by way of grants or purchase of equipment to the East Kent Hospitals University NHS Foundation Trust.

<b>Name of Charity or Organisation</b>	<b>Registered charity?</b>	<b>Charity number</b>	<b>Association</b>
Alan Squirrell Artificial Kidney Unit Trust	Yes	254317	The provision of grant funding to assist research into renal disease, assist the treatment of patients with renal disease and provide help to persons suffering from renal disease.
Ashford Hospital Broadcasting Service	Yes	263108	Provides an entertainment and information service to patients in the William Harvey Hospital.
Ashford Laryngectomy Club	No	-	Local club formed by patients and run by Rotary Ward staff to provide support to patients and group outings which aid confidence. Occasionally purchase equipment.
Cancer Care Club	No	-	Local support club, operating across East Kent.
Cheerful Sparrows (Thanet)	Yes	276074	Assistance to people in financial need in the Thanet area, and support of Cheerful Sparrows Ward at QEQM, by purchase of equipment not available from NHS.
East Kent Hospitals Charity	Yes	1076555	Formed in April 1999, merging former hospital Trusts charities. Supports with equipment, training and research. Administers gifts donated to wards and departments.
Emilia's Little Heart Foundation	Yes	1145863	The provision of items, services, activities and facilities in the Evelina Children's Hospital, London, and hospitals in Kent to help preserve children's emotional well-being during their hospital stay.
Friends of the William Harvey Hospital	Yes	1122585	Supports with purchase of equipment and facilities. Operates the Friends shop at the William Harvey.
Headway	Yes	1103215	Provides person centred social rehabilitation activities for adults, with Acquired Brain Injuries and their families/carers, across Kent. Office located at Kent and Canterbury Hospital.
Hope for Tomorrow	Yes	1094677	National cancer charity focussed on



<b>Name of Charity or Organisation</b>	<b>Registered charity?</b>	<b>Charity number</b>	<b>Association</b>
			funding, building and maintaining Mobile Chemotherapy Units.
League of Friends of the Queen Elizabeth The Queen Mother Hospital.	Yes	210234	Supports with purchase of equipment and facilities at the QEQM hospital. Operates a shop on the site.
League of Friends of the Royal Victoria Hospital Folkestone	Yes	265095	Supporting the work of the Royal Victoria Hospital, by funding hospital facilities, equipment and financial assistance. Operates the League of Friends shop at the Royal Victoria Hospital.
Macmillan Cancer Support	Yes	261017	National charity supporting those affected by cancer.
National Osteoporosis Society	Yes	1102712	Grant making charity. Has supported equipment and training previously.
NHS Retirement Fellowship	Yes	287936	Offers social, leisure and educational activities and welfare support to retired NHS and social care staff and their partners.
Paula Carr Charitable Trust	Yes	801596	Supports people affected by diabetes. The main association is with the William Harvey Hospital.
Queens Centre for Clinical Studies (Trust)	Yes	802995	Supports doctors and associated healthcare professionals in their clinical training activities, focussed on the QEQM.
Starlight Children's Foundation	Yes	296058	Provides play and distraction in health care settings for seriously and terminally ill children.
The League of Friends of the Dover Hospitals	Yes	288330	Supporting Buckland Hospital with purchase of equipment and facilities. Operate the shop on site.
The League of Friends of the Kent and Canterbury Hospital	Yes (CIO)	1155088	A Charitable Incorporated Organisation, supporting the work of the Kent and Canterbury Hospital by providing equipment, facilities etc. Operates several shops at Kent and Canterbury Hospital.
The Ronald Cruickshanks Foundation	Yes	296075	Grant making foundation benefitting residents of Faversham and Folkestone. Currently dormant.
The Sam Buxton Sunflower Healing Trust	Yes	1115614	Promotes public health by the provision of complementary therapies.
Walk the Walk	Yes	SC029572	Registered in Scotland Commission – in

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<b>Name of Charity or Organisation</b>	<b>Registered charity?</b>	<b>Charity number</b>	<b>Association</b>
			support of cancer related grants.