RUHX Charitable Funding Guidance

Eligibility, funding criteria, governance and conditions

This guidance explains the purpose and scope of RUHX charitable funding. It sets out who the funding is for, what RUHX may and may not support, how funding decisions are governed, the criteria used to assess requests, and the conditions that apply when funding is awarded.

1. Core funding principles

Key funding principles

- Funding must provide a clear benefit for patients or improve the services they receive.
- Funding must be additional to core NHS provision and must not replace routine operating expenditure.
- Relevant divisional, technical, financial and governance approvals must be in place.
- The level of supporting evidence, including quotations and business documentation, must be proportionate to the value and nature of the request.
- Funded activity must have clear intended outcomes and a proportionate approach to measuring impact.
- **Important: No order, booking or financial commitment may be made before written approval is issued.**

Related items should normally be considered as one funding request. Where costs will recur, discuss the proposal with RUHX so that the most appropriate funding period and route can be considered.

2. Governance

RUHX is the working name of RUH Charitable Fund, the official NHS charity of the Royal United Hospitals Bath NHS Foundation Trust. The Trust acts as corporate trustee and is ultimately responsible for ensuring that charitable funds are managed and used appropriately.

The Trust delegates aspects of the charity's day-to-day management and administration to authorised officers and committees operating within its approved governance arrangements.

Funding decisions are made in line with delegated authority. Applications within delegated limits may be approved by authorised officers. Other applications are considered by the Grants Advisory Panel, which reviews the charitable case, patient benefit, additionality, strategic fit, affordability, risks and required approvals. Applications above the panel's delegated authority are referred to the Charities Committee for final approval.

All grants must further the charity's objects, provide public benefit and be an appropriate use of charitable funds. Decisions must also comply with charity law, the charity's governing documents, Trust policies and any restrictions attached to donated funds. Where money is held in a restricted or designated fund, it can be used only for purposes consistent with that fund.

Anyone involved in reviewing an application must declare any actual or potential conflict of interest and must not take part in the decision where the conflict could affect, or appear to affect, their judgement. Decisions and conditions of award are recorded to provide a clear audit trail. RUHX may approve, decline, defer or request further information about any application.

3. Who the funding is for

RUHX funding is available to support eligible charitable activity within the Royal United Hospitals Bath NHS Foundation Trust. Funding requests must be sponsored and submitted by Trust staff through the appropriate RUHX process.

4. What RUHX can fund

RUHX may support projects that enhance patient care, improve patient or staff environments, support innovation, develop staff in ways that benefit patients, or provide services beyond core NHS provision. Multi-year projects may be considered on a case-by-case basis and require a business case and annual budget.

Medical equipment

Equipment must enhance a service rather than replace essential provision. Applications require Medical Equipment Committee approval and confirmation that maintenance or ongoing revenue costs have been agreed with Finance and divisional management.

Research

Research proposals require Research and Development review. For advice, contact ruh-tr.researchatruh@nhs.net.

Staff training and development

RUHX may consider non-mandatory training that benefits the wider team and leads to an identifiable patient benefit. Mandatory training, primarily personal development, master's degrees and other further education are not funded.

Continuing Professional Development (CPD) funding is available to nursing associates, nurses, midwives and allied health professionals (AHPs). It supports development linked to individual professional needs and wider system and population health priorities. Eligible staff can find out more and apply here.

The Education Centre manages CPD training; for questions, please contact ruh-tr.ruhcpd@nhs.net

Travel and accommodation

Reasonable travel and accommodation costs associated with approved courses and conferences may be supported. Travel must use the lowest reasonable fare and comply with the Trust's Expenses Policy.

Fixtures, fittings and patient environments

RUHX may consider enhancements above standard NHS provision. Suppliers must be approved by the Trust so relevant safety requirements are met. Repairs are not funded.

Staff meetings, away days and team development

RUHX may consider team development with a structured agenda, clear aims and a work-related benefit. Activities must be approved before booking, open to the whole team, cost less than £25 per person, focus on development rather than entertainment, and exclude alcohol.

Information technology

RUHX may consider IT that is additional to core provision and aligns with the Trust's IT strategy. All IT must be approved and purchased through the Trust's IT department.

Other requests requiring early discussion

Contact RUHX before applying for conferences, contractors or fixed-term staff, sports teams, Christmas expenditure or an unusual proposal. Any funded sports kit must include RUHX branding.

5. What RUHX does not fund

- Costs incurred before written approval i.e. retrospective requests.
- Essential, routine or business-as-usual items.
- Ongoing maintenance, revenue or consumable costs.
- Mandatory training, master's degrees, further education or related modules.

- Alcohol, staff gifts, parties or outings without a work-related benefit.
- Uniform items such as lanyards, fleeces, hoodies and polo shirts.
- Ongoing food and drink for staff on wards.
- IT that is not approved as safe, secure and supportable.
- Hardship funds, direct financial support for staff or professional memberships.
- Repairs.

6. How RUHX funding decisions are made

All expenditure must be for a charitable purpose, provide public benefit, respect donor restrictions and represent good value for money.

Patient benefit

- Who will benefit?
- What difference will the proposal make to patient care, experience or outcomes?
- If staff benefit directly, how will this improve services for patients?

Additionality

- Does the proposal enhance NHS services rather than replace core provision?
- Is it innovative, developmental or above and beyond standard provision?

Public perception

- Would a donor consider this a reasonable use of charitable funding?
- Could RUHX explain the expenditure openly and positively?

Strategic alignment

All funded activity must support at least one of RUHX's strategic objectives. The relevance and strength of this contribution are considered as part of the funding decision.

1. **We will put the extra in extraordinary care** for all those needing our care.
2. **We will push the boundaries of healthcare**, enabling faster, further and broader innovation that improves patient care and health outcomes.
3. **We will support our people to be extraordinary**—taking care of those who care for you to improve patient care and experience.
4. **We will work together to create sustainably healthier communities**, tackling health inequalities and the drivers of ill health.
5. **We will help to keep people out of hospital** through prevention and early-discharge support.

A clear connection to one or more objectives should be demonstrated. Relevant considerations include whether the proposal improves patient care, supports staff,

enables innovation, tackles health inequalities, helps people avoid hospital or reduces the time they need to spend there.

7. Funding conditions, approvals and supporting evidence

Depending on the request, evidence may include divisional and Finance approval, Procurement advice, quotations, Medical Equipment Committee approval, IT approval, Research and Development review, Estates or safety approvals, and a Project Initiation Document or business case.

8. Requesting RUHX funding

Requests for RUHX funding must be made through the RUHX online grant process on the intranet. The information, approvals and supporting evidence required will depend on the value and nature of the request. RUHX will acknowledge receipt within two working days.

9. Decision routes and timescales

Amount requested	Route	Indicative decision time
Under £1,000	Delegated review	Within one month
£1,000–£24,999	Grants Advisory Panel	Within two weeks of the panel
£25,000 and above	Grants Advisory Panel and Charities Committee	Within six weeks of the panel

Applications of £1,000 or more should normally be submitted at least three weeks before the relevant Grants Advisory Panel.

Application deadline	Funding panel
11th December 2026	6th January 2027
12th February 2027	5th March 2027
15th April 2027	6th May 2027
15th June 2027	6th July 2027
16th August 2027	6th September 2027
15th October 2027	5th November 2027

Grants over £25,000 approved by the Grants Advisory Panel are recommended to the Charities Committee for consideration. The committee meets four times per year.

10. Conditions of funding

Wait for written confirmation before committing expenditure. All ordering is undertaken by the RUHX Operations Team.

The funding approval email will inform the grant holder of any additional conditions.

Once funding is allocated, the project should begin within six months. Approval in principle for future fundraising does not guarantee that funding will be secured.

11. Measuring and reporting impact

Funded activity must have clear intended benefits and a proportionate approach to evaluation. Funding recipients are expected to identify who will benefit, what will change, how success will be measured, what evidence will be collected, who will report and when meaningful results will be available.

- Up to £25,000: one report after six months.
- £25,000–£100,000: one report after six months and a final report after 12 months.
- More than £100,000: one report after six months and annual reports for an agreed period.

12. Contact RUHX

Contact RUHX if you are unsure whether a proposal falls within the scope of charitable funding, which funding route applies, or what approvals and supporting evidence are required.

Email: grants@ruhx.org.uk

Telephone: 01225 826431

Appendix 1: Supporting documents

All requests over £1,000 must have evidenced divisional support. In addition:

Funding request value	Minimum supporting documents
Up to £9,999	One quotation.
£10,000–£24,999	Two quotations; obtain Procurement authorisation first.
£25,000–£75,000	Three quotations obtained by Procurement and a Project Initiation Document.

£75,001–£100,000	Procurement-led tender and a Project Initiation Document.
More than £100,000	Procurement-led tender and an RUH business case.

All requests for medical equipment funding require Medical Equipment Committee approval.

RUHX is the working name of RUH Charitable Fund.
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Charity No. 1058323