City Health Care Partnership Foundation (CHCP Foundation)
Staff Sponsorship Scheme – Guidance Note

The aim of the CHCP Foundation Staff Sponsorship Scheme is to provide an opportunity for City Health Care Partnership CIC (CHCP CIC) employees to apply for a donation for no more than £500.00 for charitable activities that you are involved in and require financial sponsorship. In terms of the wider outcomes, these must be shown to have an impact on the end beneficiaries' general health and well-being and the scheme will provide donations for no more than £500.00 that contribute towards: charitable sponsorship activities; one-off events or projects, that can either be of a local or national benefit.

Activities of direct benefit to the local communities within the areas CHCP CIC operate could include sponsorship for your involvement in local health based charity events.

Where support is sought for activities that are of a national impact, as well as demonstrating the health and wellbeing benefits to communities concerned you should also be able to demonstrate the benefits of this locally either in terms of your own personal development, other related impacts or profile raising.

Who Can Apply for Funding?

In order to apply for a CHCP Foundation sponsorship award you must meet the following eligibility criteria:

- Be an employee of CHCP CIC
- Have an identified end charity/group that will benefit from the award
- Have an identified activity or event to be sponsored for:
- The sponsorship request should be for the benefit of:
    A. The local communities where CHCP CIC provides services.
    B. National communities.
    C. Charities or groups that are **external** to CHCP CIC – the scheme cannot support internal projects or activities.

- Applicants should be able to demonstrate that they are undertaking an activity or organising an event on behalf of their chosen charity. The activity or event needs to be in relation to health or wellbeing. This could include a support for a national charity supporting health or wellbeing related causes or support for local groups that are responsible for delivering activities with health related benefits eg. sports clubs.

  The timeframe for applications being submitted needs to be appropriate to the delivery timeframe for the project or event. As a general rule we would expect successful applicants to spend the award within 6 months of receipt.

How the fund will be managed

- We will have 3 rounds of grants/donations per financial year in March, July and November.
- Decisions will be made by a Panel on meeting the criteria and resource available. The total monies available for each period/quarter will be £2,500.
- The Panel will be made up of a maximum of 6 staff from a cross section of CHCP Foundation service areas. Membership on the Panel will change on a rolling basis.
- Staff will only be allowed to apply for one award in a 12 month period.

What do we require from you?

- A completed application form.
- The opportunity if successful to publicise the activity or event.
- After the event/activity a statement on what difference the contribution has made.

If you have any queries regarding the CHCP Staff Sponsorship Scheme then please e-mail: **chcp.foundation@nhs.net** **or** write to Communications Team, City Health Care Partnership CIC, 5 Beacon Way, Hull, HU3 4AE