

FUNDING GUIDANCE



act

**Addenbrooke's
Charitable Trust**

Registered charity number: 1170103

Thanks entirely to the generosity of our supporters, Addenbrooke's Charitable Trust (ACT) is able to fund a wide variety of projects, activities and research to make a positive difference to patient care at Addenbrooke's and The Rosie and to improve the wellbeing of staff.

This guidance explains:

- what ACT can and cannot fund, including detailed funding rules
- who can apply for ACT funding
- how to apply

The funding rules in this guide typically apply to applications under £10,000, as well as higher value applications made up of multiple low-cost components. Where applications are £10,000 or more, there might be additional factors we need to consider, due to the variety and breadth of applications of this value. If you have an idea for a high value activity or project that delivers a patient benefit and is over and above NHS funding responsibilities, and you'd like further guidance before making an application, please get in touch with us.

This guide supplements ACT's Charitable Expenditure policy, available at: <https://act4addenbrookes.org.uk/how-to-apply-for-funding/>

This guidance will be reviewed regularly and may be subject to change – please visit our website to see the latest version.

What can we fund?

ACT is proud to fund projects and activities:

- that are over and above NHS funding responsibilities
- deliver clear benefit to patients at Addenbrooke's and the Rosie

When we are reviewing applications, we consider the following principles:

1. Does the application align with ACT's Charitable Objects, as set out in our Charitable Expenditure Policy?
2. Does the application demonstrate a clear beneficial impact on patients, their relatives and carers or CUH staff?
3. Is the application for something that is over and above (or out of scope of) NHS funding?
4. Does the expenditure represent good value for money, to ensure that ACT funding maximises benefit to patients and staff?
5. Does the application support sustainability and have any environmental impacts been minimised as much as possible?

6. Is this something our donors and fundraisers would expect ACT to be funding and be proud to support?

Who can apply?

We welcome applications from anyone in the following categories:

- members of CUH staff, including those holding honorary contracts
- academic staff from partner universities who work in collaboration with CUH
- charities and organisations who deliver services and offer support to CUH and the wider health system

How to apply

- All applications should be made through the [ACT Funding Portal](#). There's a quick, one-time, registration process the first time you use the portal. Once you're registered, you can log into the portal to check the progress of your application and you'll be set up to make more applications in the future.
- Applications must be submitted and approved to us **before** any expenditure is incurred or any payments are committed. We are unable to fund things retrospectively so please ensure you have heard back from ACT in writing that your application has been successful before placing any orders, making any bookings or making any commitments to pay suppliers.

Who needs to approve my application in CUH?

- Applications under £1,000 need the approval of either your Deputy Operations Manager, Operations Manager, Clinical Lead or Lead Nurse. Applications that are £1,000 or more need the support of your Divisional Director of Operations. And applications of £50,000 or more require the approval of your Divisional Director. This also applies if you are external to CUH but applying for funding to provide a direct service within Addenbrooke's and/or the Rosie. External applicants applying for funding for any other reason should please seek the approval of people in roles equivalent to those above.

- It is your responsibility to ensure the project or activity you are seeking funding for conforms to CUH compliance requirements. Depending on what you are applying for, you might need sign-off from CUH teams such as Clinical Engineering, Procurement, Fire Safety, Infection Control, eHospital etc. You can find a list of CUH contacts at the end of this guidance.

Please note that pre-approval from CUH does not guarantee your funding application to ACT will go on to be successful. Please always ensure you have heard back from ACT in writing that your application has been successful before incurring any expenditure or making any commitments to suppliers.

How are funding applications reviewed?

- Applications under £10,000 are reviewed by ACT's Funding Review Group, which meets weekly. You can expect to hear back from us within 2 weeks.
- Applications of £10,000 or more are reviewed by one of ACT's grants panels, depending on what you are applying for. You can find out more about ACT's grants streams and the grant panels at: <https://act4addenbrookes.org.uk/how-to-apply-for-funding/>

Acknowledging ACT funding and sharing the impact it has made

- If your application is successful, we ask that you acknowledge ACT's funding wherever possible. We will ask you to display our logo on any printed or digital materials that we have funded or ask you to put up a sign or plaque acknowledging our support. If you have any questions about this, or you'd like a copy of our logo, please get in touch.
- If you receive funding of £1,000 or more, we will ask you to send us an impact report at the end of your project to let us know about the progress you have made, how the funding has made a positive difference and to provide a breakdown of what has been spent.
- Even if your funding is less than £1,000, we'd still love to see any photos of your project or activity in action and hear any feedback about how our funding has helped!

This all helps to inspire ACT's generous supporters and helps us to demonstrate the positive impact ACT funding has made.

ACT funding in action

Making an uncomfortable procedure less stressful

Having an injection or a cannula inserted can be an unsettling and uncomfortable experience, especially for patients who regularly undergo such procedures or have veins that are damaged or difficult to find. ACT has funded vein finders (small devices are placed over a patient's skin to indicate the location of veins) for departments such as the Transplant Unit. The result is a more accurate insertion of needles and a reduction in the number of retries which helps to make treatments so much more comfortable for patients, during an already unsettling time.



A fun distraction for children



iPads can offer a welcome distraction from the stressful environment of a hospital waiting area, keeping children occupied with games and apps. ACT has funded iPads and wall mounts for the Paediatric emergency department for children waiting for

medical interventions, assessments and treatment. As well as providing a fun distraction, the iPads help staff to build rapport with the children and reduce anxiety, contributing to children having a more positive experience of the Emergency department.

Helping children with feelings of anxiety and worry

When a parent or close family member is diagnosed with cancer, children can often encounter feelings of anxiety and worry. ACT have funded a range of books and toys to help children cope with their emotions. Worry Monsters allow children to write or draw their worries, place them into the monster who will 'eat' them and Worry Journals help them express their feelings through art therapy activities.



Free head coverings for cancer patients – warm, comforting and confidence boosting

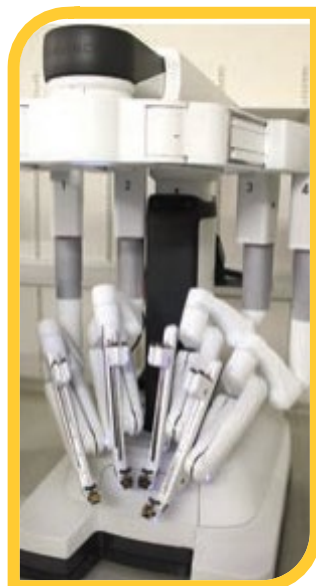
Many patients who experience hair loss have been feeling the effects of cooler temperatures and lack of heating at home, which is why we have funded super soft head coverings. The Cancer Support Service team is giving a free hat to patients who come in for an initial discussion about financial support. Patients tell us they are comfortable, warm and confidence-boosting.

Bigger Projects

And it doesn't stop there! ACT also funds large scale projects, innovation and research.

Addenbrooke's at the forefront of surgical innovation

We were delighted to raise £1.5m to buy Addenbrooke's a new da Vinci surgical robot. The da Vinci Xi surgical system is one of the most advanced pieces of robotic surgical technology available. Six specialities now benefit from robotic surgery, which means even more patients will be able to benefit from faster and less intrusive surgery, quicker recovery times and reduced scarring. Quicker recovery times mean shorter hospital stays, which in turn frees up beds for use by other patients. The new surgical robot is life changing, not just for patients at Addenbrooke's, but their loved ones too.



device – known as CatCam – and later awarded an innovation grant so that the AI feature can be jointly funded with 42 Technology (42T), a product design and innovation consultancy, based near Cambridge, that is helping Cambridge University Hospitals NHS Foundation Trust (CUH) to develop the AI feature. This innovation aims to further improve the accuracy of diagnosing congenital cataracts – the leading cause of avoidable childhood blindness worldwide – when babies are examined in maternity wards shortly after their birth.



Identifying biomarkers to accurately diagnose dementia at an early stage

Accurate diagnosis in the early stages of dementia is difficult as the clinical symptoms between the different forms of the disease often overlap, but it is also important as specific therapies would be more effective. This research intends to identify reliable biomarkers using signature proteins of dementia from two easily accessible biological fluids, saliva and plasma. This will help clinicians accurately differentiate between the forms of the disease and clarify patients' diagnosis and ongoing treatment.



AI Innovation to improve newborn eye screening

ACT has helped fund an advanced AI feature for a ground-breaking hand-held newborn eye screening device. ACT helped fund early development and testing of the first prototype

Contact us

If you have an idea or project in mind that you would like to discuss, large or small, we'd love to hear from you!

You can contact the Charitable Expenditure Team at:
fundsandgrants@act4addenbrookes.org.uk

Funding rules

Generally, ACT's funding falls into the five main categories below. We hope this gives some clarity about what ACT can and cannot fund but we recognise it can be hard to capture absolutely everything, so this is not intended to be a fully comprehensive, fixed list.

These funding rules typically apply to applications under £10,000, as well as higher value applications made up of multiple low-cost components. Where applications are £10,000 or more, there might be additional factors we need to consider, due to the variety and breadth of applications of this value.

If you have an idea for something that isn't mentioned below, please don't be put off making an application! Please get in touch with us at: fundsandgrants@act4addenbrookes.org.uk to share your idea and we can let you know whether it is something ACT might be able to support.

1. Equipment

TYPE OF EXPENDITURE	WHAT ACT CAN AND CANNOT FUND	ADDITIONAL INFORMATION
Digital equipment for patient use/patient benefit	<ul style="list-style-type: none">• Applications for digital equipment that enhances patient welfare will be considered, for example, equipment that offers a welcome distraction for patients undergoing uncomfortable/distressing procedures (radios and VR headsets), tablets for patient use and games consoles for children and young people.• ACT may support the initial purchase of equipment but PAT testing and all associated costs, including running costs, maintenance,	<ul style="list-style-type: none">• Any digital equipment that requires an internet connection should be compatible for use on CUH's Wi-Fi.• Equipment should be added to departmental/ward inventories.

TYPE OF EXPENDITURE	WHAT ACT CAN AND CANNOT FUND	ADDITIONAL INFORMATION
	<p>warranties, licences and subscriptions, will be the responsibility of CUH.</p> <ul style="list-style-type: none"> • Please note we are unable to support the costs of data packages. 	
<p>Laptops, PCs, Tablets and phones for staff</p>	<ul style="list-style-type: none"> • If a device is necessary for somebody to carry out their day-to-day job (including to undertake training and costs associated with hybrid/home working), then it should be funded by their employer as a core cost. • Other applications (for example, a device needed for an ACT-funded research project or activities with patients) will be considered on a case-by-case basis, on the understanding that the device should be purchased via eHospital. 	<ul style="list-style-type: none"> • IT/digital/non-medical devices funded by ACT should be purchased via eHospital, who will organise the procurement or loan. • Laptops, PCs and phones that are part of a specific project with an end date should be returned to eHospital once the project has been completed. • Patient data should not be accessed or held on the devices. • Devices must be fully compatible for use on CUH's Wi-Fi connection. • Where appropriate, suitable protective covers/cases should be included as part of the funding application, for example, Otterbox covers. • Equipment should be added to departmental/ward inventories.

TYPE OF EXPENDITURE	WHAT ACT CAN AND CANNOT FUND	ADDITIONAL INFORMATION
<p>Medical and rehabilitation equipment for patients</p>	<ul style="list-style-type: none"> • ACT can fund medical and rehabilitation equipment (including gym equipment) that enhances the treatment and care of patients and is over and above (or out of scope of) NHS funding. • Any associated maintenance and warranty costs can be considered at the point of purchase, but all ongoing running costs, maintenance and warranties will be the responsibility of CUH. • Like-for-like replacements of equipment cannot be funded, or where additional standard equipment is required because of increased demand. 	<ul style="list-style-type: none"> • Before applying for funding, please contact Clinical Engineering, CUH Procurement and eHospital. • Equipment must be reviewed by the relevant team to ensure value for money, that it cannot be NHS funded, that health and safety regulations are adhered to, and that guarantees and warranties are in place. • In some cases equipment will require review by the CUH Investment Committee or Capital Advisory Board. This is dependent on the value of the equipment.
<p>Specialist chairs and wheelchairs</p>	<ul style="list-style-type: none"> • Specialist chairs may be considered for funding if they are over and above core NHS provision. • ACT cannot fund like-for-like replacement of standard chairs, or standard chairs for newly created areas • Chairs that are for transportation purposes (wheelchairs) or are for a clinical need are considered an NHS funding responsibility. 	<ul style="list-style-type: none"> • Before applying for funding, please contact Clinical Engineering, CUH Procurement and eHospital. • Equipment must be reviewed by the relevant team to ensure value for money, that it cannot be NHS funded, that health and safety regulations are adhered to, and that guarantees and warranties are in place.

TYPE OF EXPENDITURE	WHAT ACT CAN AND CANNOT FUND	ADDITIONAL INFORMATION
		<ul style="list-style-type: none"> In some cases equipment will require review by the CUH Investment Committee or Capital Advisory Board.

2. Patient welfare and wellbeing

TYPE OF EXPENDITURE	WHAT ACT CAN AND CANNOT FUND	ADDITIONAL INFORMATION
Bereavement support	<ul style="list-style-type: none"> ACT funds resources that offer bereavement support to patients and their relatives, for example, bereavement guides and resources for memory making such as cards, footprints and handprints and memory boxes. 	
Enhancements to the patient experience	<ul style="list-style-type: none"> ACT can fund items, resources and third-party services that promote and enhance positive patient experiences and support mental wellbeing. All enhancements should be available to patients free of charge. 	<ul style="list-style-type: none"> Applicants must carry out appropriate and proportionate due diligence on any third-party organisation that is engaged using ACT funding, to ensure they are suitable to deliver services in CUH. If a third-party organisation is funded by ACT and supplying a regular service on site within CUH

TYPE OF EXPENDITURE	WHAT ACT CAN AND CANNOT FUND	ADDITIONAL INFORMATION
	<ul style="list-style-type: none"> • Regrettably, ACT cannot fund gifts for individual patients. • ACT does not fund gift vouchers. 	<p>wards/departments, the organisation/supplier must have an honorary contract and DBS check. This must be organised in conjunction with CUH Divisional Management teams.</p>
Digital communications	<ul style="list-style-type: none"> • ACT will consider funding digital communications that have a clear patient benefit and are outside the scope of NHS funding, this includes the development of websites and videos, patient information screens, digital tools and apps. • Projects involving the development of websites, videos and apps can only be considered where CUH Communications has given their approval first. 	<ul style="list-style-type: none"> • If you have an idea for a website, video or app, please contact CUH Communications to discuss your idea and get their approval before submitting an application to ACT. Please upload evidence of their approval to your application. • All digital communications funded by ACT should acknowledge ACT's support within the content. • In addition, where ACT has funded a video, the video must: <ul style="list-style-type: none"> ○ have clinical sign-off ○ be produced by Media Studio – external companies may be used if prior approval is sought ○ be added to the Vimeo platform, hosted by Media Studios ○ have a review date so the continued validity of the information can be reviewed

TYPE OF EXPENDITURE	WHAT ACT CAN AND CANNOT FUND	ADDITIONAL INFORMATION
Individual patients, relatives and carers	<ul style="list-style-type: none"> Regrettably we cannot provide funding for an individual patient or family member. To ensure we are abiding by our charitable objects, our funding must result in benefit to a group or section of patients and not give rise to more than incidental private benefit to an individual. 	<ul style="list-style-type: none"> 'Turn2us' has a Grants Search tool that may be helpful in individual cases of hardship: https://grants-search.turn2us.org.uk/ 'Day One Trauma' offers small grants to trauma patients and their loved ones, to help with unexpected costs during hospital stays: dayonetrauma.org/supporting-you/ineedsupport/grant-funding

3. Spaces

TYPE OF EXPENDITURE	WHAT ACT CAN AND CANNOT FUND	ADDITIONAL INFORMATION
Air conditioning and fans	<ul style="list-style-type: none"> Appropriate temperature control is a CUH responsibility but ACT will consider funding for additional patient fans in extreme circumstances, for example, during heatwaves. ACT will not consider applications for air conditioning installation in isolation, or for portable air conditioning units – a supply of units is kept in the hospital basement. 	<ul style="list-style-type: none"> Any patient fans funded by ACT must be approved by CUH Procurement and meet infection control and health and safety requirements. PAT testing and ongoing maintenance costs are the responsibility of CUH.

TYPE OF EXPENDITURE	WHAT ACT CAN AND CANNOT FUND	ADDITIONAL INFORMATION
	<ul style="list-style-type: none"> ACT can consider funding for air conditioning where this is included as part of a holistic application to upgrade a ward or patient space. 	
Arts	<ul style="list-style-type: none"> ACT provides funding to support CUH's 'arts in health' programme. All ideas for projects involving art in any way should be discussed with the CUH Arts Team first. 	
Decorations for seasonal celebrations, festivals and days of importance	<ul style="list-style-type: none"> ACT funds CUH's Stronger Together Programme which supports seasonal celebrations, festivals and days of importance throughout the year. Applications for decorations outside of the Stronger Together programme can be considered only where costs are reasonable and the decorations comply with CUH policy, for example, fire safety and infection control. ACT reserves the right to decline applications that do not meet these criteria and/or not do represent best use of ACT funds 	<ul style="list-style-type: none"> Staff should be mindful of the environmental impact of decorations and they should be reusable and sustainable wherever possible.

TYPE OF EXPENDITURE	WHAT ACT CAN AND CANNOT FUND	ADDITIONAL INFORMATION
Furniture	<ul style="list-style-type: none"> • Applications for furniture can be considered on a case-by-case basis as part of a holistic refurbishment project. • ACT will not fund furniture that is: <ul style="list-style-type: none"> ○ essential for somebody to carry out their job (for example, a desk and chair) ○ an essential health and safety requirement ○ required as a fundamental part of patient care (for example, bedside cupboards, basic waiting room furniture) 	
Patient and relative spaces	<ul style="list-style-type: none"> • ACT can fund projects to enhance patient spaces (wards, break out rooms, surgical spaces, waiting rooms etc) including wall art and vinyls, lighting and decoration. • You can apply for funding for enhancements that are over and above what CUH can provide. This may also include the cost of designs being drawn up by a professional design company. 	<ul style="list-style-type: none"> • In the first instance please contact CUH Estates and Facilities and the 'Our Place' team to see what can be provided by CUH funds. • If you are applying for funding to change how a space is used, we would need to see evidence of CUH's permission – please contact CUH Estates and Facilities to get their approval and upload evidence of this to your application.

TYPE OF EXPENDITURE	WHAT ACT CAN AND CANNOT FUND	ADDITIONAL INFORMATION
Staff rooms/areas	<ul style="list-style-type: none"> • ACT can provide funding for refurbishing and enhancing staff rooms or staff areas. • You can apply for funding for enhancements that are over and above what CUH can provide. This may also include the cost of designs being drawn up by a professional design company. 	<ul style="list-style-type: none"> • In the first instance please contact CUH Estates and Facilities and the 'Our Place' team to see what can be provided by CUH funds. • CUH should provide a level of maintenance to worn out floors and walls and ensure that staff rooms are equipped with basic provisions. If you are applying for funding to change how a space is used, we would need to see evidence of CUH's permission – please contact CUH Estates and Facilities to get their approval and upload evidence of this to your application.
Water coolers and fountains	<ul style="list-style-type: none"> • Providing drinking water is a fundamental part of patient and staff care and is therefore an NHS funding responsibility. 	

4. Staff support and wellbeing

TYPE OF EXPENDITURE	WHAT ACT CAN AND CANNOT FUND	ADDITIONAL INFORMATION
Clinical supervision	<ul style="list-style-type: none"> ACT does not fund clinical supervision – this is considered to be a core NHS cost as the benefit has been proven. 	
Decorations and promotional items for staff stands	<ul style="list-style-type: none"> ACT can consider funding decorations and promotional items for stands recognising national or world health days where there is a clear rationale for the use of the items. Annual funding of up to £250 per event will be considered. The same event will not be funded more than once in any given financial year. 	<ul style="list-style-type: none"> Staff should be mindful of the environmental impact of decorations and promotional items and they should be reusable and sustainable wherever possible. The ACT logo and acknowledgement of ACT funding should be displayed on the stand.
Education, training and conference attendance	<ul style="list-style-type: none"> ACT no longer funds support for non-mandatory training and attendance at conferences as CUH departments have been asked to cover these costs. This includes any registration/attendance fees and associated travel and accommodation expenses. 	

TYPE OF EXPENDITURE	WHAT ACT CAN AND CANNOT FUND	ADDITIONAL INFORMATION
	<ul style="list-style-type: none"> • CUH staff who are not doctors should apply to the CUH Funded Learning Advisory Group (FLAG) for assistance with conference and non-mandatory training fees. • For CUH staff who are doctors, a study leave budget is available via the Postgraduate Medical Centre for the reimbursement of expenses related to Continuing Professional Development or Continuing Medical Education. • ACT also does not fund higher level qualifications for staff, for example, fees for Masters degrees, PG Certs, PhDs and Professional Doctorates. • ACT can consider funding for education, training and conference where it is associated with a broader ACT grant (for example, training associated with ACT-purchased medical equipment or conference attendance to present research findings from an ACT-funded research project) 	

TYPE OF EXPENDITURE	WHAT ACT CAN AND CANNOT FUND	ADDITIONAL INFORMATION
<p>National or regional conventions and symposia organised by CUH staff</p>	<ul style="list-style-type: none"> • ACT will only consider funding for hosting national or regional conventions and symposia where the potential for patient benefit is clear and the organisers have been unable to secure sufficient sponsorship. • ACT will consider funding up to a maximum of £1,000 per event towards the following costs only: <ul style="list-style-type: none"> ○ staff refreshments ○ venue hire, including AV equipment costs ○ speaker fees (not their travel and accommodation costs) <p>Please note that refreshment costs and day-delegate costs are capped at defined rates per person – this means that events with a smaller number of attendees might amount to less than £1,000. Where expected costs are less than £1,000, ACT will only fund the amount required.</p> <ul style="list-style-type: none"> • Applications will be considered on a case-by-case basis. • Although ACT funding may be used as contribution towards event refreshments, please be aware that ACT does not fund alcohol. 	<ul style="list-style-type: none"> • Details of the external sponsorship already secured should be included in your application. • The event should not be run for commercial or individual gain and any profits should go to CUH. • The ACT logo and acknowledgement of ACT funding should be included on all printed and digital material for the event. • A copy of the agenda or programme for the event should be uploaded to your application • Funding thresholds apply <ul style="list-style-type: none"> ! Please see the thresholds table below for details (section e).

TYPE OF EXPENDITURE	WHAT ACT CAN AND CANNOT FUND	ADDITIONAL INFORMATION
Professional membership costs and subscriptions to professional bodies	<ul style="list-style-type: none"> • ACT does not provide funding for professional memberships or subscriptions to professional bodies or their associated publications – these are regarded as the professional obligation of the individual member of staff. 	
Salaries	<ul style="list-style-type: none"> • ACT can consider the funding of salaries if they are part of an approved ACT grant/project. • ACT will not normally support employment costs for periods of longer than two years. 	<ul style="list-style-type: none"> • Beyond the salary, all associated costs must be borne by the employer (for example, parental leave, sickness and redundancy costs)
Staff recognition and incentives	<ul style="list-style-type: none"> • ACT funds CUH’s Stronger Together programme which supports staff recognition. Any request for localised staff recognition and incentives should be sought from the Stronger Together programme in the first instance. • Please be aware that ACT does not fund gift vouchers or alcohol. • ACT is unable to support the cost of staff attending one-off award ceremonies hosted by external organisations. 	<ul style="list-style-type: none"> • If you are interested in funding for staff recognition or celebration please contact the CUH Staff Recognition team: cuh.recognition@nhs.net.

TYPE OF EXPENDITURE	WHAT ACT CAN AND CANNOT FUND	ADDITIONAL INFORMATION
Staff refreshments	<ul style="list-style-type: none"> • ACT funds milk, coffee, tea and snacks for the staff pod within the Deakin Centre. • Applications for milk, coffee, tea and snacks will not be considered. • Refreshments for departmental/team meetings will not be considered, including meetings attended by external visitors. 	
Staff social events	<ul style="list-style-type: none"> • ACT funds CUH's Stronger Together programme which supports staff celebrations. • ACT does not fund staff social events, including Christmas parties and recreational activities. 	<ul style="list-style-type: none"> • If you have any ideas for staff celebrations, please send them to the CUH Staff Recognition team for consideration: cuh.recognition@nhs.net.
Staff team building/away days	<ul style="list-style-type: none"> • ACT can consider funding for staff team building and away days where: <ul style="list-style-type: none"> ○ there is a clear link between the defined outcomes and patient benefit ○ the event is open to everyone working in the relevant team ○ the content and aims of the event have been approved by the CUH Leadership & OD team and they have confirmed that 	<ul style="list-style-type: none"> • ACT has limited funds available for staff team building/away days and therefore we cannot guarantee that we can support all applications. • Funding is subject to the qualifying criteria mentioned in this guidance. Where funding is awarded, only one event per team will be funded each year. • In the first instance, please discuss funding for team building/away days and your facilitation

TYPE OF EXPENDITURE	WHAT ACT CAN AND CANNOT FUND	ADDITIONAL INFORMATION
	<p>there are no CUH funds available for the event</p> <ul style="list-style-type: none"> • ACT can consider funding towards the following costs: <ul style="list-style-type: none"> ○ staff refreshments ○ external venue hire, including AV equipment costs ○ speaker and external facilitator fees (not their travel and accommodation costs) only where CUH in-house facilitators cannot be used • ACT does not fund recreational team building activities, for example, escape rooms. • Please be aware that ACT does not fund alcohol. 	<p>needs with the CUH Leadership & OD team. Please get their approval before making an application to ACT and upload evidence of this to your application.</p> <ul style="list-style-type: none"> • Any external venues used should be appropriate and represent good value for money. ACT encourages the use of charitable/community venues, for example, the Arthur Rank Conference Centre. • Only venues with a dedicated, private meeting room and appropriate equipment should be used – meeting at a table in the main seating area of a pub or restaurant would not be viewed as appropriate, for example. • The ACT logo and acknowledgement of ACT funding should be printed on all printed and digital material for the event. • A copy of the agenda or programme for the day should be uploaded to your application. • Funding thresholds apply <p>Please see the thresholds table below for details (section f).</p>

TYPE OF EXPENDITURE	WHAT ACT CAN AND CANNOT FUND	ADDITIONAL INFORMATION
Workwear	<ul style="list-style-type: none"> • It is CUH's responsibility to provide appropriate workwear to their staff. • ACT will not fund workwear that is essential for somebody's job or required in order maintain an appropriate body temperature at work. 	

5. Research

TYPE OF EXPENDITURE	WHAT ACT CAN AND CANNOT FUND	ADDITIONAL INFORMATION
Postgraduate student fees	<ul style="list-style-type: none"> • ACT does not provide funding for Masters fees or PhD fees, either in full or in part. 	
Poster printing	<ul style="list-style-type: none"> • The cost of printing a poster for a poster presentation can be considered if the research featured on the poster has been funded by ACT. 	<ul style="list-style-type: none"> • The ACT logo and acknowledgement of ACT funding should be printed on the poster.

TYPE OF EXPENDITURE	WHAT ACT CAN AND CANNOT FUND	ADDITIONAL INFORMATION
Publication costs	<ul style="list-style-type: none"> • If ACT is funding a research project, we can also consider funding associated publication fees. • Applications will be considered on a case-by-case basis. ACT has limited funds available for publication costs and therefore we cannot guarantee that we can support all applications. 	
Research study participant costs/allowances	<ul style="list-style-type: none"> • ACT does not fund research study participant costs/allowances beyond those already included as part of an ACT research funding application. 	

Funding thresholds

	ITEM	AMOUNT	ADDITIONAL INFORMATION
a.	Decorations and promotional items for staff stands	Annual, one-off funding of up to £250 per event.	<ul style="list-style-type: none"> Staff should be mindful of the environmental impact of decorations and promotional items and they should be reusable and sustainable wherever possible. The ACT logo and acknowledgement of ACT funding should be displayed on the stand.
b.	Return travel fares	All fares must be economy/standard	<ul style="list-style-type: none"> Public transport should be used wherever possible. Reasonable travel costs to the outbound train station or airport can be considered, including airport parking costs (valet parking or premium services will not be considered).
c.	Return travel by car	27 pence per mile	<ul style="list-style-type: none"> It is the driver's responsibility to ensure they are properly insured for the purpose of the journey, including taking any passengers. We encourage CUH staff to explore using the CUH Car Pool service as an alternative – the Access office can offer advice on this. Taxi fares will only be considered in exceptional circumstances, where no other reasonable mode of transport is available.
d.	Bed and breakfast accommodation	Up to £130 per night inner city, or £100 per night elsewhere.	<ul style="list-style-type: none"> Bed and breakfast costs will only be considered if they are due to attending a conference that is clearly linked to an ACT-funded research project and no departmental funding is available. Accommodation costs will be considered for the duration of the conference only.

e.	National or regional conventions and symposia organised by CUH staff	<p>Up to £1,000 per event, including the following caps:</p> <p>Refreshments only:</p> <p>Up to £10 (exclusive of VAT) per person.</p> <p>Off-site venues:</p> <p>Up to £50 (exclusive of VAT) per person, to include all costs (e.g. room hire, refreshments, A/V equipment etc).</p>	<ul style="list-style-type: none"> • ACT funding can be used towards the following costs only: <ul style="list-style-type: none"> ○ staff refreshments ○ venue hire, including AV equipment costs ○ speaker fees (not their travel and accommodation costs) • Where expected costs are less than £1,000, ACT will only fund the amount required. • Details of the external sponsorship already secured should be included in your application. • The event should not be run for commercial gain and any profits should go to CUH. • The ACT logo and acknowledgement of ACT funding should be included on all printed and digital material for the event. • A copy of the agenda or programme for the event should be uploaded to your application.
f.	Staff away days	<p>Refreshments only:</p> <p>Up to £10 (exclusive of VAT) per person.</p> <p>Off-site venues:</p>	<ul style="list-style-type: none"> • ACT has limited funds available for staff team building/away days and therefore we cannot guarantee that we can support all applications. • In the first instance, please discuss funding for team building/away days and your facilitation needs with the CUH Leadership & OD team. Please get their approval before making an application to ACT and upload evidence of this to your application. • Any external venues used should be appropriate and represent good value for money. ACT encourages the use of charitable/community venues, for example, the Arthur Rank Conference Centre.

		Up to £50 (exclusive of VAT) per person, to include all costs (e.g. room hire, refreshments, A/V equipment etc).	<ul style="list-style-type: none">• Only venues with a dedicated, private meeting room and appropriate equipment should be used – meeting at a table in the main seating area of a pub or restaurant would not be viewed as appropriate.• The ACT logo and acknowledgement of ACT funding should be printed on all printed and digital material for the event.• A copy of the agenda or programme for the day should be uploaded to your application.
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In all cases:

- Your funding application to ACT must be approved before any travel, accommodation or venue bookings are made, or costs are incurred.
- Costs must be within the allowances above. Where the requested amount exceeds these allowances, ACT will reimburse/fund up to the allowance value only.
- Every effort should be made to obtain discounted or best value travel, accommodation, venues and resources.

Who to contact in CUH

We hope you find this list of some of the key CUH contacts helpful. Please be aware that all projects and activities funded by ACT should conform to CUH's compliance requirements to ensure value for money, that health and safety regulations are adhered to, and that guarantees and warranties are in place.

Arts	All projects that incorporate art in any way should be discussed with the CUH Arts Team. You can contact the Addenbrooke's Arts Team at: cuh.arts@nhs.net
Digital Communications	If you have an idea for a website, video or app, please contact CUH Communications to discuss your idea and get their approval before submitting an application to ACT. You can contact CUH Communications at: cuh.communications@nhs.net
Equipment	All medical equipment must be approved by Clinical Engineering. You can contact Clinical Engineering at: cuh.clinicalengineering@nhs.net Purchases of any other equipment must be approved by CUH Procurement. You can contact CUH Procurement at: cuh.procurement@nhs.net
Estates and Facilities	Any project that affects the material structure of the hospital estate must be approved by the Estates and Facilities department. To contact Estates and Facilities, please email: cuh.minor.works@nhs.net

	<p>If you are seeking funding to improve a patient or staff area, please contact both Estates and Facilities and 'Our Place' in the first instance to make them aware of your ideas and to see what CUH funding might be available.</p> <p>To contact 'Our Place' please get in touch at: cuh.ourplace@nhs.net</p>
Fire Safety	<p>All projects must be compliant with CUH fire safety requirements.</p> <p>If you have any queries about fire safety requirements, please contact the Fire Team at: cuh.firesafetyteam@nhs.net</p>
Infection control	<p>All charitable expenditure must be compliant with CUH infection control requirements. If you have any queries about infection control requirements, please contact the Infection Control team at: cuh.infectioncontrol@nhs.net</p>
IT	<p>If you are seeking funding for IT hardware, you should first contact the eHospital team to ask for their approval and to check that the hardware cannot be CUH-funded.</p>
Staff Recognition	<p>If you are interested in funding for staff recognition or celebration please contact the CUH Staff Recognition team in the first instance at cuh.recognition@nhs.net.</p>

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