

**Over  
AND  
Above**



**North West Anglia  
NHS Foundation Trust**

**Our Trust Charity**

**Covering**

**Peterborough City Hospital  
Hinchingbrooke Hospital  
Stamford Hospital  
Doddington Hospital Outpatients  
Princess of Wales Hospital,  
Ely Outpatients**

**Fundraising Pack**

# Why fundraise for

# Over AND Above



## Our Trust Charity

The Trust Charity exists to support the Trust in providing the best possible healthcare to our patients. Funds raised through charitable donations allow us to raise standards above the level that NHS funding alone allows. The money donated is held as charitable funds, and used according to donors' wishes.

Many patients and families kindly give to our Hospitals Charitable Fund to support the work of the Trust.

Fundraising supports anything that will improve the healthcare experience of our patients and their families, 'over and above' what the Trust provides. The Charity provides support to the Trust by the following means:



### PATIENTS AND OUR COMMUNITY

Our patients, their family and carers are at the heart of all we do at the Trust. We provide the extras to ensure every patient experiences the best possible outcome and the highest quality of care in pleasant and comfortable surroundings.



### STAFF

We support staff with additional training, which allows staff to keep up with new processes and innovations from the wider health service.



### EQUIPMENT

Donations help us to provide additional equipment to enhance patient care and provide the best possible treatment.



### RESEARCH AND DEVELOPMENT

Donations help us support medical research and development within the Trust.



### OUR ENVIRONMENT

We help to improve the environment and patient comforts, creating an ambient atmosphere making our spaces more welcoming and comfortable for everyone

## IMPORTANT FUNDRAISING INFORMATION

### Legalities of Fundraising

Please be aware that there are certain procedures that must be followed when fundraising. These are laid down by central and local government in order to protect you, the fundraiser, and your supporters. If you are unsure about any aspect of fundraising legalities, please do not hesitate to contact us at [nwangliaft.charitablefunds2@nhs.net](mailto:nwangliaft.charitablefunds2@nhs.net)

The Trust Charity insurance does not cover fundraisers and fundraising activities so we suggest fundraisers check insurance cover with the organisers of their event, where appropriate.

### Fundraising Authorisation form

Before commencing fundraising activities, please ensure that you complete the Fundraising Authorisation form at the back of this pack, and post back to us using the enclosed pre-paid envelope or scan and email to [nwangliaft.charitablefunds2@nhs.net](mailto:nwangliaft.charitablefunds2@nhs.net). The Charitable Fund Administrator will contact you to acknowledge receipt of your form and provide you with a Letter of Authorisation so that you can start fundraising with the Charity's full knowledge and support.

If relevant, you will need to arrange and manage all promotional and advertising materials yourself. On all promotional and advertising material, tickets, posters etc, you must state that you are raising money:

- ❖ In aid of [name of ward or department]
- ❖ North West Anglia NHS Foundation Trust Charitable Fund
- ❖ Registered Charity No. 1050601

### Raffles

Raffles have regulations governing them, including the requirement to obtain a license from the local authority, along with certain ticketing regulations with which you must comply. If you require any further assistance please contact your local authority.

### Fundraising and the Law

Below are some legal requirements you need to be aware of while fundraising for any charity. They have been established as safeguards by the Charity Commission to protect both you and the registered charity benefiting from your activity:

- ❖ It is illegal to collect money in a public place without permission.
- ❖ The Trust does not support the use of collection boxes.
- ❖ When organising a public event you must notify your local council and the police before you start making plans.
- ❖ All leaflets, advertisements and any written documents which are intended to persuade people to give money to the charity must by law contain the words: 'North West Anglia NHS Foundation Trust Charitable Fund, Registered Charity no. 1050601'. The Charity will need to have approved these in form and content prior to the distribution so please send draft versions to Charitable Funds, Dept. 406, Peterborough City Hospital, Bretton Gate, Peterborough, PE3 9GZ or email [nwangliaft.charitablefunds2@nhs.net](mailto:nwangliaft.charitablefunds2@nhs.net)
- ❖ By quoting our Charity all the money you collect will have to go towards your specified area of the Trust. Charitable Funds cannot be used for any other purpose than that specified by the donors.

# Over AND Above

**NHS**  
North West Anglia  
NHS Foundation Trust

## Our Trust Charity

supports its staff and those accessing  
Funds the Trust healthcare services.

Thank you for your support!



£70,000 raised for new cardiac  
echo machine in Amazon  
children's ward

Charitable Fund Administrator, Dept 406, Peterborough City Hospital, Bretton  
Gate, Peterborough, PE3 9GZ

[www.nwangliaft.nhs.uk](http://www.nwangliaft.nhs.uk)

[nwangliaft.charitablefunds2@nhs.net](mailto:nwangliaft.charitablefunds2@nhs.net) Tel: 01733 677970

Online Donations can be made via Just Giving

<https://www.justgiving.com/nwangliaftCharity>

Facebook/Twitter

Over and Above at North West Anglia NHS Foundation Trust

**Fundraising Authorisation Request (Please complete and submit before publicising your event)**

Date of Activity: .....

Please describe the fundraising activity: (please complete)

.....

Please specify hospital site, ward or department to benefit from the money raised: (if applicable)

.....

Fundraiser Details: (please complete)

Name .....

Address .....

.....

Telephone (Home)..... (Mobile).....

Email .....

In signing this form, the fundraiser agrees to the following conditions:

- 1. Any receipts and other communications given by the Fundraiser to the public will record that the Fundraiser is raising money on behalf of the Trust's Charity.
- 2. The Fundraiser will notify the Charity if any events other than those detailed above are planned. The Charity has the right not to recognise any fundraising activities which it believes are not in the interest of the Charity or the furtherance of its Objects Clauses.
- 3. The Fundraiser will keep accurate accounting records for all monies raised on behalf of the Charity with these records being open for inspection and sharing with the Charity upon request.
- 4. The Fundraiser will account to the Charity within 28 days of the monies being raised, (event date ..... ) without making any deductions.
- 5. The Trust Charity insurance does not cover fundraisers and fundraising activities so we suggest fundraisers check insurance cover with the organisers of their event, where appropriate.
- 6. This authorisation represents the entire agreement between the Fundraiser and the Charity. The Fundraiser is not permitted to represent the Charity for any other purpose.

Name (printed) .....

Signature.....Date.....

Please return to the Charitable Fund Administrator in the attached pre-paid envelope or scan and email to [nwangliaft.charitablefunds2@nhs.net](mailto:nwangliaft.charitablefunds2@nhs.net)

Thank You.