



Staff Lottery

Staff Lottery Application Bid Form

Name	
Department	
Contact telephone number	
Email address	

Details of the project

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Cost of the project including VAT)

£

Please obtain quotes from the Trust Procurement & Supplies Department before submitting the application bid form to confirm the cost.

Benefits of the project**Senior Manager Approval for Application to be considered**

I support the bid and confirm no alternative charitable funds are available to fund the project

Name	
Title (i.e. General Manager /Care Group Manager)	
Email Address	
Signature	
Date	

Completed applications should be submitted to the Charitable Funds Committee by email to the Trusts Charitable Funds Accountant at nth-tr.stafflottery@nhs.net

Staff Lottery Grant Eligibility Criteria

The grant allocation funding agreed in support of staff health & wellbeing projects will be assessed and approved by the Staff Lottery Bid Approval Group or the Charitable Funds Committee on receipts of the completed Staff Lottery grant application bid form.

Grant eligibility criteria

In order to qualify to apply for funding through the staff lottery grant scheme the initiative/ project / equipment identified within the bid must meet the following criteria:

1. Each bid must clearly demonstrate a clear staff benefit or staff health or wellbeing focus.
2. The fund may be used to purchase equipment, which improves staff health outcomes.
3. The fund may be used to pump prime wellbeing projects on the understanding that funding will be time limited and that there would be an expectation from the users of the service to cover costs should the activities continue beyond the pilot period.
4. The fund may be used to improve staff facilities used to support health & wellbeing.
5. The fund must not provide sole benefit for an individual.

Schedule of meetings

Following implementation of the staff lottery, the grant applications will be allocated at the Staff Lottery Bid Approval Group or by the Charitable Funds Committee twice per annum or when funds are available.

Staff Lottery Bid Approval Group will consist of a minimum of four representatives, including a member of staff from Finance, Fundraising/Communications, Staff health & Wellbeing and a Non-Executive Director & and request attendance of a representative from the 100 leaders project.