

# **Application Guidance**

If you wish to request consideration for financial support from the Thank You Healthcare Staff Charity you must complete the charity grant form that is hosted on <u>thankyouhealthstaff.org</u>. This document aims to provide guidance and support in completing an application.

### **Completing the Form**

#### **Professional Registration Number**

If you hold a professional registration number please include here. If your registration has lapsed please still include.

#### ESR Number

Please include your Electronic Staff Record number from your current or most recent NHS employer.

#### **Current or Previous NHS Trust**

Please include your most recent Employer.

#### **Type of Application**

Please select the type of application. If selecting other, please include further details in the Application Reason section.

#### **Amount Requested**

Please input the value of support you are requesting. The maximum grant value is  $\pm 5,000$ .

#### Application Reason

Please detail the reason for your application (further guidance below).

#### Who will be paid

Please select who the grant will be paid too. Please note that direct payments will only be made in exceptional circumstances.

#### Supporting Evidence

Please include as much supporting evidence as possible.

## What to Include in your Application

All application reasons will be personal to you. The more detail you include about your personal circumstances will help us make a speedy informed decision on approving the grant. The aim of the charity is to help individuals get back to work in the NHS or increase capacity to take on more work. In your application you will need to explain how the grant will help you do this, for example details of a training course that needs to be completed, or the financial burden of short term childcare requirements that need to be covered to help you return to work.

Please also include attach any further evidence that will support your claim such as details of courses, childcare providers, communications with your current or former employer.

### **Data Protection**

We will process any personal data collected in accordance with our data protection policy/ policy on processing special categories of personal data. Data collected from the point at which we become aware of the issue is held securely and accessed by, and disclosed to, individuals only for the purposes of providing the necessary support.



