

## Barts Charity funding guidelines

We are delighted that you are thinking of asking us for funding from a restricted fund (known as a Special Purpose Fund).

Barts Charity will consider **all** claims submitted for funding so long as they are:

- In line with the fund purpose; and
- Approved by the fundholder/ fundholders

Detailed guidelines on expenditure are no longer provided. The following items **cannot** be claimed from restricted or specific purpose funds, and any claims will not be approved and paid by Barts Charity regardless of fundholder approval:

- All IT equipment and software
- Undergraduate and masters degree courses.
- Research related expenditure
- Salary and staff remuneration costs

Details of funds and fundholders may be shared with Barts Health or QMUL to further facilitate the effective use of funds.

We encourage applicants to provide clear information and supporting evidence to assist fundholders in making informed decisions, and our team is always available to discuss any questions or clarifications throughout the process ([financeteamgrants@bartscharity.org.uk](mailto:financeteamgrants@bartscharity.org.uk)).

**Please note all claims must be over £20.**

To minimise delays in processing claims, please ensure that:

- For reimbursements, clear evidence of expenditure is provided; and
- For supplier invoices, all invoices are dated, include an invoice number, and are addressed to 'c/o Barts Charity'.
- Individual claims over £1,000 are approved by two fundholders.

### Expenditure over £5,000

For any requests for expenditure over £5,000, please submit your supporting evidence along with the SPF you wish to use and evidence of approval by two fundholders from

that SPF to [financeteamgrants@bartscharity.org.uk](mailto:financeteamgrants@bartscharity.org.uk). Your request will then be raised and processed internally rather than by the online application form.