**No:**

# Great Western NHS Foundation Trust Staff Lottery

**Application to the Staff Lottery Fund**

Once completed this form should be submitted to: Janine Sullivan, IM&T, Commonhead

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| Details of Applicant/s Full Name: ……............................................................. Department: ……………………………………….  (This should be the individual completing this form and/or the individual who will act as a contact point for the Lottery Committee)  Work Telephone Number: …........................... Number of staff who will benefit: …..................................... |

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| **Details of Application** (One form per application)  Please describe the application by answering the following questions (continue on separate sheet):  What would you use the money for? (**NB** we no longer provide funding for kitchen appliances/electrical goods, though other electrical goods may be considered) ..……………...……………………………………...  ……………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………  In what way would this benefit staff? Include all staff names with signatures’ on the back on the form (or separate sheet)……………………………………………………………………...  …………………………………………………………………………….……………………………………...  …………………………………………………………………………….……………………………………...  …………………………………………………………………………….……………………………………...  How much money will you need in total? (Please ensure that you have fully costed your bid. Additional cash may not be available at a later date). Please give a complete breakdown of these costs.  …………………………………………………………………………….……………………………………...  …………………………………………………………………………….……………………………………...  …………………………………………………………………………….……………………………………...  Are there any recurring costs (e.g. maintenance, batteries, cleaning, renewal, spares etc)? How much do you expect these to cost per annum? (Under normal circumstances the Lottery Committee will not pay for recurring costs).  …………………………………………………………………………….……………………………………... |

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| Processing Your Application A signature of the relevant Manager/Departmental Head should be gained to support the application.  I have read and support the above application: …………………………………………………...…. (Manager)  Signature of the Applicant: …………………………………………...….. Date: …………………………….  This application form should now be forwarded to Janine Sullivan at Common Head Offices. The Lottery Committee meet each month and discuss the bids. Both successful and unsuccessful bids will be advised by telephone, email or letter. Lottery Draws are held on the third Thursday of the month and are posted on the Intranet and sent out via site communications within 5 days.  Enquiries about the completion of this form should be directed to Janine Sullivan (Ext. 5671) |