

**Community Nursing Innovation Programme 2025**

***Dear Manager,***

Your employee is applying for the funds from The Queen’s Nursing Institute to run an innovative project. We would like you to complete the following statements in support of the application and we also require a statement from the appropriate finance advisor within your organisation.

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| **Name of the applicant** |  |
| **Organisation** |  |
| **Title of the project** |  |

**This section should be completed by applicant’s manager:**

|  |  |
| --- | --- |
| Please confirm that the applicant has had an enhanced check with adult’s /child’s barred list check through the Disclosure and Barring Service (DBS) | [ ]   |
| Please confirm that the employing organisation has safeguarding policies in place for children, young people and vulnerable adults. | [ ]  |
| Please confirm that the applicant will have your permission to undertake the work of the project including the six workshop days and seven, monthly online support meetings 4-5pm. | [ ]  |
| Please confirm that the project will have designated person assigned to assist with project finances. | [ ]  |
| **Manager’s Details** |
| **Name** |  |
| **Job title** |  |
| **Email address** |  |
| **Phone number** |  |
| **Signature**  |  |
| **Date** |  |

**This section should be completed by the organisation’s finance representative:**

The QNI is a small charity who hold the £5,000 project funds for the project lead. These funds can be spent on any items, services, education, subscriptions which enhance the community project, and help to achieve the project aims and objectives and make it sustainable. These items do not have to be procured as the funds are already agreed, as the project lead has applied directly to the QNI for funding.

**The process for payment of funds is as follows:**

1. Project lead obtains a quote for items/services/education/subscriptions.

2. This is sent to the Director of Nursing Programmes (Innovation and Policy), The QNI, to approve.

3. A purchase order is raised by the QNI and sent to the trust, as a guarantee that the QNI will pay the funds (there is no need for the trust to look for different quotes/suppliers once the QNI has approved).

4. The trust pays the supplier for the invoiced goods/services, or to the project lead if the expenses have been paid directly by the project lead.

5. The trust raises an invoice and sends to the QNI.

6. The QNI pays the invoice issued by the trust.

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| **Please confirm that this is a suitable financial process for your organisation.** | [ ]  |
| If the project is successful and you wish to discuss an alternative process, we will contact you at a later stage. *(Please add any comments below)* |
|  |
| **Finance representative’s details** |
| **Name**  |  |
| **Job title** |  |
| **Email address** |  |
| **Phone number** |  |
| **Signature**  |  |
| **Date** |  |

For any queries regarding this statement, please email Aga.Kusmierz@qni.org.uk.