



## APPLICATION PACK FOR SMALL GROUP GRANTS

### GUIDELINES FOR COMPLETION

Please read these guidelines for completion before applying to us, to ensure your organisation meets our application criteria. The Application Form is attached to the Guidelines. It should be **fully** completed and returned to the address at the foot of the form.

### WHO WE ARE

Charlie's Gift is a Hertfordshire based charity that awards grants to support local children who face challenges in life because of health issues, disability, special need, bereavement or poverty.

Charlie's Gift has been set up by Trustees Nicole and Jason Fidler in memory of their young son Charlie who died suddenly in June 2010, from Anaphylactic Shock, aged just 8 years old. Charlie was a loving and giving little boy who lived his short but happy life to the full.

In keeping with the compassionate spirit to which Charlie approached his life, our aim as a charity is to provide funding to disadvantaged children living in Herts, Beds and Bucks, for those little extras to bring smiles and happiness all round. Charlie's Gift is a UK Registered Charity (number 1154056).

### WHO IS ELIGIBLE FOR A GRANT

Small groups/clubs/organisations supporting children up to the age of 17-years operating within Hertfordshire, Bedfordshire or Buckinghamshire. The children attending the 'group' should also be living within the Three Counties area. Eligible groups should be supporting children for one or more of the following reasons:

- Poverty and financial hardship
- Mental Health
- Bereavement
- Disability or Special Need
- Life-limiting condition or serious illness

Please note that small independent groups who are mostly reliant on their own fundraising for income will be prioritised over those who are part of and funded by a larger organisation or charity.



## WHEN CAN YOU APPLY

We will open up applications twice per year on the following dates:

OPENING DATE FOR APPLICATIONS	CLOSING DATE FOR APPLICATIONS
March 27 <sup>th</sup>	April 27 <sup>th</sup>
September 27 <sup>th</sup>	October 27 <sup>th</sup>

Please note that successful applicants must wait a full calendar year before submitting any further applications to us.

## WHAT YOU CAN APPLY FOR

All funding requests must be shown to be of **clear and direct** benefit to **all** of the children in your group.

We **will** accept applications for the following:

- Indoor and Outdoor play equipment
- Sports equipment
- Sensory/Soft Play items
- Art/Music items for use by the children
- Technology items for use by the children
- Cooking equipment for use by the children

There may be something you would like to request that is not included in the above list. Please contact The Trustees of Charlie's Gift via email: [info@charliesgift.co.uk](mailto:info@charliesgift.co.uk) before completing an application form, to find out if it we would consider an application from you for your specific request.

## WHAT YOU CAN'T APPLY FOR

We **do not** accept applications for the following:

- General running costs for the group and facilities (staff wages, premises hire, maintenance and upkeep costs)
- Travel/parking costs for staff or other adults
- Staff and parent training courses
- Kitchen appliances for use by staff and other adults (kettles, toasters etc.)
- Furniture used by staff and other adults (coffee tables, chairs, sofas etc.)
- White goods (large domestic electrical items such as fridges/freezers/cookers/washing machines etc.)
- Lycra therapy suits for the children in the group
- Therapy costs for the children in the group
- Money donations towards a planned future project
- Second hand items



## WHO CAN APPLY FOR THE GRANT

Applications can be submitted by a Group Leader or the Lead Fundraising Person within the Group.

## YOUR APPLICATION

Please fully complete the application form to the best of your ability. Where you are unable to supply any information, please state the reason on the form. Any grant applications not fully completed without such an explanation, will be returned to the applicant.

Forms that include a clear breakdown of costs for the grant sum requested will be processed far quicker than those that are missing information. You may also attach any other information relevant to your application for example, a supplier's quotation.

It is **essential** you provide both an up-to-date **telephone number** and **email address** on which to reach you.

You will be contacted by email within one month of the application closing date, to notify you of our funding decision.

## CONFIDENTIALITY AND DATA PROTECTION

All information provided in applications will be treated in the strictest of confidence and will only be made available to the Trustees of Charlie's Gift for the purposes of consideration for grant approval. Completed application forms may also be made available to The Charities Commission for regulatory purposes.

Your information will be held securely in accordance with our data protection policy. To see our data protection policy please visit our website at [www.charliesgift.co.uk](http://www.charliesgift.co.uk), or request a copy either via email or post.



## **IMPORTANT TO NOTE**

We very much hope that your application for a grant from Charlie's Gift will be successful. Please be aware that by accepting a Charlie's Gift grant you agree to the following:

1. To provide a photo of the funded equipment within the Group setting, plus a few words about how the equipment is making a positive difference to the children you support. These should be emailed to Charlie's Gift within 1 month of receiving the equipment, for use in our charity publicity materials.
2. That once your Group has taken delivery of the equipment it becomes the property of the Group and as such Staff and Volunteers should be responsible for the funded equipment. This includes ensuring its safe-usage, upkeep and replacement should it develop a fault in any way.
3. That once the Group has taken delivery of the equipment, Charlie's Gift accepts no liability for damage to the funded equipment as a result of accident or misuse. Charlie's Gift also accepts no liability for injury to any person using the equipment as a result of accident or misuse.

## **THE NEXT STEP**

Once you have completed, signed and dated the application form, please return the form to the following address for consideration by the Trustees of Charlie's Gift:

The Grants Programme Manager  
Charlie's Gift  
39 Collett Road  
Hemel Hempstead  
Herts  
HP1 1HY





[illegible]

ABOUT THE APPLICANT	
14	Applicant's full name:
15	Applicant's position within the group:
16	Work Address for correspondence:
Post Code:	
17	Applicant's preferred contact telephone number:
18	Applicant's email address:
19	Please tick the box to indicate that you consent for us to hold your information securely in accordance with our Data Protection Policy <input type="checkbox"/>

ANY OTHER INFORMATION	
20	Here you may provide any other information helpful to your application:

THE GRANT AWARD AGREEMENT	
<p>We very much hope that your application for a grant award from Charlie's Gift will be successful. Please be aware that by accepting a Charlie's Gift grant you agree to the following:</p> <ol style="list-style-type: none"> <li>1. To provide a photo of the funded equipment within the Group setting, plus a few words about how the equipment is making a positive difference to the children you support. These should be emailed to Charlie's Gift within 1 month of receiving the equipment, for use in our charity publicity materials.</li> <li>2. That once your Group has taken delivery of the equipment, it becomes the property of the Group and as such Staff and Volunteers should be responsible for the funded equipment. This includes ensuring its safe-usage, upkeep and replacement should the equipment develop a fault in any way.</li> <li>3. That once the Group has taken delivery of the equipment, Charlie's Gift accepts no liability for damage to the funded equipment as a result of accident or misuse. Charlie's Gift also accepts no liability for injury to any person using the equipment as a result of accident or misuse.</li> </ol>	
<p>I understand and agree to the above should my grant application be successful:</p> <p>Signature of Applicant (hand-written or electronically scanned):</p> <p>Print Name:</p> <p>Date:</p>	



When you have completed the Application Form and have checked that all of the information you have provided is correct, please print and return by post or email for consideration by the Trustees of Charlie's Gift:

Postal address:

The Grants Programme Manager,

Charlie's Gift,

39 Collett Road,

Hemel Hempstead,

Hertfordshire, HP1 1HY

Email address:

[info@charliesgift.co.uk](mailto:info@charliesgift.co.uk)

You will be notified of the outcome of your application by email within one month of the Closing Date for applications.

OPENING DATE FOR APPLICATIONS	CLOSING DATE FOR APPLICATIONS
March 27 <sup>th</sup>	April 27 <sup>th</sup>
September 27 <sup>th</sup>	October 27 <sup>th</sup>

Please note, you may be contacted by our Grants Programme Manager to discuss your application more fully.

Should you wish to contact us to discuss a potential application before applying to us, please call 01442 213638 to speak to the Grants Programme Manager.

