



APPLICATION GUIDELINES For Individual Grants

***Please read these guidelines carefully
before completing the application form.**

WHO WE ARE

'Charlie's Gift' is a Hertfordshire based charity, which provides grants of money to support local children who face challenges in life because of health issues, special needs, 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, aged just 8 years. Charlie was always a loving and giving little boy who lived his short but happy life to the full.

In the compassionate spirit to which Charlie approached his life, our aim as a charity is to lend a financial helping hand to children whose lives are touched by adversity, living within Hertfordshire, Bedfordshire and Buckinghamshire. Our hope is that the grants of money will help towards making these children's lives a little happier and a little easier.

'Charlie's Gift' has been registered with the Charities Commission since October 2013 (Registered Charity No. 1154056), but has been fundraising since October 2011.



WHO CAN APPLY FOR A GRANT

- Applications for grants of money can be made on behalf of individual children by a parent or guardian, or by a Health, Educational, Social or Welfare professional. Applicants should have direct contact, or be working with the child on a regular basis.

WHO IS ELIGIBLE FOR A GRANT

- Children up to the age of 18 years, whose main address is in Hertfordshire, Bedfordshire or Buckinghamshire at the time of application and approval.

WHAT YOU CAN APPLY FOR

- We consider requests for grants, which will be of clear and direct benefit to the child. Examples may include funding for a specialised piece of equipment (medical, educational or recreational) for use **solely** by the child, specialised training for family members to better support their child, help with medical treatment costs, or residential trips/days out/holidays. Please note: we do not provide grants for white goods (large domestic electrical items such as fridges or washing machines), or general home renovations.
- Under the section **ABOUT THE GRANT** please ensure that you request a specific amount and provide us with a detailed breakdown of what the grant money will be spent on and where you will be purchasing it. It would be helpful to us if you could attach a copy of a written quote for larger purchases, if available.

YOUR APPLICATION

- Under the section entitled **ANY OTHER INFORMATION**, you may wish to include here any other details that are relevant to your application, for example if your application is time-sensitive and you need the grant awarded by a particular date.
- Once you have completed, signed and dated sections 1-16 of the Individual Grant Application form, please pass the entire form to your chosen Professional person who has agreed to support your application (See over). We will then contact your chosen Professional with regards to your application.



SUPPORTING THE APPLICATION

- All applications must be supported by an appropriately qualified Professional person e.g. G.P., Health Visitor, Paediatric Consultant, Occupational Therapist, Physiotherapist, Speech and Language Therapist, Bereavement Counsellor, School Teacher, Social Worker etc. They should know the child well and have worked/or be working with the child at present.
- They should then complete sections 17-21 of the form, **SUPPORTING THE APPLICATION**.
- Please provide them with a stamped addressed envelope for return of the completed Individual Grant Application form (sections 1-21). The return address can be found at the bottom of this page.

CONFIDENTIALITY AND DATA PROTECTION

- All information provided in applications will be treated in the strictest confidence and will only be made available to the Trustees of Charlie's Gift for the purposes of consideration for grant approval. Completed Grant 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, 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 signing the form you agree to:

- Send **copies** of receipts/invoices for all grant money spent, within 4 weeks from the date of the grant award letter, plus a photo of your child with the item/s purchased with the grant.
- Please now return the completed form (sections 1-21), 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**



A FEW FINAL POINTS

Here are just a few points to note:

- The Trustees will consider applications on a case-by-case basis.
- In some cases the Grants Programme Manager will contact you to discuss your application more fully.
- We will contact your chosen Professional with regards to your application if they are not already known to Charlie's Gift.
- All applications are considered on their individual merits and are dependent upon funds within Charlie's Gift at any particular time.
- There is no upper limit on the level of grant that may be awarded. However, in some circumstances Charlie's Gift may offer a grant that covers part of the amount applied for.
- Grants will be awarded to the Applicant to be used for the sole benefit of the child.
- Notification of the outcome of your application will be by telephone or email, so please ensure you clearly provide a phone number and email address for us to contact you. If your application is successful, then a follow-up letter will be sent with a grant cheque.
- The decision of the Trustees of Charlie's Gift is final.
- Charlie's Gift will require copies of receipts/invoices for all grant money spent.

CONTACT INFORMATION

- Should you require any further information or assistance, please contact our Grants Programme Manager on: 01442 213638 or email: info@charliesgift.co.uk

