

Devonian Fund



APPLICATION FORM GUIDELINES

These are guidance notes to help you complete the application form for Individuals for the Devonian Fund.

When you send anything by post, please ensure you attach the correct value postage stamps on your application as insufficient postage may result in delays
SEND DOCUMENTATION TO:

Devon Community Foundation, The Factory, Leat Street, Tiverton. EX16 5LL

Remember to keep a copy of your application as you may need to refer to it at a later stage. If you need further help to fill in the form, or with any aspects of your project, please contact us on 01884 235887.

SECTION 1: ABOUT YOU – THE REFERER

1.1 – 1.5 We need to know who you are, how to contact you to ask questions about the application and how you are eligible to apply on behalf of your client. Please give contact details including your full name, your organisation, your position in the organisation and your relationship to your client. If your main contact number is a mobile telephone, please provide an alternative home or work telephone number as well.

SECTION 2: ABOUT YOUR CLIENT

2.1 -2.3 Please provide the name, date of birth and contact details of your client.

2.4 Please provide details if your client has received grant funding from us, or any other funder before.

2.5 – 2.6 Please explain your client's physical disability and give brief details of how your client's mobility is affected by their disability.

2.7 Tell us what your client wishes to do with the grant. Please remember to include copies of quotations or estimates for the service/purchase your clients wishes to have.

2.8 Give brief details explaining why your client is unable to afford to fund this project themselves. We do not require a complete financial breakdown, just information about whether they are receiving benefits, are on a low income, have no income etc.

2.9 What difference will the grant make to your client? You need to think how you will measure this. Evidence will be required eg. photographs (if appropriate), comments and views of your client.

Individual Application – Guidelines

2.10 If you feel there is further information that supports this application, which has not been covered in the questions above, but you wish our Panel and Trustees to know, please use this space. However, please keep this brief.

SECTION 3: BUDGET

3.1- 3.3 The maximum grant available from the Devonian Trust Fund is £500 but it is possible for us to consider an application for more. Tell us the total cost of the project, which may be the same as the amount requested. If the application does not cover the total cost, please tell us how much has been raised already or how the remainder will be found.

SECTION 4: MONITORING INFORMATION

4.1 – 4.3 Please indicate the gender, age range and ethnic group that apply to your client.

SECTION 5: CHEQUE DETAILS

We are unable to make cheques payable to individuals, therefore, should the application be successful, you will need to indicate here to whom the cheque is to be made payable to. This should either be the service provider, retailer or the group.

SECTION 6: ACCOMPANYING DOCUMENTS

These are an essential part of your application, double check to make sure they are in the envelope.

Declaration – see below.

Quotations – quotations for any purchases to be bought or works to be carried out on/for the project must be included, as this will corroborate the cost indicated on the application is correct.

Failure to provide any of the above information will delay the processing of your application and could mean it is held over into subsequent rounds until all required information has been received by Devon Community Foundation.

SECTION 7: DECLARATION AND SIGNATURES

Provide a short sentence that clearly describes the need for the grant.

Your signature and the signature of your client

One of the signatories should be the person completing the application form and the other should be the client. Read the declaration carefully and keep a copy of your application. If your application is successful this declaration will form part of your grant agreement.