

Devonian Fund



APPLICATION FORM GUIDELINES

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

These are guidance notes to help you complete the Devonian group application.

If you need further help, please contact us on 01884 235887.

We do understand that we are asking for a lot of information from you and sometimes this may seem excessive. In most cases the only information we have to go on is what you tell and show us in your application.

Your confidentiality is really important to us. We will never share the details of your application or your contact details with anybody other than those directly involved in assessing your application.

Before you start

You may want to gather some key information so that you have it to hand. We will be asking you for:

- Yours and the applicants main contact details
- A description of what the applicant would like to do
- Any other funding the applicant has applied for
- Your total budget for the project broken down

We would prefer that all documents and application forms are sent by email (declaration forms can be signed, scanned and emailed separately). However, if you do need to send anything by post, please ensure you attach the correct value postage stamps on your application as insufficient postage may result in delays

PLEASE 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.

SECTION 1: ALL ABOUT THE REFERRER

Q1.1 – 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 the applicant. Please give contact details including your full name, your organisation, your position in the organisation and your

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relationship to the applicant. If your main contact number is a mobile telephone, please provide an alternative home or work telephone number as well.

You can apply as the applicant, a friend or family member. If you are the applicant please go to section 2. However, your application must be accompanied by an Occupational Therapist assessment, please include details of this in **Q1.5**

SECTION 2: TELL US ABOUT THE APPLICANT.

Q2.1 -2.3 Please provide the name, date of birth and contact details of the applicant.

Q2.4 Please give details of whether you have received a grant from us or other funders in the past and whether you are applying to other funders as well as to us.

We ask for this information because we like to know when we are funding organisations that have never had funding before from us or anyone else. This helps us to persuade donors that there is a continuing need for funding.

Q2.5 – 2.6 Please explain the applicant's physical disability and give brief details of how their mobility is affected by their disability.

Q2.7 Tell us what the applicant wishes to do with the grant. Please remember to include copies of quotations or estimates for the service/purchase the applicants wishes to have.

Q2.8 Give brief details explaining why the applicant 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.

Q2.9 What difference will the grant make to the applicant? You need to think how you will measure this. Evidence will be required eg. photographs (if appropriate), comments and views of the applicant.

Q2.10 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

Q3.1- 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

Q4.1 – 4.3 Please indicate the gender, age range and ethnic group that apply to the applicant.

SECTION 5: PAYMENT DETAILS

We are unable to make BACS payments to individuals, therefore, should the application be successful, you will need to indicate here to whom the payment should be sent to (if you know details). This should either be the service provider, retailer or a group.

SECTION 6: ACCOMPANYING DOCUMENTS

These are an essential part of your application, double check you send them

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 the applicant

One of the signatories should be the person completing the application form and the other should be the applicant. 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.