

Grant Application Form for Specialist Equipment



Do not use this document for respite breaks, visit www.crackerjacks.org and download respite application at the bottom of the home page under the section Downloads

To be completed by parents, or registered Care Workers wishing to apply for a grant from Crackerjacks Children's Trust for a child/children up to the age of 16 who has a disability.

Please **PRINT CLEARLY** using a black pen and answer all questions, Do not complete using a computer.

The more information your supply us with will allow us to assess your grant much quicker and effectively.

Applications are considered for specialist equipment to the amount of £3000 and for sensory toys to the value of £350.

Please note, applications can take up to three months to be assessed by our Grants Officer and Trustees.

The charity has **no obligation** to provide a reason for any rejected applications.

All communications regarding your application **will only be dealt with via email** . grants@crackerjacks.org.uk Please do not phone the office as the staff do not have any of your information. Grants are dealt with off site by our grants officer

PART ONE: Details of Child/Children who will benefit from grant.

1. Child's Name.....
2. Address
.....Post code.....
3. Age of Child.....D.O.B.....
4. Childs Disability

PART TWO: Information about the person applying for this grant.

1. Your Name
2. Relationship to child
3. Address if different from above
.....Post code.....
4. Contact phone (daytime)Ext
5. Mobile Number
6. E-mail address
7. How much are you applying for
8. How much has already been raised
9. Total amount required

PART THREE: Specialist Equipment Request (if you are applying for a respite break go to part four.)

IMPORTANT: You must supply us with two written quotes (In Pro-forma format with a quotation number) from a reputable suppliers. This must be sent with this application.

1. Equipment Required
2. Quote One, Value £.....Quote Two, Value £.....
3. Please tick this box to indicate you have supplied two formal written quotes

PART FIVE: About your child. Please give a description of your child’s disability and how your child or family **will benefit from a grant** from crackerjacks. If more space require please supply on a separate sheet of paper.

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PART SIX: Your personal circumstances, (This is kept fully private and confidential)

1. Have you applied to Crackerjacks for funding before

2. If yes when and how much for

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3. What is the total income for your household (Per Month) **This section must be complete, proof of income and expenditure may be required**

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4. Do you get any form of government funding (DLA)

5. If yes how much and what level £.....(Per Month) What Level.....

6. How many people in your household.....

7. Have you applied to any other charities for funding.....

8. if yes who withHow much.....

9. How did you hear about Crackerjacks Children’s Trust, please tick.

InternetReferral..... Friendother

Any further information you wish to be considered

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PART SEVEN: Child and family support.

1. Does your child attend any special learning or care centers Please give details.....
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2. Does your child have any assigned care workers or professional specialist Please give details
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3. You must supply a supporting letter for your grant application from a professional.
(Doctor, Consutant, NHS Professional (not Nurse, Social Worker, Teacher or Care Worker) The supporting letter must explaining your child’s condition and how they would benefit from this grant by receiving specialist equipment or sensory toys. Please tick the box to confirm you have enclosed your supporting letter

PART EIGHT: When you have completed all the questions please read and sign the declaration below: **ALL DOCUMENTS MUST BE SENT RECORDED DELIVEY THEY MUST BE THE ORIGINALS DOCUMENTS NOT PHOTO COPIES**

I am an authorised representative of
(Name of child)

To the best of my knowledge, all information I have provided on this application form is correct.

Any grant you receive from Crackerjack’s Children’s Trust must be used exclusively for the purposes specified by this application form.

Please tick the box to authorise Crackerjacks Children’s Trust to use your case to raise awareness by promoting the work that the charity carries out, information will be used for our website and other social media platforms

Supplying false information may result in your application being rejected.

NAME
.....

SIGNATURE DATE.....

When you have completed the application, please return to by **RECODED DELIVERY:** (Must Be Original)

<p>Check Box: Please tick the appropriate boxes in this check list before you send in your form:</p> <ol style="list-style-type: none">1. Have you enclosed TWO WRITTEN QUOTES? In preform format (See Part 3 for each item) <input type="checkbox"/>2. Have you enclosed the supporting letter? (Individual applications only, See Part 7: Q3) <input type="checkbox"/>3. If you are an organisation, have you enclosed a copy of your managed accounting record? <input type="checkbox"/>

Grant applications quires will not be dealt with over the phone. You will be sent a letter of acknowledgment once your application is received and logged on our system. Please keep a copy of this document for further reference. Please note, applications can take up to 3 months to be assessed. All communication must be by email at grants@crackerjacks.org.uk

Failure to send all required documents, will result in your application being returned, which will delay the process

Questions & Answers

Terms & Conditions

For Grant Applications for Specialist Equipment.

Q How old does my disabled child need to be for me to apply for a grant

A Grants can be awarded for a disabled child up to the age of and including 16 years of age

Q What type of equipment can I apply for.

A Crackerjacks can only support applications that are applying for specialist disabled equipment. e.g. If you were looking for funding for a Special Adapted Wheel Chair, Sensory Toys Specialist Trike, Walking Frames, Adapted Buggy's, Car Seat Adaptors, these would be classed as specialist equipment. If you were looking for funding for Garden Landscaping, laptops, trampolines, iPad, Hot Tubs. Televisions, Home Decoration, Air Condition units etc., **this would not** be classed as specialist equipment.

Q How much funding can I apply for.

A Crackerjacks can award funding up to £3000 for specialist equipment on any one item, and up to £350 for a sensory toy.

Q how long does a grant take to process from beginning to end.

A Our grants office only works one day per week to administrate all grant applications. Once the application is received it would be entered onto our system and given a unique reference number. It would then be assessed and checked that all documentation has been received, this means, a fully completed application form, supporting doctor or specialist letter and two quotes. If the application is not received in full this will delay the process and mean that the application will be returned to the sender for more information. Quotes will be checked with the supplier to ensure they are reasonably priced or alternative similar items maybe sought to control costs. A grant application can take up to three months to process from begin to end, sometime applications may take longer to due to availability of funds.

Q How will I be notified if my application was successful.

A Once the application has been processed on our system and a decision has been made to award funding, you will receive written notification that your application has been successful

Q What happens if my application was unsuccessful.

A You will receive an email from the grants officer notifying you that the application was unsuccessful, this may also state that the application did not meet our criteria. (Please note it is the charity's policy that we have no obligation to give any detailed reason for a rejected application)

Q How can I communicate with the charity

A The grants officer only works one day per week, so all communication must be via email to grants@crackerjacks.org.uk If you telephone our office the staff will not be aware of your application and will be unable to help. The return time for a reply to an email is about seven days.

Q How do I get my documents to Crackerjacks.

A All original documents must be sent by post to Crackerjacks Children's Trust. 24A Worcester Street, Kidderminster, DY10 1ED. We do not accept electronic documentation. It is strongly suggested that you keep copies of your documents. It is acceptable to send photo copies of doctors and specialist supporting letters.

Q Are my documents safe and secure and what policy does the charity adopt with regards to private and confidentiality.

A It's the charities policy to adhere to the governments GDPR privacy policy. All documents are shredded after five years. Documents stored at our office are kept in a secure and locked filing cabinet. Or on secure backups