

## APPLICATION FOR INDIVIDUALS

All applications must be supported and completed by a third party sponsor. A sponsor could be, for example, a health/ personal care professional, social worker or charity/ support group representative.

| SECTION A – SPONSOR CONTACT DETAILS   |  |
|---|--|
| Title   |  |
| Sponsor First Name  |  |
| Sponsor Surname   |  |
| Job Title   |  |
| Organisation/ Charity Name  |  |
| Charity Registration No.  |  |
| Address   |  |
| Postcode  |  |
| Contact Tel.  |  |
| Email Address   |  |
| Relationship to beneficiary?  |  |
| How did you hear about us?  |  |
| SECTION B - BENEFICIARY DETAILS   |  |
| Beneficiary Name  |  |
| Date of birth   |  |
| Postcode  |  |
| <b>About the beneficiary &amp; his/ her health</b><br><br>Tell as much as you can about the person, his/ her medical condition and personal circumstances.                    |  |
| <b>Household income and savings</b><br><br>An overview of household income (salaries and/ or state benefits) and savings  |  |
| <b>What funding is needed for</b><br><br>Tell us what difference a grant will make to this individual   |  |
| SECTION C – FINANCIAL DETAILS   |  |
| <b>You must try to access funding from statutory services and/ or your local authority – why are they unable to help?</b><br><br>Include written confirmation where possible. |  |

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| <b>Total amount of money needed</b><br><br>We require quotes from your supplier to validate the application and a full breakdown of costs.   |  |
| <b>Are you applying to other charitable trusts?</b><br><br>Please list them and the amount(s) of money requested and/ or secured   | <br><br><br><br>£  |
| <b>Beneficiary contribution</b>  | £  |
| <b>Amount of money requested from us after deductions?</b>   | £  |
| <b>SECTION D – ADDITIONAL INFORMATION</b>  |  |
| <b>Please enclose any supporting information at the end of the application</b><br><br>E.g. Quotes, OT report, suitability assessment, letters of support, personal statements, etc.  |  |
| <b>SECTION E - REQUIREMENTS</b>  |  |
| <p>If you are offered and accept a grant from Barchester’s Charitable Foundation it will be on the understanding that you agree:</p> <ul style="list-style-type: none"> <li>• To acknowledge receipt of our grant and provide feedback on our form.</li> <li>• Money has or will be spent on the purpose approved by Barchester’s Charitable Foundation and no material changes to the grant purpose will be made without our written agreement.</li> <li>• Barchester’s Charitable Foundation accepts no liability for the outcome of the use to which the grant is put by the beneficiary nor for any product for the purchase of which the grant is applied.</li> <li>• You will keep a financial record of the spending of the grant and retain a copy of any appropriate invoices and receipts, and submit these to Barchester’s Charitable Foundation if requested.</li> <li>• Barchester’s Charitable Foundation may wish to visit to see the work funded by the grant.</li> <li>• Barchester’s Charitable Foundation reserves the right to withhold a grant or require repayment if it finds that any form of deliberately false or misleading information was provided</li> <li>• Any assets of value purchased with the aid of a grant should be retained and used for the agreed purpose. If used for another purpose or disposed of, this must be reported to Barchester’s Charitable Foundation who reserves the right to require repayment of the value of the asset or the transfer of it to another beneficiary.</li> <li>• Our support will be acknowledged in all publications concerning the project as well as in presentations (oral or written) and interviews.</li> </ul> |  |
| <b>I agree that the information provided is, to the best of my abilities, true and correct and agree to Barchester’s Charitable Foundation’s grant terms and conditions outlined above.</b>  | <br><br><br><br>.....<br>Signed by sponsor <span style="float: right;">Date</span> |

Please return your completed application form and any attachments to:

**Grants Management Team  
 Barchester’s Charitable Foundation  
 3<sup>rd</sup> Floor, The Aspect  
 12 Finsbury Square  
 London  
 EC2A 1AS**

You can expect to receive a response to your application within 10 weeks. Please note that we are not able to acknowledge receipt of postal applications.