

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 where possible:

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

Applications are considered up to £700.

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 yours application **will only be dealt with via email** . grants@crackerjacks.org.uk

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

1. Child's Full 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 Full 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 is the full value of the grant you are applying for
8. How much has already been raised
9. Total amount after your contribution

PART THREE: Specialist Equipment Request (if you are applying for a respite break go to part four.) **specialist equipment is defined in our questions and answers section attached to this document/download.**

IMPORTANT: You must supply us with, at least two written quotes from reputable suppliers 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 SEVEN: Child and family support.

1. Does your child attend any special learning/support care centres or Scholls Please give full details

2. Does your child have any assigned care workers or professional specialist Please give full details

3. You must supply supporting letters to your grant application form from a professional. **(Doctor, Clinic Professional or NHS Trust Professional (NOT Nurse, Social Worker, Health Visitor or carer) on your behalf explaining your child's condition and how they would benefit from this grant by receiving specialist equipment. Please tick the box to confirm you have sent your supporting letters**

PART EIGHT: When you have completed all the questions please read and sign the declaration below: **ALL DOCUMENTS MUST BE POSTED AND MUST BE ORIGINALS**

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 and True.

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

Please tick the box to authorise Crackerjacks Children's Trust or its associates can use your case in raising the awareness and promoting the work and awareness that the charity carries out.

Supplying false information may result in your application being rejected.

NAME

SIGNATURE DATE.....

When you have completed the application, please return all documents to by post: **(Must Be Original)**

Crackerjack's Children's Trust. 24A Worcester Road, Kidderminster, DY10 1ED

Check Box: Please tick the appropriate boxes in this check list before you send in your form:

- 1. Have you enclosed at **least two written quotes?** (See Part 3 for each item)
- 2. Have you enclosed the supporting letter? (Individual applications only, See Part 7: Q3)
- 3. If you are an organisation, have you enclosed a copy of your managed accounting record?

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.

Crackerjacks use only:

Authorised Name.....DATE.....Position

SignSign TrusteePrint Name

Questions & Answers

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, ipads, 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 £700, however, some items may cost more to purchase. If a grant was approved for an item over £700 Crackerjacks would pay the supplier the awarded grant of £700 and the applicant would need to fund the outstanding balance.

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 around seven days, but may be sooner.

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 security cabinets.