

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 for ONE ITEM up to £700. Multiple items will not be considered.

Please note, applications can take up to four 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

Please see the attached questions and answers sheet to help you with the application process.

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 FOUR: This is the old respite section which is no longer in use, please read below

Respite Breaks: This section has now been removed and a separate application will need to be completed for all respite breaks

You can download the Respite Holiday Home Application from www.crackerjacks.org.uk the download can be found on the home page on the bottom in the download section

Details, Terms and conditions and information of the holiday home and its facilities can also be found on Crackerjacks website.

The holiday home “Ray’s Respite Holiday Home for Disabled Children” was purchased in March 2018 and offers a wide range of facilities for disabled children and their family.

PART FIVE: About your child. Please give a full 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 information is kept totally private and confidential)

1. Have you applied to Crackerjacks for funding before
2. If yes when and how much for
3. What is the total income for your household
4. Do you get any form of government disability funding
5. If yes how much and what level £..... At What Level
6. Have you applied to any other charities for funding.....
7. if yes, who withHow much.....

PART SEVEN: Child and family support.

1. Does your child attend any special learning/support care centres or Scholl's 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 on our website and social media.

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

Frequently Asked Questions and Answers

Applying for Specialist Equipment and Sensory Toys

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

A. Grants can be awarded for children with disabilities up to and including the age of *16 years old*.

Q. What can I apply for?

A. Crackerjacks can only support applications applying for specialist equipment or sensory toys including specially adapted wheelchairs, specialist trikes, walking frames, specially adapted buggy, car seat adapters, wheelchair attachments etc. If you're looking to apply for garden landscaping, garden furniture, garden toys, laptops, trampolines, ipads, hot tubs, televisions, home decor, air conditioning units, home furniture or home adaptations/improvements this would not be classed as specialist equipment and your application *will not be considered*. *Crackerjacks will not accept applications applying for multiple items*. You can apply for one item at one time up to the value of £700.

Q. How much funding can I apply for?

A. Crackerjacks can award funding for one item up to the value of £700. Grants applying for multiple items adding up to £700 will not be processed, you can apply for one single item only. Sometimes grants more than £700 might be considered. If a grant was approved and the item was over £700 Crackerjacks would pay the supplier the awarded grant of £700 and the applicant would need to cover the outstanding balance.

Q. What do I need to send with my application?

A. For your application to be processed you need to complete all parts of the application form. You also need to include an original supporting letter and two quotes for the item you are applying for.

Q. What is acceptable for the supporting letter?

A. For us to support your application you need to enclose a supporting letter. The supporting letter must be an original document and come from a Doctor, Specialist or NHS Trust. Letters from health visitors, social workers, school teachers or the council are not acceptable. The supporting letter must be signed and on headed paper and specify your child's disability and why they would benefit from the equipment/sensory toys you are applying for. If your supporting letter does not fit this criteria it will be returned to you and your application *will not be processed*.

Q. What is acceptable for the quotes?

A. For us to support your application you need to enclose two quotes. The quotes must be original and show the item, cost and source clearly. If you can't find a second quote for an item, please quote a similar item as the second quote. Applications without quotes *will not be processed*.

Q. How do I get my documents to the Crackerjacks?

A. All original documents must be handwritten and sent by post to our offices. Our address is Crackerjacks Children's Trust, 24a Worcester Street, Kidderminster, Worcestershire, DY10 1ED. We suggest you keep a copy of your documents. We do not accept electronic documentation. If you ignore this and email you application it *will not be processed*.

Q. How will I be notified if my application is successful?

A. Once the application has been processed and a decision has been made to award funding you will receive *written notification* that your application has been successful.

Q. If my application is successful, how soon can I apply again?

A. Crackerjacks is a very small charity. Due to the volume of applications and the limited funds we receive as a small charity we ask you leave it at least *two years* since your successful application before reapplying. This allows us to help other families in need of grants so everyone gets a fair share with the funds we have available.

Q. What happens if my application is unsuccessful?

A. You will receive an *email* from the grants officer to notify you that your application has been unsuccessful, this may also state that the application did not meet our criteria. *The charity has no obligation to give any detailed reasons for rejected applications.*

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

A. Our grants officer works just one day a week to administrate all of the grant applications. Once received your application would be added to the system and given a unique reference number. You will receive email confirmation that the application has been received. The application will be assessed and checked that all documentation has been received meaning a fully completed application form along with the supporting letter and quotes which fit our criteria. If the application is not received in full this will delay the process, it will be returned to sender and not be processed until more or the correct information is received. If the grant application is received in the wrong format it *will not be processed*. Quotes will be checked with the supplier to ensure they are reasonably priced or alternative similar items may be sought to control costs. A grant application can take up to four months to process from beginning to end but sometimes take longer due to availability of funds.

Q. How can I communicate with the charity?

A. The grants officer only works one day a week so all communication must be via email to grants@crackerjacks.org.uk. If you telephone the office staff they will not be aware of your application and *will not be able to help* as they work in a different department and are not familiar with the criteria. The average return time for a reply to an email is about seven days however it could be before or longer.