GRANTS POLICY GUIDELINES

These guidelines should be read carefully before completing an application form.

If your organisation meets the criteria for support and falls within the funding principles, please complete an application form.

If your organisation does not fulfil the guidelines, or is described in the exclusions section, applications cannot be accepted and will not be acknowledged.

1. Aim.
The Charity is a national charity supporting the quality of life for children in hospitals and hospices throughout the UK.

2. Funding Principles.
a) Grants must enrich and improve the quality of life of sick children in hospitals or hospices in any area in the UK.
b) Preference is given to projects conceived by, and developed in children's hospitals and hospices.
c) Grants will only be made to registered charities.

CRITERIA FOR SUPPORT

The Board will consider any project which seeks to improve the quality of life of sick children.
Some examples are:

a) Arts, music, play and leisure programmes in a hospital or hospice setting.
b) Facilities to support families of children treated in hospitals or hospices.
c) Welcoming and accessible environments.
d) Care and facilities in hospices.
e) Promoting education and information programmes.
f) Supporting children with physical and emotional difficulties .
g) Medical equipment (when it can be shown that funding is not available from statutory sources).

SELECTION OF BENEFICIARIES

The Board will award grants in amounts and distribution entirely at their discretion.

a) Preference will be given to distributing grants directly to children's hospitals and hospices in regional centres around the UK, who meet the following criteria:

• Provide a geographically regional healthcare service to a wide range of children in a hospital/hospice.
• Do not discriminate on the grounds of wealth, race, sexuality, religion or disability.

b) Applications from organisations working within hospitals and hospices will be considered but will require a supporting reference from the hospital/hospice itself.
Please note: No hospital or hospice will receive two awards within the same financial year.

EXCLUSIONS

a) Charities not supporting children's healthcare
b) Organisations that do not have charitable status

c) Animal, religious or international charities
d) Retrospective funding
e) Organisations that do not work within a hospital or hospice environment
f) Organisations that provide excursions, holidays or away days.
g) No grants will be made to individuals
h) Funding of Clown Doctors

GRANT REPORT FORM

All successful Grant applications will be required to:

a) Complete and submit a Grant Report Form within 10 months of receipt of the grant.
b) Submit a case study and photograph of a patient who has benefited from this funding within 10 months of receipt of the grant.
Please note: Failure to send a Grant Report Form in the required timeframe will mean the beneficiary will not be eligible for the next grant round.

GUIDELINES FOR THE COMPLETION OF THE GRANTS APPLICATION FORM

Before completing the application, please refer to the Grants Policy Guidelines to ensure your organisation meets the basic funding criteria.

All organisations to submit the Application Form via email to: info@wallaceandgromitcharity.org.uk
Supporting documentation may be sent to the address at the foot of this page if necessary, please do not send annual report and accounts these will be requested if required.

- **Section 1:** Details of the organisation including name, charity number, contact details.

- **Section 2:** Details of the work of the organisation including geographical areas covered, number of children treated/cared for each year.

- **Section 3:** Details of your proposal. What you aim to achieve, how you assessed the need, who will benefit, including time scale for implementation and/or completion.

- **Section 4:** How much will the proposed project cost. Please give details of the total funding programme and progress to date (including details of pledges /donations received and other bodies approached for funding). What will happen if you raise insufficient funds to complete the project? Please specify how much funding you are requesting.

- **Section 5:** Please provide full details of submissions to the NHS or other statutory body for funding, as appropriate. Please state why funding for this project is required from charitable funds.

- **Section 6:** Please include any other information you feel will assist the Board. Please return the completed form via email to info@wallaceandgromitcharity.org.uk and only send information that is not in an electronic format by post to the following address if necessary:

Anna Shepherd, Wallace & Gromit's Children's Charity, 30-32 Upper Maudlin Street, Bristol BS2 8DJ
Telephone: 0117 927 3888 Email: info@wallaceandgromitcharity.org.uk

Applications must be received by Friday 11th February 2022.

OUR FUNDING HINTS *and* TIPS FOR APPLICATIONS

Wallace & Gromit's CHILDREN'S CHARITY

HELPING CHILDREN'S HOSPITALS AND HOSPICES IN THE UK

• WE DO WHAT WE SAY ON THE TIN

Applications for funding must be from, or endorsed by, a children's hospital or hospice. We don't fund third parties who deliver services across multiple organisations without the support of the host hospitals/hospices.

• GENERIC APPLICATIONS

We often see applications that use different fonts, different tenses and sometimes reference another potential funder. Please ensure your application is accurate.

• COST EFFECTIVE GRANT MAKING

We are in a unique position in that we often fund similar projects across the country, such as music therapy, family accommodation or art projects, so it's relatively easy to gauge the cost of a service. We want the projects we support to be cost effective and reach as many sick children as possible.

• PLEASE CHECK YOUR MATHS

We always check project costs, annual report and accounts and we always do our due diligence on governance and regulation. If your maths is inaccurate then it is likely to affect the progress of your application.

• WE DON'T FUND ANY ONE CHILDHOOD DISEASE

We understand there are many deserving healthcare causes, but our charity only supports facilities, equipment, comforts and accommodation at children's hospitals and hospices around the UK for the benefit of a wide range of patients.

• DO YOUR RESEARCH

Please read our guidelines carefully and note our exclusions.

• BE REALISTIC

If you are raising funds for a multi-million pound project, consider if we are the right potential funder for you. If you are asking for a grant from our charity, explain how it will be used, how it fits in to your wider project and what benefit it will deliver. Please note, our maximum grant is up to £5,000.

• MULTIPLE APPLICATIONS

We often receive multiple applications from one organisation. Please talk to other members of your fundraising team or other charities supporting your organisation to ensure that only one application per organisation is submitted.

• SOMETIMES WE HAVE TO DISAPPOINT

Unfortunately, we can't fund every application that we receive. If you meet our criteria and we couldn't fund your application this year, don't be put off applying next time as you may be funded second time around.

GRANT APPLICATION FORM 2021/2022

Closing date is Friday 11th February 2022.

Please read the Grants Policy Guidelines and the Guidelines for Completion of Grants Application Form before completing. Create an extra page where necessary.

SECTION 1: CONTACT DETAILS
Please include email and charity number.

SECTION 2: YOUR ORGANISATION
Please describe your mission and vision. Include name of hospital or hospice if applying on their behalf.

SECTION 3: YOUR PROPOSAL
Please include clear information about how this funding will positively impact your organisation.

SECTION 4: FUNDING YOUR PROPOSAL

Please provide a complete project breakdown.

SECTION 5: STATEMENT ON STATUTORY FUNDING

Has NHS funding been considered? If yes, what was the response? If no, please explain why.

SECTION 6: SUPPORTING INFORMATION

Attached or sent in post.

Name: ....

Signature: ....

On behalf of: ....

Job Title: .... Date: ....