

Grant Application

# From

# Your Organisation Name

# Address

# Supported by

# Local Sands Group (if supported by a local group)

## About Your Organisation

|  |  |
| --- | --- |
| Name of your organisation  |  |
| Full address |  |
| Contact person at your organisation |  |
| Role/ Job Title |  |
| E-mail |  |
| Phone |  |

|  |
| --- |
| Please tell us briefly about your organisation, and how you support/ provide a service to bereaved parents and their families.  |
|  |
| Please tell us briefly about the project your organisation is applying for a grant for, and how it will benefit bereaved parents and their families. Please attach copies of any detailed plans or other documents that will support your application. |
|  |
| Please tell us briefly how you will involve and engage bereaved parents in the design and implementation of your project.  |
|  |
| Please tell us briefly how you will demonstrate and measure the impact of the project. |
|  |

## Project Timeframe and Dependencies

When Sands approves grant applications, it will normally then commit to a fundraising drive to generate funds to make the grant. Therefore, we would expect projects to commence once the funds have been raised, and we cannot guarantee that funding will be available by specific dates.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I can confirm that the project start date can be held until funds have been raised  | Yes |  | No |  |
| Likely project duration once grant is made (months)  |  |

If, however, your project needs to take place within a specific timeframe, please let us know below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Proposed start date  | Month |  | Year |  |
| Proposed end date | Month |  | Year  |  |

If the project is part of a larger programme of development, cannot commence until other activities have been commenced, or will be dependent on other activities being completed later, we need to understand this context. Please give us a brief description and tell us if there is proposed date before which the project cannot start.

|  |  |
| --- | --- |
| Description |  |
| Project cannot start before | Month |  | Year |  |

## Project Budget

Please tell us below how you intend to use your grant, and the total amount you are requesting.

Grants can be used to purchase goods such as furniture or cuddle-cots, or to commission works such as redecoration, building or landscaping for new gardens.

Grants cannot be used to cover staffing costs for the management or administration of your project, or to cover organisational overheads. All purchases must directly benefit bereaved parents and their families.

|  |  |
| --- | --- |
| Item | Anticipated Cost (please include VAT) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| TOTAL ANTICIPATED BUDGET (Including VAT) |  |

##### Full Cost or Match Funded

|  |  |
| --- | --- |
| Amount requested from Sands |  |
| Will there be any additional funding for the project? Please give details. |  |

## Declaration

|  |  |
| --- | --- |
| We understand that Sands is not responsible for funding any project overspend once the grant has been made  |  |
| We commit to completing the project and meeting the cost of any project overspend should it occur  |  |
| We undertake to provide Sands with proof of purchases/spend, such as supporting invoices, within six months of the project completion  |  |
| We agree to inform Sands of any unspent funds within six months of the project completion and agree to return such funds to Sands if requested.  |  |
| In making purchases or awarding sub-contracts in the process of delivering this project, we will undertake to avoid any conflicts of interests, or the appearance of any conflicts of interest, and we will inform Sands if any such conflict is discovered. |  |

## Project Responsibilities

Please read carefully and confirm that if you were to receive a grant, your organisation could commit to the following by ticking or writing yes in the box to the right.

|  |  |
| --- | --- |
| We will use the Grant only for the delivery of the Project as set out in this application. We will not, without the prior written consent of Sands: * make any material changes to the Project;
* use any portion of the Grant for any purposes or activities outside the Project; or
* spend any of the Grant on liabilities incurred before the Grant Period (unless expressly covered in the Application).
 |  |
| We will not use any part of the Grant for payments that support activity to influence or attempt to influence Parliament, Government or political parties, or to influence the awarding or renewal of contracts or grants, or to influence legislative or regulatory action. |  |
| We understand that Sands is under no obligation to fund any subsequent activities or projects related to the Project that the Grantee may wish to carry out, nor is Sands responsible for the repair or replacement of items purchased as part of this grant.  |  |
| We undertake to carry out the Project in accordance with:* Health and Safety Requirements;
* all applicable employment and equality law (whether in relation to race, sex, gender reassignment, age, disability, sexual orientation, religion or belief, pregnancy, maternity or otherwise); and
* any applicable guidance and Regulatory requirements.
 |  |
| We can confirm that our organisation complies with all relevant law and guidance in relation to the safeguarding of children and adults. |  |
| We can confirm that our organisation complies with all relevant law and guidance in relation to data protection and freedom of information and will provide such information as Sands requires to meet it freedom of information obligations. |  |
| We can confirm that our organisation has in place and maintains in force at our own cost appropriate insurance in respect of all liabilities that may be incurred in connection with the Project, including employers’ liability, clinical negligence (where the provision or non-provision of any part of the Project may result in a clinical negligence claim), public liability and (where applicable to the Project) professional negligence. On written request from Sands, we agree to provide documentary evidence that these insurances are fully maintained and that any premiums on them are fully paid. |  |
| We agree to report to Sands on our use of the Grant and delivery of the Project as Sands reasonably requests.  |  |
| We agree that within 28 Operational Days of becoming aware of them, we would inform Sands of:* any Safety Incidents in relation to the Project;
* any adverse findings, warning notices, interventions or other regulatory action from any Regulator in relation to the Grantee; and
* any loss of consent, approval or licence that has a material adverse impact on the Grantee’s delivery of the Project.
 |  |
| We agree that we will obtain Sands’ prior written approval for any publicity in connection with our receipt of the Grant. |  |
| We undertake that Sands’ grant funding for the project will be acknowledged in any publicity, including prominent display of Sands’ logo.  |  |

## What Happens Next?

Please return your completed application to volunteering@sands.org.uk

Sands will acknowledge receipt and proceed with reviewing your application. The timeframe will depend on the size of grant requested. Sands receives many such requests and aims to prioritise according to need. An application will either be approved for immediate action, approved for delayed action (put into a queue for funding), or declined, with an explanation of the decision.

##### Fundraising

Depending on size, Sands may be able to make a grant immediately. However, usually a short fundraising campaign will be required first. We will discuss this with you at the start of the process.

##### Making the Grant

When the funds are available, Sands will draw up an agreement using the information provided in this application. When the agreement has been finalised, we can arrange for the delivery of the grant funds.

|  |  |
| --- | --- |
| Application completed by  |  |
| Signed |  |
| Date  |  |