



The Sian

Green

Foundation Application form
And
Guidelines for completion

- 1. Who can apply?**
- 2. Information to help you with your application**
- 3. Filling in the application**
- 4. Grant Terms and Conditions**
- 5. Need further assistance?**

Appendix 1 – The Application form

1. Who can apply?

We accept applications from amputees of all ages with individual specialist care.

Applicants are required to be permanently resident in the UK.

We will accept applications both via our website and by post.

We welcome applications for support from all sections of the amputee community and decisions are made in relation to our available funding levels and never on the grounds of age, race, gender or sexuality.

NB: our income is derived from fundraising and donations and we are likely to receive more applications than we can fund. As our funds are limited we have to prioritise and where it is deemed that the beneficiary or the beneficiary's family are able to provide the equipment from their own resources, the application will be rejected.

2. Information to help with your application

- 2.1 All requests for a grant must be submitted on our application form (Appendix 1) or via our website together with the supporting documentation requested (qualified health professional letter, quotation, etc.). Incomplete applications will be returned unprocessed.
- 2.2 Applications can be submitted by the person in need ("Applicant"), family member or carer ("Nominated Contact").
- 2.3 If requested you will provide financial evidence to support your application, e.g. state benefit confirmation letters, copies of pay slips, etc.
- 2.4 We do not pay applicants direct or make cash payments. Payments are only made to the supplier. The successful applicant will need to order the goods and services from the supplier directly and then the supplier will invoice The Sian Green Foundation.
- 2.5 To ensure applicant confidentiality and to satisfy data protection requirements, we will only discuss applications with callers after completing identity checks.
- 2.6 Our maximum support award per individual is £3500.
- 2.7 You can apply for a grant at any time. Trustees meet 6 times a year but you do not need to time your application to coincide with these meetings. Where necessary, procedures exist to give approvals between meeting dates. We do not publish dates of Trustee meetings.
- 2.8 We will endeavour to complete the process and advise you of the outcome 8 weeks. A letter or email acknowledging we have received your application will be sent to you as soon as we

are able to following receipt at our office. If your application is in an unacceptable form, is ineligible or do not fit the criteria we will tell you in this letter or email.

2.9 Grants from us are discretionary and subject to level of funds available. There is no entitlement to a grant and all cases are assessed on an individual basis. The Trustees' decision is final. No correspondence will be entered into with unsuccessful applicants.

3. Filling in the application form

The application form to complete is at Appendix 1 or via the link on our website. Print a copy for posting to us together with the supporting documentation or alternatively you can complete the form directly from our website and upload any documents to support it. We would strongly recommend that you keep a copy for your own records.

Please note, we will not process your application unless you answer all the questions and attach all necessary supporting documentation. Please write clearly in capital letters.

The information you give is required to help us to decide if a grant can be offered. Once you have completed your application form post it to us at the address on the bottom of the form or attach via our email address.

4. Grant Terms and Conditions

By applying for support you are accepting that you have agreed the following general terms and conditions and that you have read and agreed to Section 2 "Information to help you with your application". Support from us is discretionary and subject to level of funds available. There is no entitlement to a support and all cases are assessed on an individual basis. The Trustees' decision is final.

- 4.1 You will acknowledge receipt of our support in writing and confirm by letter, You or your Nominated Contact must sign the letter.
- 4.2 We may wish to visit to see the work or equipment purchased by us. In accepting the support, you agree that visits to view the equipment can be made at any time, subject to a minimum of 72 hours prior notice.
- 4.3 We reserve the right to withhold equipment if we find that any form of deliberately false or misleading information was provided to us.
- 4.4 Any assets of value purchased with the aid of our support should be retained and used for the agreed purpose. If used for another purpose or disposed of, this must be reported to us and we reserve the right to obtain repayment of the value of the asset or the transfer of it to another beneficiary if appropriate. All equipment should be maintained, looked after and used appropriately according to the manufactures instructions.
- 4.5 In accepting our support you acknowledge and accept that those supported are not regarded as being employed by us and that we accept no responsibility as employer.

- 4.6 You will indemnify us against any liability arising from any claim made against us in connection with or arising from our support.
- 4.7 You agree that we may publicise the grant and use any of your own material in doing so. Successful applicant may be required to document the journey e.g. Photos, testimonials and agree to us publicising their journey on social media and other forms of media etc.
- 4.8 It is the responsibility of the beneficiary or their representative to ensure that the equipment requested is suitable and appropriate.

5. Need further assistance?

Email us at: Contact@siangreenfoundation.com

Please send the completed and signed application form together with ALL supporting documentation by POST to: -

The Grants Department
The Sian Green Foundation
3 Oswin Road,
Leicester
Le3 1HR



Appendix 1

6. The Application form

Part 1: Application Details

Title

Last Name

First Name

Address

Postcode

Telephone No.

Mobile No.

Email Address

Date of Birth

Ethnicity

(How would you describe yourself?)

Gender:

- Woman
- Man
- Transgender
- Non-binary/non-conforming
- Prefer not to respond

Part 2: Nominated Contacts Details

This page is for the individual who is applying on behalf of the applicant and to who we can contact if the application is not completed, application rejection or application approval.

Title

Last Name

First Name

Job Title
(if applicable)

Organisation
(if applicable)

Address

Postcode

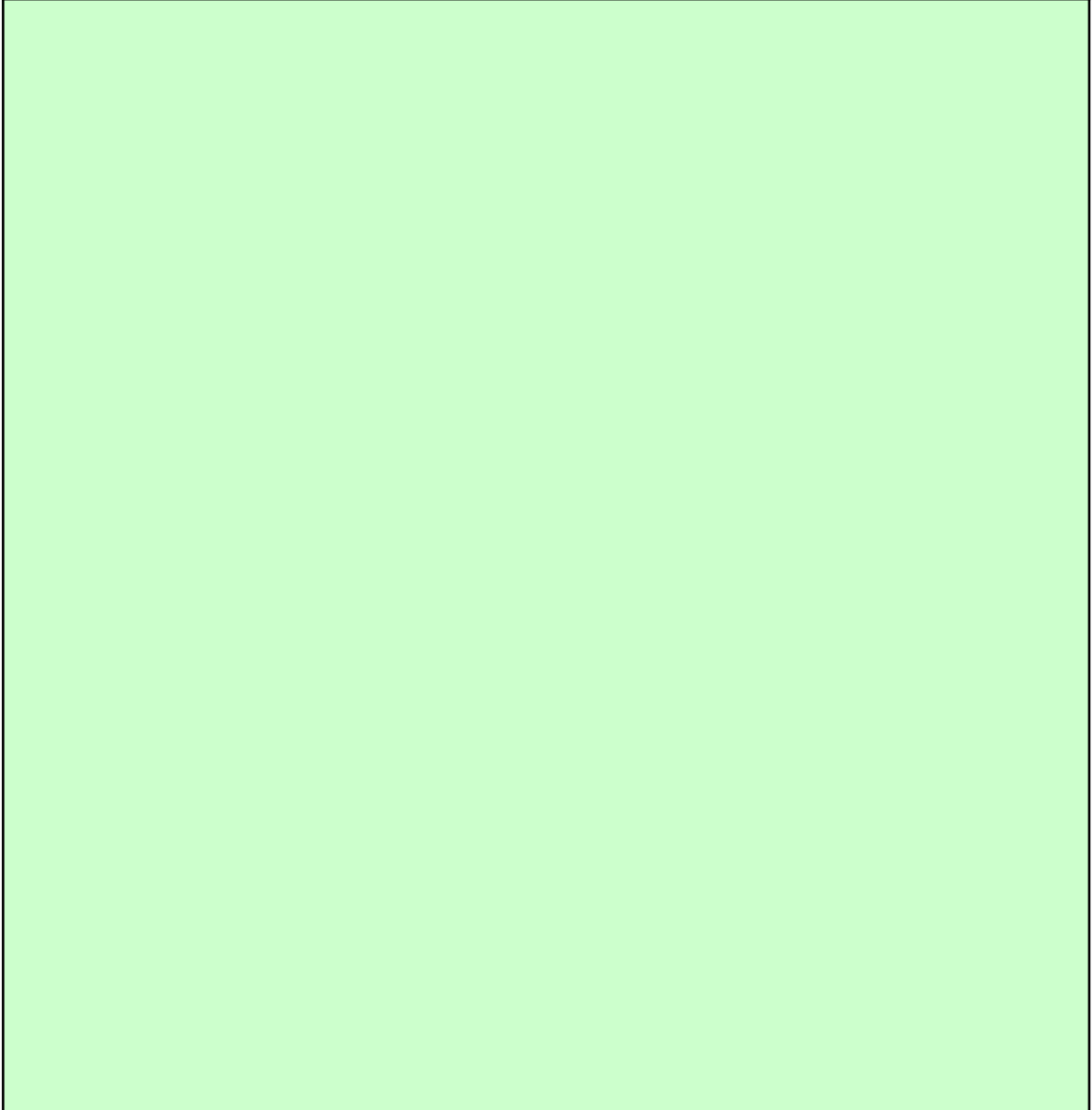
Telephone No.

Mobile No.

Email Address

Relationship to
Applicant

Part 3: Tell us about yourself and how we can help?



Part 4: Total Household Income & Savings

Please include any earned income, private and state pensions and other state benefits such as Universal Credit, DLA, tax credits, child benefit, carer's allowance, etc. for ALL members of the household.

Please provide your figures in the boxes below.

£

Total Annual Household income

£

Total Household savings

£

How much of the household income comes from state benefits including state pension?

Part 5: Other Funding

Have you applied to any other charities /organisations for assistance for this item or raised any funds through fundraising events?

Yes

No

If yes, please note the charity / organisation's name(s) in the box below and the amount requested/secured.

Organisation Name	Total Requested (£)	Total Secured/ Pledged (£)

Have you received help from The Sian Green Foundation before?

Yes

No

If yes, please provide details (e.g., date, amount, item etc.)

Part 6: Data Protection/ Other Policies

The confidentiality of your personal information is of paramount concern to us. We are registered with the Information Commissioner's Office as a data controller under the Data Protection Act 1998 and will process and hold your personal information in accordance with legislation.

Part 7: Signature of applicant or applicants Nominated Contact

We intend to rely on the information contained within this application so for your own benefit and protection, please check carefully before signing and submitting the application. If you do not understand any points, please ask us for further clarification.

By signing this application below the applicant and, if applicable, the applicant's Nominated Contact:

- Confirms that the beneficiary is permanently resident in England and Wales
- Confirms that the information provided in this application is complete and accurate, and that there is no other information relevant to this application, which has not been disclosed.
- Gives consent to The Sian Green Foundation holding the information on the applicant contained in or with this application and gives consent for The Sian Green Foundation to share this information with other organisations for the purpose of seeking joint funding of the application and/or to check the financial and medical information provided by the applicant.
- Acknowledges that where any equipment or services are requested, The Sian Green Foundation itself can accept no liability as a supplier for the quality or fitness for purpose of equipment or services delivered to the

applicant or their nominated contact, and any liability arising in respect of such equipment or services shall be a liability of the manufacturer or supplier providing or delivering the equipment or services in question.

- Acknowledges and accepts the Grant Terms & Conditions as set out in Section 4.

Signed by:

Date:

