

## Grant Application Form

**Section 1** – *Name & contact details of Applicant seeking grant funding. If you are completing this application on behalf of someone else please see Section 7.*

Applicant's Surname:	Applicant's First Name:
Applicant's Date of Birth:	
Postal Address:	
Post Code:	
Telephone Number:	Email:
Is this address the normal place of residence? <b>Yes/No</b>	

**Section 2** – *Details of Applicant's Condition or Disability*

Details of medically diagnosed condition or disability:
Date when disability was diagnosed:
List of special needs, equipment or support that the applicant is dependant on:
Cost of meeting the special needs, equipment, support, etc:
Are you known to your local Social Services Department or do you consider yourself to be disabled? <b>Yes/No</b>

**Section 3** – *Planned Holiday Details and Funding Request (maximum £500)*

Dates of holiday:
Destination:
Name of Travel Company:
Deposit or invoice payment details:
Total cost of holiday:
List of special needs that must be met for the applicant to participate in the holiday:
Cost of meeting these needs:
How much grant funding is being sought on this occasion?

## Section 4 – Previous Applications

Have you applied to Trefoil for previous funding? Yes/No

If Yes, please supply dates and amount of funding granted:

Has an earlier grant application been refused? Yes/No

## Section 5 – Reference details

Full Name:

Postal Address:

Postcode:

Profession:

Telephone Number:

Full Name:

Postal Address:

Postcode:

Profession:

Telephone Number:

## Section 6 – Statement of Application for Grant Funding

This section confirms the true and accurate nature of the details supplied above. The Applicant must sign to this effect. If the applicant is unable to complete this application form and it has been completed on their behalf then this person should complete section 7 below.

Applicant's signature:

## Section 7 – Details of Person completing Application of Behalf of the Applicant

Full Name:

Postal Address:

Postcode:

Daytime Telephone Number:

Relationship:

If the applicant is under the care of a parent, guardian or power of attorney and you are not this person, then state their name, address and contact telephone number and relationship details.

Applicant's signature:

Trefoil, East Lodge, Gogarmuir Road, Edinburgh EH12 9BZ

tel 0131 339 3148 fax 0131 317 7271 email [info@trefoil.org.uk](mailto:info@trefoil.org.uk) web [www.trefoil.org.uk](http://www.trefoil.org.uk)

Registered in Scotland with Registered number SC 231196. Registered Office 5 Atholl Crescent, Edinburgh, Midlothian EH3 8EJ. Scottish charity number: SCO13744

## **ELIGIBILITY CRITERIA HOLIDAY GRANTS**

### **Holiday Grants**

The Holiday Grants are aimed at individuals or small groups who conform to the Trefoil criteria for Development, with the following variations:

- Applicants for Holiday Grants should be under 18 years of age at the time when the grant is confirmed.
- Individuals and groups may apply on more than one occasion for a grant. However, these must be at least one year apart and the provision of funding for a second year will mean that a further grant will not be considered for three years.
- A copy of the holiday booking form must be enclosed with the application.

### **Process:**

- Applications should be submitted no later than 10 weeks before any funds are required, this allows time for references to be accessed, etc. Any application which does not meet the minimum timescale cannot be considered. Therefore applicants should apply as early as possible. However, this should be no more than 6 months prior to the date when funds are required.
- The Charity requires two referees to support the application, one of whom should be involved with the applicant(s) on an appropriate professional basis (nurse, doctor, social worker). The referees should be able to validate the reasons for the application and the potential benefits to the applicant.
- Depending on the scale of the request (eg an organization requesting funding on behalf of a number of applicants or a complex application) the applicants may be required to provide a more detailed plan for the consideration of the Trefoil Grants Committee.

The purpose of the Grant is to allow the applicant to participate in a recreational activity or holiday which without the Grant would not have been available to them.

## **ELIGIBILITY CRITERIA PERSONAL DEVELOPMENT GRANTS**

### **Personal Development Grants**

**Eligibility:** Young people under the age of 25 years with special needs which may be psycho/social or of a physical nature which impacts upon their development.

**Purpose:** The purpose of the grant should be to support personal development and independence (educational, social or moral development) for eligible individuals/groups where statutory funding is not available, considered to be inappropriate or indeed needs to be topped up (this is not to replace statutory funding or to relieve statutory bodies of their funding and support obligations).

**Structure:** The grants may be provided to individuals or organizations. The project or event should be structured in order to provide an evaluation criterion which is agreed in advance of the award. The criteria must be mutually agreed between Trefoil, the individual and the supervising body. The level of the award will be at the discretion of the Trefoil Grants Committee and will only be subject to appeal under extreme circumstances. Normally involvement in projects or awards which should be subject to statutory funding will not be considered, although match funding with other sources such as Local Authorities and charities will be considered.

### **Process:**

- Applications should be submitted no later than 10 weeks before any funds are required, this allows time for references to be accessed, etc. Any application which does not meet the minimum timescale cannot be considered. Therefore applicants should apply as early as possible. However, this should be no more than 6 months prior to the date when funds are required.
- The Charity requires two referees to support the application, one of whom should be involved with the applicant(s) on an appropriate professional basis (nurse, doctor, social worker). The referees should be able to validate the reasons for the application and the potential benefits to the applicant.
- Depending on the scale of the request (eg an organization requesting funding on behalf of a number of applicants or a complex application) the applicants may be required to provide a more detailed plan for the consideration of the Trefoil Grants Committee.

The purpose of the Grant is to allow the applicant to participate in a project which without the Grant would not have been available to them.