

**GRANT APPLICATION FORM**

**Internal Use Only**

<b>Grant Application No.</b>		<b>Date Received</b>	
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**Personal Details**

First Name		Surname	
Address			
County		Postcode	
Telephone		Email Address	

Date of Birth (DD/MM/YYYY)				Age at Last Birthday	
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**Family Details**

How many people are there in your household?	
Adults	
Children (under 16)	
What is your total family income per month? (salaries before tax and any benefits)	£
Details of any benefits paid to the Household (describe and amount paid per month). <b>Please provide written proof of these benefits.</b>	

**Details of Parent/Carer or Guardian**

Name	
Address	
Relationship to Applicant	

<b>In which sport are you involved?</b>	
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**Have you applied for any funds/grants, either from us or elsewhere?**

Organisation	Date (MM/YYYY)	Outcome	Amount Awarded

**Please tell us why you are making this application? For what purpose do you require a grant? How would it assist you in your chosen sport? (200 words max)**

**Amount of Grant Required**

<b>Total Value</b>	<b>£</b>
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**Please give precise details on how you would spend the Grant if successful. If we do not make the purchase you will be required to produce receipts for all expenditure once you have spent the money. The Grant may be paid in advance.**

Description	£
<b>Total</b>	<b>£</b>

**If your application is successful, please state below who the cheque should be made payable to. If it is not you please state the person's relationship to you.**

Name	
Relationship to you	

## **REFEREES**

**You must provide the details of at least two people (not relatives) who are prepared to act as referees. The first of which must be employed at, or be an official of, your school, college or sports club. The second should be a family friend or sports coach who has known you for at least two years. We will contact them before considering you for a Grant.**

**It is helpful if the references are enclosed with the application.**

### **Referee 1**

Name (incl Mr/Mrs/Ms/Other)	
Address of Organisation	
Postcode	
Contact Details	
Position in Organisation	

### **Referee 2.**

Name (incl Mr/Mrs/Ms/Other)	
Address of Organisation	
Postcode	
Relationship to applicant	
Contact Details	

**You must have the support of one of your parents/carers or guardians,  
please ask them to read the information below and sign.**

**I confirm that \_\_\_\_\_ (name of applicant) is applying  
for a Grant from The Dickie Bird Foundation and confirm that they have  
completed this form honestly and recognise that, should any part of it be  
found to be false, he/she (or person Grant made payable to) may be  
required to repay any Grant awarded.**

**I give The Dickie Bird Foundation permission to use  
\_\_\_\_\_ (name of applicant) photograph/details for  
publicity purposes (including promotional materials and The Dickie Bird  
Foundation website.**

**Signed \_\_\_\_\_ Date \_\_\_\_\_**

**Relationship to the applicant \_\_\_\_\_**

# **GRANT APPLICATION GUIDELINES**

- 1 We will not accept applications unless they are on our application form.
- 2 We only accept Applications from individuals. Groups, Schools, Associations or Colleges should **not** apply
- 3 You must be not over 16 years of age at the time of making the application.
- 4 Print your Application form, this could eliminate any misunderstandings also the Application form must **be completed in black ink** for photocopying purposes.
- 5 Complete all sections of the form honestly. Failure to do so could result in us asking you for repayment of the grant at a subsequent date. All information will be treated confidentially.
- 6 You will only be considered for a Grant if you are unable to raise the necessary finance you require as a result of your circumstances. You will need to show that your circumstances are such that you are unable to raise the finance necessary through any other means.
- 7 In the section asking for your families' monthly income, put down details of all benefits you receive. This gives the Foundation a better understanding of your circumstances. **Please provide written proof of such benefits.**
- 8 You must provide the details of at least two people (not relatives) who are prepared to act as referees. The first of which must be employed at, or be an official of, your school, college or sports club. The second should be a family friend who has known you for at least two years. We will contact them before considering you for a grant.  
**The references must be enclosed with the application.**
- 9 You must complete every box on the application form. Failure to do so will render the application invalid and we will not send it back to you.
- 10 If you have any questions regarding your Application then you can Phone or Write to the Grants Officer. When you have completed your Application Form please Post it to the address shown below. **PLEASE DO NOT EMAIL YOUR APPLICATION.**

Grants Officer  
The Dickie Bird Foundation  
23B Rawson Street  
Low Moor  
Bradford BD12 8PH

## **GRANT APPLICATION GUIDELINES (CONT)**

- 11 At least four Meetings of Trustees are held each year when Grant Applications will be considered.
- 12 To save our limited funds we are unable to send notification to unsuccessful applicants.
- 13 If you are successful we will generally make the purchase or you will provide invoices if we decide that you may make the purchase. In the latter case you will be required to complete a monitoring form by a specified date, which will tell us how you spent the money and the benefits gained from the grant. Failure to complete and return this form or miss-use of the Grant in a way not stated on your application, will result in steps being taken to withdraw or recover the Grant.
- 14 It is always helpful if you submit supplementary details on a separate sheet. The choice to include photographs is yours. (These will not be returned due to costs involved).
- 15 Always keep a copy of your application.

### **GRANT REQUESTS WHICH THE TRUSTEES WILL CONSIDER:**

Each application is considered on its own merit, the wide range of sports makes it very difficult to itemise each and every thing required.

**The following should be considered as guidelines:-**

**Shirts, shorts, swimwear, footwear:** Appropriate to your sport.

**Dress standards:** A large number of sports require you to wear certain types of clothing, examples of these are: Dressage, Fencing, and Ice Hockey. We are aware of this and as stated previously will treat each application on its merits in relation to that particular sport.

**Equipment:** Appropriate to your sport.

We are aware that some Clubs/Associations and Professional Groups provide a lot of the larger equipment for general use by its members or the general public. Your application should list **personal** items for your use only.

#### **Travel**

The Foundation will not pay towards travel expenses.

## **GRANT APPLICATION GUIDELINES (CONT)**

### **GRANT REQUESTS THE TRUSTEES WILL CONSIDER (CONT).**

#### **General**

In the case of a Grant offer, all the above conditions apply.

You will be asked to complete a Grants usage form, this is to confirm to the Foundation how the grant money has been used.

**Failure to complete and return this form or miss-use of the Grant in a way not stated on your application, will result in steps being taken to withdraw or recover the grant offered.**

**In addition, if invoices are not provided we reserve the right to reclaim the Grant.**

### **GRANT REQUESTS THE TRUSTEE WILL NOT CONSIDER.**

The Foundation will **NOT** consider Grant requests on any of the following:

The application is not on the Official Grant Application Form

The application is incomplete or false information given  
(Including non return of written benefits evidence and references from referees)

You are over 16 years of age at the date the application is received

Travel cost

APPLICATIONS ARE FOR INDIVIDUALS ONLY\_(Groups, Clubs, Schools, Colleges or Associations do not qualify)

Professional fees of any kind, including club membership, or club fees

Scholarships, Summer/Winter/Training Camps