



**APPLYING FOR A GRANT – Guidance Notes**

The aim of Help for Kids is to support, aid and fund, local children or causes concerning local children, who are either vulnerable or disadvantaged through either social and economic circumstances or through health and disability in Dundee and the surrounding area. Our age bracket is from birth to 18 years of age but not limited to this age group.

Through our fundraising campaigns we have reached over 8' 893 children. To do this we offer a quarterly grant application service which targets those who work with children most in need. Help for Kids is a Dundee based charity, supported and facilitated through a partnership between Overgate Centre and Wave 102.

All requests are considered on their merits by the board of trustees, who meet on a quarterly basis. In the event of a crisis situation, we can turn a decision around in 48 hours.

What we like to encourage	What we might consider	What we do not encourage
<p><i>Direct benefits to the child such as:</i></p> <ul style="list-style-type: none"> <li>• Equipment</li> <li>• Resources</li> <li>• Mobility Aids</li> <li>• Sensory Aids</li> <li>• Educational activities</li> <li>• Experiences</li> <li>• Activities</li> <li>• Safety/Security</li> <li>• Protection</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer expenses</li> <li>• Travel</li> <li>• Treatments*</li> <li>• Therapies*</li> <li>• Training</li> <li>• Furnishings</li> <li>• White goods*</li> </ul>	<ul style="list-style-type: none"> <li>• Staffing costs</li> <li>• Staff Uniforms</li> <li>• Overheads</li> <li>• Running costs</li> <li>• Rent/property costs</li> <li>• IT</li> <li>• Stationery</li> <li>• Marketing/PR</li> <li>• Family holidays</li> </ul>

*\*will only be considered if it can be proved that all avenues have been exhausted*

- If you are an organisation who is completing the application on behalf of an individual, then please state your name in the section (person completing application) and put the name & address of the person who will benefit from the application into the section “*name of group, organisation or individual requiring funding*” Your organisation name should go in the section “applicants address” along with the organisations address
- **Regardless of all applications please supply the ages and number of children the application will benefit, and which area they live in.** If we don't know how many children it can help and the area they are living in, the board cannot make an informed decision. If the children are from all over the City then “City Wide” will suffice.

- If you are completing the application on behalf of an individual/family then please ensure that you provide a supporting statement within your application of how the funding will benefit the child/family. Often a letter from a professional who involved with the child/family is included as supporting evidence
- Only applications which can demonstrate a real need and state what that there is a direct benefit to a child/children will be considered.
- If the person requiring funding is an individual then **evidence of income must be provided**, this can be a copy of a DWP letter, bank statement, pay slips etc.  
**Applications which do not provide this will not be considered.**
- Please provide evidence that the individual is not able to obtain support through the Welfare Fund in the form of a crisis grant or a community care grant. A copy of the letter from the council is suitable. The Council will provide copies if you need this.
- If you have applied to the Welfare Fund and are waiting to hear the outcome of the decision then please state this on the application form
- Referees **should not** be the parent or family member of the child/ren, these should be independent of the family and able to provide an unbiased and professional supporting statement in support of your application. It is also recommended that the referees are asked for permission before giving their contact details.
- If you are a charity, local authority establishment, private business or a voluntary organisation/community group you **must provide a copy of your accounts**.
- When funding is required for resources or activities then a breakdown of costs is required, and should include at least 3 quotes for items or services (*any work*) to be carried out.
- Applications from schools must have a supporting letter from the local authority that evidences that the LA is not responsible for the provision of what the funding would cover, this should also include evidence that the LA/school has no other financial means of funding the item/service from their own funds.
- Please remember to provide any information about other funding you have applied for or fundraising you are going to be undertaking to raise funds.
- Please note that funding is provided as a cheque, or gift voucher, cash is never provided to an individual or an organisation. On some occasions we will pay a provider directly.

Please download the application form at [www.helpforkids.org.uk](http://www.helpforkids.org.uk)

***Before you send your application have you:***

- Supplied all evidence of income including copy of accounts along with the application?
- Supplied a minimum of 3 quotes for any work for which the funding will be used for?
- Included a breakdown of costs for any items required. i.e. Bed £200 Argos, child's winter coat Primark £20 etc.?
- Provided evidence that the access to the welfare fund is not available?
- Included a copy of your organisations accounts?
- Provided a fully completed application form including all contact details?
- Included a Local Authority supporting letter if a school?

**Once complete return this via email to [ghUWm@helpforkids.org.uk](mailto:ghUWm@helpforkids.org.uk) or by post to GHUWmK U`UWY, Fundraising Manager, Help for Kids, Level 5 City House, Overgate, Dundee, DD1 1UQ**