

SIS Board GRANT APPLICATION FORM		
FOR OFFICE USE ONLY		
Received on:		
Criteria Check Completed by:		
Application Number:		
Submitted to Board on:		
Agenda Item : Finance	Meeting Date:	
Decision:		

1. Introduction

This introduction and subsequent commentary forms part of the application form.

Spinal Injuries Scotland (SIS) is committed to supporting our members achieve their goals. As part of our efforts we set aside monies each year to provide a limited number of small Grants and Bursaries. The sums involved are never large and the fund is often exhausted, but we believe that if used effectively, they can make a huge difference.

Whilst further criteria also apply, the following must be met:

- Grants are only available to those members of Spinal Injuries Scotland who have a Spinal Cord Injury, are residing in Scotland, either as a UK or EU Citizen, with indefinite leave to remain or with full refugee status,
- SIS will not consider applications where statutory provision has not first been explored and exhausted,
- SIS will not consider funding an item already in the applicant's possession, nor one for which the applicant has already placed an order,
- SIS will only accept one application per applicant in any three year period.

All applications are considered on a case-by-case basis, but SIS will consider applications for assistive technology, mobility aids and other pieces of specialist equipment that improve independence.

In common with a number of other supporting bodies and agencies, SIS are unlikely to fund applications for passive exercise equipment, house adaptations, holidays, vehicles or secondary or cosmetic functions, including those on wheelchairs.

Applications will only be considered via submission of the approved SIS Application form.

Awards will be paid by bank transfer into an identified account. Cash awards will not be made.

2. Purpose

- 2.1 This form records basic administrative information and provides applicants with an opportunity to explain what they are hoping to secure the grant for. It also sets out how much is needed to purchase the item and what efforts, if any, the applicant has made to secure funds from elsewhere.
- 2.2 The format is intended to provide members of the Board of Directors ('the Board') of Spinal Injuries Scotland with sufficient detail to enable it to decide whether it is in a position to support an application. Further information may be sought.
- 2.3 In submitting this form you ('the applicant') are agreeing that:
- (a) You have read, understand and meet the criteria set out for eligibility for an SIS Grant,
 - (b) You understand there is NO GUARANTEE that SIS will or can support, (or are otherwise able to contribute towards), your application and that only one application will be considered per individual within a 3 year period, regardless of outcome,
 - (c) All information provided by you is accurate and that any misleading statement will result in your application being rejected,
 - (d) You are aware that Spinal Injuries Scotland are under no obligation to consider your application in any manner,
 - (e) You acknowledge that Spinal Injuries Scotland may wish to publicise your case to raise the profile of the work of the charity and agree to us doing so in the event you are successful in receiving any award,
 - (f) You agree that the decision of the Board or its representatives on this matter is final and accept that NO APPEAL process is available.

3. Approach

- 3.1 Applicants must use the approved SIS Application form. All parts of the form must be completed and the form MUST be signed by the applicant or an individual who is entitled to act as their representative (e.g. Power of Attorney).
- 3.2 The completed form must be supplied to the SIS Office, Festival Business Centre, 150 Brand Street, Glasgow G51 1DH
- 3.3 Subject to meeting the approval criteria, and funds being available within the designated fund, your application will be tabled for consideration at the next available meeting of the SIS Board, or any subgroup formed to review such matters on its behalf. This may take a number of weeks.
- 3.4 You will be notified of the decision of the Board. This will generally be made by e-mail.
- 3.5 The Board and its representatives reserve the right not to progress your application and are not obliged to provide any detail as to the reasons for any decision made.
- 3.6 There is NO APPEAL process.

4. Application

To help Spinal Injuries Scotland assess whether we can contribute the assistance you are requesting, please complete the following:

ABOUT YOU			
FORENAME			
SURNAME			
ADDRESS			
		POSTCODE	
HOME TELEPHONE		MOBILE	
E-MAIL ADDRESS			
SIS MEMBER	YES / NO	(please circle which applies)	
DATE OF BIRTH		(used as part of membership validation process)	

ABOUT THE EQUIPMENT YOU ARE REQUESTING	
Description	
Total Cost of equipment	£
Amount Sought (from Spinal Injuries Scotland)	£
Name and Address (& website details) of Supplier (if applicable)	(Please attach a copy of your full quotation for equipment if applicable)
Reasons for Request (Including future usage of equipment and why you think it will be of benefit to you).	

ABOUT FUNDING ARRANGEMENTS

Have you applied to any other source for assistance with funding? <small>(circle which applies)</small>	Yes/No
Please give details, including date of application and outcome:	
Have you previously applied to Spinal Injuries Scotland for a grant? <small>(circle which applies)</small>	Yes/No
If yes, please provide details and date	
Details of other contributors (if any)	
Amount raised through other means and contributing towards the cost?	£
How did you hear about the Spinal Injuries Scotland Grants scheme?	

YOUR BANK DETAILS

Bank	
Branch	
Branch Address	
Account Name	
Sort Code	
Account Number	

APPLICANT SIGNATURE

SIGNATURE	
DATE	

Final checks

Have you completed **All** parts of the form?

Have you signed the form? (The form **MUST** be signed by the applicant or an individual who is entitled to act as their representative (e.g. Power of Attorney).

Please post the signed & completed form to Spinal Injuries Scotland, Fullarton Court (Unit C), 11 Drumhead Place, Glasgow G32 8EY

TERMS AND CONDITIONS

The following terms and conditions also apply:

- Spinal Injuries Scotland do not fund retrospectively.
- Any Grant must be paid into an identified bank account.
- Grants not used within the financial year in which they are awarded MUST be returned to SIS.
- Original receipts for total amount awarded must be sent to SIS within 30 days of receipt.
- The information provided by you as part of this application will be treated as STRICTLY PRIVATE AND CONFIDENTIAL by the Board.
- Copy applications (or an appropriate extract thereof) will be held on file for a requisite period to enable records to be kept of previous applications and in compliance with company audit requirements.
- If the grant cannot be used for the purpose it was awarded, it must be returned immediately to SIS.
- Successful recipients of an SIS grant undertake not to dispose of any equipment awarded funding support without prior approval of SIS. SIS should be informed as soon as possible if the issue of disposal arises.
- SIS must be notified immediately if an item awarded funding support is lost, stolen or irreparably damaged.
- We reserve the right to reference the award in our charity publicity material, financial accounts/statements.