

Guidance Notes for Applicants

Who Can We Support?

The beneficiary must:

- Be aged 18 or under.
- Be an individual child/siblings with disabilities or an organisation* that supports children with disabilities.
- Not have applied in the last 12 months.
- Live in the following areas: Northumberland, Tyne and Wear, County Durham.

What Do We Fund?

The Chronicle Sunshine Fund provides specialist equipment to children with disabilities. We fund equipment that is not funded by the NHS or any other source.

Examples of specialist equipment we have funded in the past includes:

- Trikes
- IT equipment
- Wheelchairs
- Profiling beds
- Specialised seating
- Sensory equipment
- Hydrotherapy equipment

Exclusions:

- Equipment to anyone aged 19 and over
- Assistance for holidays/trips
- Contributions to general fundraising appeals
- Garden/home renovation or improvement
- Travel or car lease
- Childcare costs
- Professional fees/costs
- Training/College Fees
- Insurance & extended warranties
- **Any equipment that can be funded through the NHS or Local Authority**

**Applicant organisations must not have an annual turnover that exceeds that of The Chronicle Sunshine Fund. If you are an organisation that this may apply to please speak to our office regarding this before you make an application.*

Section 1

This is for the primary applicant – who ever is applying. This could be the parent, carer or a professional who is working with the family. Please be aware that the email that is put here will be the primary email address for all contact from the charity.

Section 2

This is for the beneficiary's details – the child who will benefit from the equipment. Please list all the medical diagnoses and special educational needs and disabilities, including any relevant surgeries or procedures. For multiple beneficiaries, fill out one application form for one piece of equipment but list the children who will benefit. We accept one application, per child, per piece of equipment every 12 months. This means you can apply for separate pieces of equipment if you have more than one child with disabilities or special needs.

Section 3

Only fill this in if the parents/carers are not down as the primary applicant.

Section 4

Please detail the exact piece of equipment that is required; including the make, model and description. For equipment to be funded, the professionals involved with the beneficiary's care should agree with what is detailed here.

Section 5

Explain why the child needs this piece of equipment – the benefits it will have, why it is needed at this point in time, the positive impact it will have on the child and the family. Please explain how the child's medical and special needs affect their life and the difference this equipment will make.

Section 6

We need to know who recommended the equipment and why. We need to know whether a professional has assessed the suitability of the equipment and who they are. For certain pieces of equipment our panel of experts require assessment from physiotherapists and occupational therapists to be approved. This applies mainly to equipment that has a clinical use – wheelchairs, specialist buggies, baths, trikes, standing/walking frames, beds, play equipment, sensory equipment – e.g. weighted blankets. **Without this your application will not be agreed.** For equipment that has an educational or communication function we need a speech and language therapist or teacher to be assessing the equipment requested. We also require confirmation that an appropriate professional will be providing instruction and/or training on the piece of equipment. This could be the professional who recommended the equipment or a rep for the supplier/manufacturer.

Section 7

Our funding criteria strictly states that we cannot provide equipment that could be funded by community, NHS and local authority services. We must know why the piece of equipment cannot be funded.

This is particularly relevant for applications for wheelchairs, specialist buggies, bed, seating, standing and walking frames. Our panel will want to see that the child has been referred to Wheelchair Services/Disablement Services/Community Loan Equipment Services and that they were unable to fund and the reasons why. If this information is not provided, they may decide to defer the application until such a referral and assessment is done. To prevent unnecessary delays, we recommend submitting a letter with the application that explains the child has had a referral to these services and that specific service states they are unable to provide the equipment and the reasons why.

Section 8

Equipment quotes must be provided as part of the application. We require two quotes from separate companies for the same/similar piece of equipment. Most companies will provide you a formal itemised quote free of charge and their account details for payment. We do not accept quotes that are screenshots of a website such as ebay or Amazon or are from a company that does not allow us to make BACS payments. On occasion there may be only one supplier that provides the equipment you require. In that instance please explain this on your application form.

If you are unsure who an appropriate supplier may be, please feel free to get in touch as we have worked with many different companies over the years and may be able to give you some advice or signpost you to an appropriate company.

Please note that we have very high levels of applications and the panel will typically choose the quote that is lower cost, providing it meets the needs of the child in the same ways as the more expensive quote. If you have a strong preference or need for the more expensive option, please detail this on your application form and in the letters of support.

Many pieces of specialist equipment are VAT exempt. Please check with the supplier about your eligibility – we do not want to have to pay more than we need to for equipment!

If you are applying for IT Equipment – specifically an iPad or laptop – you do not need to submit an quotes as we have a dedicated supplier. If you require something different then you will need to clearly state this on your application, giving reasons why and provide two quotes.

IT Equipment	Value
iPad Air 2 – wifi only, no 4G data plan. Case provided.	£380.00
Laptop	£400.00

Section 9

We understand that families often apply to different charities to fund their equipment. We are happy to work alongside other organisations and joint fund. If you have been successful in securing funding, please detail this here and in Section 8.

Section 10

We have several trusted partners who are external to our charity. If an application fits their criteria we may apply to them to fund your equipment. This could be criteria such as a particular medical condition, location or type of equipment. If you are happy for us to share your information, please let us know. We will always notify you of our intention to apply for external funding prior to doing so. Some of the charitable trusts, such as Community Durham Community Foundation, require some financial information.

Section 11

If families are successful in their application, we offer the opportunity to be part of our campaigns – for example an article in The Chronicle newspaper or on social media. This helps raise awareness, informs others looking for support and encourages local businesses to come forward to make donations. It's completely optional to be part of our publicity as we appreciate that not everyone is comfortable with this so please let us know your preference on your application. **Applications will not be affected by this decision.**

Section 12

We are a fundraising organisation and rely completely on charitable donations to be able to fund the equipment we are asked for. We do not expect families to fundraise for us but should you be interested in getting involved in any way please let us know. **Applications will not be affected by this decision.**

Section 13

Please tell us how you heard about the charity. This is really important for us as it allows us to see where our information is being seen.

Section 14

This is an optional section that you can use if you feel there is anything else you'd like us to know regarding your application.

Section 15

For electronic submissions we accept typed signatures. Please note that by signing this you confirm the information provided is correct and that you agree to The Chronicle Sunshine Fund's Terms and Conditions. Full T&C's can be provided on request.

Section 16

This provides information on how to submit your application. For electronic submissions the quotes and letters of support can be attached as scanned files- PDFs or high quality JPEG/PNG files.

Supporting Letters

- We require two supporting letters to support the application.
- They must be submitted on letterhead paper from the organisation.
- Any medical or clinical equipment must be assessed by a health professional – Occupational Therapist, Physiotherapist, GP/Consultant.
- Other equipment can be supported by: Speech and Language therapist, school, teachers, nursery manager, family support worker etc.
- The two letters need to directly reference the equipment and state why the child will benefit from the piece of equipment.
- Ideally the panel require the letters to be from professionals from different fields/specialisms.
- If the panel feel there is insufficient evidence in the application; it will be deferred until the necessary support can be provided.

Data Release Form

It is an essential part of the application process that we share your application with our expert panel. As part of our new GDPR procedures we require all applicants to complete and return a Data Release Form. This gives us permission to share your information with trusted partners and may enable us to get funding quicker. If you do not consent to us sharing this information with our panel of experts, we will be unable to proceed with your application

Photo Permission Form

If you are happy for us to use photographs of you/your child please sign and complete the form included in this pack.

Misuse of Equipment Form

Depending on the nature of your application and the equipment requested you may be asked to sign a 'misuse of equipment' form if your application is approved by the panel.

Payment

Payment for the equipment will be made directly to the supplier via BACS. Please make sure you have this information on the application form. We cannot pay money into personal bank accounts or provide a cheque.

Reapplication

We require all applicants to wait a period of 12 months from the panel meeting the application is assessed in before reapplying. This applies to both agreed applications and unsuccessful ones.

Ownership

The Chronicle Sunshine Fund is not responsible for the maintenance and/or ownership of any equipment. The equipment is the responsibility of the organisation or the individual applying. This applies to any warranties, servicing or issues that arise once equipment has been delivered.

Unfortunately, we cannot accept donations of equipment, nor the return of used equipment that has previously been funded. We would however be delighted if you recycled the equipment to other parents or organisations such as Percy Hedley School and St Oswald's Hospice.

Communication

All communication from the charity will be via email; it is vital that the address listed is a working email account. If a professional is applying by proxy; they must ensure that should they change jobs etc that an alternative contact method – such as the office telephone number – is also provided. Applicants can expect emails at the following points:

- Upon receipt of application.
- Notification that the application is being taken to the equipment assessment panel.
- The decision of the panel and expected timescales for funding.
- Any updates regarding funding.
- Notification that the equipment has been paid for and that the supplier will be getting in touch regarding delivery.

We ask that you contact us by email either: hello@thesunshinefund.org or rachel.kaczmar@reachplc.com as the office telephones are not always manned. Please be aware that Rachel works part time and there may be a short delay in getting a response back to you.

Contact Details

Rachel Kaczmar
The Chronicle Sunshine Fund
2nd Floor Intu Eldon Square
Eldon Court
Percy Street
Newcastle upon Tyne
NE1 7JB

rachel.kaczmar@reach.com

If you need to speak to a member of the team urgently, please call: **0191 2016066/0191 2016068**

Disclaimers

Incomplete applications or applications submitted with insufficient information may be deferred or rejected.

The applicant is responsible for replying to requests for additional information within the timescales provided. The Chronicle Sunshine Fund will not follow up or chase applicants for information.

The Chronicle Sunshine Fund does not make recommendations of specific equipment. We can provide a list of suppliers that we have funded equipment from in the past.



Guidelines for Professionals

As a professional working with children who have disabilities and special needs you may be approached by a family to write a letter of support. This document is a guide for what we need to be included in a letter of support.

Each application must contain an application form; two quotes (where applicable) and two letters of support from professionals.

We accept application forms written on behalf of families by a professional; however, this person should not also provide a letter of support. In this case, ideally the family would need three separate services/professionals involved in the application.

Requirements:

- The letter must be on letter headed paper from your organisation.
- Let us know in what capacity you know and support the child/family.
- The letter must confirm the child's diagnosis and needs stated on the application form.
- You must state if you support the application for the specific piece of equipment.
- We need to know how and why you feel the equipment will be of benefit to the child.
- Whether you have played any role in assessing the child for the equipment.
- Confirm that to your knowledge, that the local authority/ NHS service could not fund this particular piece of equipment (or suitable alternative).
- Confirm that referrals to appropriate services have been made – e.g. for a specialist buggy or wheelchair to Disablement Services/Wheelchair Services/Community Loan Equipment Services.
- If the child has been refused assessment or allocation of the equipment, please explain why.
- If you still support the child's need for the equipment you need to state why.
- Our panel of specialist therapists require full assessments to have been undertaken for most types of equipment – no assessing professional can mean the application is deferred or declined.

Medical/Clinical Equipment:

- We would expect that for a piece of equipment that has a medical or clinical purpose – e.g. wheelchair, trike or specialist seating; at least one letter of support from an Occupational Therapist and/or Physiotherapist.
- We would also expect that the person writing that letter had been involved in the assessment process; or was suitably satisfied that a risk assessment from yourself/service was not necessary.

Educational/Developmental Equipment:

- For a piece of equipment that has an educational and/or developmental purpose we would ideally like a teacher, early years practitioner and/or speech and language therapist to provide one of the letters of support.

Communication Equipment:

- For a piece of equipment that has a communication purpose we would ideally like a speech and language therapist to provide one of the letters of support.

Submission:

- We ask that you give the family your letter of support and that they submit their application to us with the letters and quotes etc. You are not required to send us the letter directly.
- You may be contacted after the panel has sat by the family if more information is required to approve the application.

Next Application Assessment and Funding Round:

Deadline for applications:	23rd August 2019
Application Assessment Meeting:	3rd September 2019

If you have any queries around your letter of support, please get in touch with Rachel Kaczmar:

Rachel Kaczmar

The Chronicle Sunshine Fund
2nd Floor Intu Eldon Square
Eldon Court
Percy Square
Newcastle upon Tyne
NE1 7JB

rachel.kaczmar@reachplc.com 0191 201 6066/0191 2016068