

## **Application Guidelines for the APPLICANT**

**(To be used if you are the applicant and completing the application form yourself)**

### **1. What is the opportunity that you require funding for?**

*This is your chance to describe your opportunity in as much detail as possible. . Examples of this "opportunity" could be an item of equipment, an activity, a training course etc". Please tell us how funding from The Salford Foundation Trust will enable you to learn and/or develop new skills or take part in a character building experience or activity?*

### **2. When will the opportunity start and for how long?**

*When will this opportunity start and finish – you can give us an approximate date? If it isn't going to start for a while – please state why.*

### **3. Why do you want the opportunity (for which you are seeking funding)?**

*Please tell us what attracted you to this opportunity, how long has it been something you have wanted to do? Have you done it before, if so why would you like to do it again?*

### **4. Why do you feel you should be given funding?**

*This is where you should tell us about any barriers that you feel stand in the way to achieving your goal. Use this section to describe your aims for the future. We would be interested to hear about any past achievements or experiences you may have had that you believe helps demonstrate your commitment to this opportunity.*

### **5. How will your referees support you throughout this opportunity?**

*If your request for funding is granted, describe how your referees will help you to make the most of the opportunity. This can include any practical support such as use of facilities or equipment. If you prefer, one of your referees can complete this section.*

### **6. Describe how this opportunity will assist you in what you want to achieve?**

*Similar to question 3 but in this section you should tell us about the difference this opportunity will make, how will it improve your current situation, e.g. will it allow you to acquire or develop a particular skill, fulfil an ambition, gain a qualification?*

### **7. How will you know that you have benefited from this opportunity and succeeded in achieving what you wanted to?**

*Using the information you have provided in your last answer, please provide details of how you plan to record your success or measure the progress that you have made e.g. taking a test.*

### **8. Funding**

**Approximate total value of the opportunity** - How much do you think it will cost?

**Amount applying for** - How much funding are you applying for? The maximum grant is £500 but we may in exceptional circumstances consider requests for a higher amount.

**Breakdown** - How have you calculated this cost? E.g. music lessons @£30 each x 8 = £240.

**Other funding secured** - We would like to know about any other funding that will contribute to this opportunity e.g. funding from your parents, school, social services etc.

**Other funding sought** - Where else you have sought funding from (this includes applications you have made that have been unsuccessful)?

### **9. Declarations**

**Applicant** - Please sign and date this form.

**Representative** - This section will not need to be signed as you have completed the application form yourself.

**Referees** - You will need to ask the two referees (who's details you have provided on the front page) to sign and date the form.

## **Application Guidelines for the REPRESENTATIVE**

**(To be used if you are completing the application form on behalf of the applicant)**

### **1. What is the opportunity that you require funding for?**

*Describe the purpose for which the applicant requires funding. . Examples of this “opportunity” could be an item of equipment, an activity, a training course etc”. Be sure to demonstrate how this is a personal or learning development opportunity whereby the applicant will learn and/or develop new skills or take part in a character building experience or activity. Please provide as much detail as possible.*

### **2. When will the opportunity start and for how long?**

*Please give an indication of when the opportunity will start and for how long. If a significant delay is likely – please state why.*

### **3. Why do you want the opportunity (for which you are seeking funding)?**

*What attracted the applicant to this opportunity, how long has it been an aspiration of theirs, is it something they have done before, if so why does s/he want to do it again?*

### **4. Why do you feel you should be given funding?**

*We are interested to hear about any barriers that you feel prevent the applicant fulfilling their potential and achieving his/her goals. What are their aims for the future? Please provide details of any past achievements or experiences s/he may have had that you believe help demonstrate their commitment to this opportunity.*

### **5. How will your referees support you throughout this opportunity?**

*If the applicant’s request is approved, outline the support and guidance s/he shall receive from their referees, to assist them through this opportunity? This can include any practical support such as use of facilities or equipment. You - the representative can also be a referee.*

### **6. Describe how this opportunity will assist you in what you want to achieve?**

*Similar to question 3 but in this section please describe the impact that you feel this opportunity will have on the applicant, how will it improve their current situation?*

### **7. How will you know that you have benefited from this opportunity and succeeded in achieving what you wanted to?**

*Using the information provided in question 6; please provide details of how the applicant will track and record the progression of this opportunity. What measures are in place to record their success?*

### **8. Funding**

**Approximate total value of the opportunity** - How much do you think it will cost?

**Amount applying for** - How much funding does the applicant require? The maximum grant is £500 but we may in exceptional circumstances consider requests for a higher amount.

**Breakdown** - How have you estimated this cost, e.g. music lessons @£30 each x 8 = £240.

**Other funding secured** - We would like to know about any other funding that will contribute to this opportunity e.g. parental contribution, subsidy from school, social services etc.

**Other funding sought** - Where else has the applicant or you, on their behalf, sought funding from (this includes applications made that have been unsuccessful)?

### **9. Declarations**

**Applicant** - Please ensure the applicant provides their signature and is in agreement with the answers on this form.

**Representative** – Please provide some details about yourself, as we may need to contact you.

**Referees** – We require the signatures of the two individuals (who’s details you have provided on the front page) to sign and date the form. You - the representative can also be a referee.