**Guidance Notes:**

**Who are we?**

The sole purpose ofStarburst Charity is to support children with special needs in our local community. Our objective as a Charity is to help enrich the lives of local children through providing bespoke or specialised equipment in order to support a better quality of life, build self-esteem, improve confidence and promote independence.

**Who can apply?**

Applications can be made on behalf of individual children. Applications can also be made from non-profit making groups and organisations working with children up to, and including, the physical age of 18 years. These include schools, colleges and registered charities etc. The child must live in the catchment area covered by Starburst Charity which covers the ***border*** areas of Surrey/Hampshire/Berkshire. Please email [charity@starburstfoundation.com](mailto:charity@starburstfoundation.com) to ask about eligibility if you are not sure.

**What can I apply for?**

We will consider requests for funding which will be of clear and direct benefit to a child or children. Applications are usually to fund specific items of equipment that are for the direct use of the child or children. There is no lower or upper limit on the level of funding that may be awarded. However, a*pplications for the following will NOT be considered (list not exhaustive):*

|  |  |
| --- | --- |
| * repayment of loans * garden adaptations * administrative/salary costs * maintenance or on-going costs * distribution to other organisations | * reimbursement of funds already paid out * hire, rental costs or down payments * trips abroad or holiday costs * medical treatment, therapy or research * education/tuition fees |

**How do I apply?**

Applications can be made by parents, a school or organisation, or registered charities using the Application Form attached. Quotations for equipment, and any other relevant supporting information, must accompany the application. Please complete the form electronically and email it along with any supporting documents to charity@starburstfoundation.com

**What happens then?**

Once all the required information has been received your application will be reviewed and considered by the Applications Team. A member of the Applications Team will then contact you to arrange a visit to meet you/the child and seek any additional information. Notification of the outcome will usually be by email. Payments are made direct to the supplier by Starburst Charity on receipt of invoices and we will arrange delivery of the item to your address. Starburst Charity is not responsible for arranging any maintenance or insurance of any equipment. We may seek permission to use photos and/or video footage of the child/ organisation, and seek testimonials stories for promotional purposes.

**General Data Protection Regulations**

On completion of this Application form it will contain personal information about yourself and/or the beneficiary. Starburst Charity take your privacy very seriously and will only use your personal data for administration functions within our company. This will allow us to process applications or inform our marketing strategy. Please complete the GDPR statement at the end of the application form.

**Re-application**

Further applications for a child who has already received an item from Starburst will not be considered unless 24 months have passed since delivery of the previous item.

1. Your details(parent/carer/organisation)

|  |  |
| --- | --- |
| **Your name:** |  |
| **Your address:** | Post code: |
| **Your telephone number:** |  |
| **Your email address:** |  |
| **Your relationship to Beneficiary:** |  |

1. Who will benefit from the item?(child/organisation)

|  |  |
| --- | --- |
| **Beneficiary’s Name:** |  |
| **Beneficiary’s School/College:** |  |
| **D.O.B and Age of Beneficiary:** |  |
| **Address of Beneficiary:**  (If different from above) | Post code: |
| **Please provide a brief description of special needs or health condition**  (attach any supporting documentation) |  |

1. What are you applying for?

|  |  |  |
| --- | --- | --- |
| **Please provide details of funding required:**  (include details of any quotes and attach to this application) |  | |
| **Is the donation time**  **dependant?**  (If yes, please specify the date funding is required by and why) |  | |
| **How will the donation**  **benefit the beneficiary?** |  | |
| **How often is the item likely to be used?**  (e.g. daily, weekly, monthly, annually?) |  | |
| **How long do you expect the child/organisation to benefit from the item**  (e.g. 1-2 years, 3-5 years etc) |  | |
|  |  | |
| **Have you applied to Starburst in the past?** If yes, what did you apply for, for whom, and when? Please include details of all applications whether successful or not. | Note: we do not accept re-applications unless 24 months have passed since receipt of the previous item | |
| **Have any other**  **organisations been**  **approached for funding for this particular item?**  (If so, please give full details of who and for how much and if successful) |  | |
| **How did you hear about Starburst?** |  | |
| **If the application is successful, would you be willing to allow us to use photos and/or video footage of the child/organisation, and seek testimonials stories for promotional purposes?**  (The success of the application is not dependent on your answer) | | **YES/NO**  (if yes, please complete the photo release form overleaf which will only be used if the application is successful) |

1. Our visit

When is the best time for us to arrange a visit to meet with you and the beneficiary? e.g. daytime Mon – Fri only? Evenings and weekends? Etc.

|  |
| --- |
|  |

1. Additional information

Is there any additional information which might support your application? If so, please give details:

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Application |  | Signature |  |

**Photo Release Consent**

If the application is successful, I am happy for Starburst Foundation to use my child’s image and/or video footage of my child, and accompanying story/testimonial, for marketing and promotional purposes.

This will include posts on the Starburst Foundation website (www.starburstfoundation.com), marketing banners, show programmes, traditional media (e.g. press releases) and social media such as Facebook, twitter etc. (this list is not exhaustive).

|  |  |
| --- | --- |
| Name of Child |  |
| Date of birth |  |
| Address |  |
| Name of Parent/Carer |  |
| Signed |  |
| Date |  |

**GDPR Statement**

We would like to keep your contact details so that we can inform you of our upcoming events and productions e.g. the ‘invite only’ Charity Gala Pantomime Performance. If you consent to us contacting you for this purpose please tick YES, and your preferred method of communication below:

|  |  |
| --- | --- |
|  | YES - I agree for my details to be kept securely within Starburst Foundation |

Our Privacy policy is on our website should you wish to view how we handle your data.

[www.starburstfoundation.com](http://www.starburstfoundation.com) We will not share your information with any third parties.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Email |  | Text |  | Phone |

If you don’t wish us to contact you in the future, please tick NO below and we will remove you from our database once the review of your application is complete.

|  |  |
| --- | --- |
|  | NO – please remove my details from your database |

Please now email this application to charity@starburstfoundation.com