

## Introduction

Sullivan's Heroes was formed in 2015 and is registered with the Charity Commission, under registered Charity Number 1163021.

The charity aims to relieve the needs of children with disabilities and their families by the provision of grants and financial assistance towards home adaptations to accommodate the child's needs as a way of improving their quality of life within their home environment.

Sullivan's Heroes offers support for families seeking to raise funds for home adaptations where the costs of the project exceed that of the Disabled Facilities Grant (DFG) awarded. The charity aims to:

- Raise funds towards grants for families with disabled children, needing to adapt their homes to meet the child's care and health requirements, where the costs are in excess of council grants available and cannot be met elsewhere
- Aid families financially by awarding grants to help meet costs for building adaptation works
- Enable families to promote fundraising activities for their own adaptations project by providing a website platform. The family will receive 100% of the original donations, where Gift Aid is applicable – no fees will be deducted.

## Guidelines for Applying

### Applying once a Disabled Facilities Grant has been approved

To apply for assistance from Sullivan's Heroes and approval for both setting up a Fundraising Project page and applying for a Grant, simply complete and sign the following Application Form, and return it to us by email as detailed on the form, together with:

- Notification of Approval of Disabled Facilities Grant (DFG)
- Letter, on official letterhead, from your child's Occupational Therapist explaining the need for the home adaptations project
- Quotes from at least 2 builders, on company letterhead, showing the full cost and specification of the home adaptations project

## Applying prior to Disabled Facilities Grant approval

If you wish to fundraise prior to DFG approval, you may still apply to Sullivan's Heroes by providing the following:

- Letter, on official letterhead, from your child's Occupational Therapist explaining the need for the home adaptations project

## Fundraising Page

**Please note:** Funds raised through a Fundraising Project page and associated JustGiving donation page will only be paid to the Family once proof of DFG approval has been confirmed with Sullivan's Heroes. Payment of funds raised to date will then be made after submission by the Family of an invoice from the Building Contractor or Supplier undertaking the works. Funds will be held in Sullivan's Heroes' bank account until this time.

Should a DFG not be approved for any reason, Sullivan's Heroes may contact you or your child's Occupational Therapist for information, and/or make a personal visit, to assess the validity of funding requirements.

***It is at the Family's discretion if you wish to fundraise prior to DFG approval.***

In the event of funds raised being unable to be used for the Adaptations Project in question, the funds will be used by Sullivan's Heroes for ongoing Grants to help other families, or may be paid to a charity of the fundraising Family's choice, at the discretion of Sullivan's Heroes.

## Financial Grant

Any financial grant awarded may be pledged in advance of building or adaptations work commencing, but monies will only be paid into your bank account upon submission by the Family of an invoice from the Building Contractor or Supplier undertaking the works.

## General

Any funds awarded, and related fundraising pages, must be utilised towards building works and home adaptations to directly benefit the safety, care and well-being of the child outlined in this Application Form.

If your application is successful, Sullivan's Heroes will contact you to provide full information on the next steps.

***Please, wherever possible, provide a clear and legible email address and phone number which Sullivan's Heroes can use to contact you.***

## APPLICATION FORM

**Step 1:** Please Save this Application Form, which is an Editable PDF Form, to your computer and then complete it. *The boxes expand as you type into them, to contain as much information as you would like to input.*

**Step 2:** Please print off the Declaration on page 10, sign by hand, scan and return separately by email to the address below.

**Step 3:** Please check the Supporting Documents detailed on Page 10 of this form are included with your completed Application Form.

**Please return all items by email to: [hello@sullivansheroes.org](mailto:hello@sullivansheroes.org)**

**Please mark boxes with an 'X' to indicate selection:**

- Applying to set up a Fundraising Project page
- Applying for a Financial Grant
- Applying for **BOTH** a Financial Grant and to set up a Fundraising Project page

Child's Details	
Child's Name	
Date of Birth	
Age	
Gender of Child	Female <input type="checkbox"/> Male <input type="checkbox"/>
Medical Condition, or description of Child's needs	

Parent's Details	
Parent 1's Name	
Parent 2's Name	
Address 1	
Address 2	
Town/City	
County	
Postcode	
Home Tel. Number	
Mobile Tel. No.	
Email	

Occupational Therapist's Details	
Name	
Organisation	
Address 1	
Address 2	
Town/City	
County	
Postcode	
Telephone Number	
Email	

Home Adaptation Details	
Building work and Adaptations required	
How do you expect the above to benefit your child?	
Quoted cost of above works	
Disabled Facilities Grant (DFG) amount awarded	
Discretionary top-up funding awarded <i>(if applicable)</i>	

Funds raised to date <i>excluding DFG and Top-up amount</i>	
Amount looking to raise	
Proposed Start Date of Project	
Duration of building works <i>(if known)</i>	
Proposed Completion Date of Project	
We confirm we are the owner of the property.      Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>If you are not the owner of the property, please include a letter from the owner giving their consent to the Adaptation Project</b>	

<b>Disabled Facilities Grant Details</b>
<b>Please complete the <b>ONE</b> section from A to C below which is relevant</b>
<p><b>A.</b> We confirm we have been approved for a Disabled Facilities Grant from our local authority, and have included a copy of the Notification of Approval of Disabled Facilities Grant.</p> <p style="text-align: right;">Yes <input type="checkbox"/></p>
<p><b>B.</b> We confirm a Disabled Facilities Grant has been applied for and is in process.</p> <p style="text-align: right;">Yes <input type="checkbox"/></p>
<p><b>C.</b> We confirm a Disabled Facilities Grant will be applied for.</p> <p style="text-align: right;">Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>If 'No', please advise why not:</p>
<p><b>Further information about Disabled Facilities Grants can be found at <a href="https://www.gov.uk/apply-disabled-facilities-grant">https://www.gov.uk/apply-disabled-facilities-grant</a></b></p>

**Included Information Details**

We confirm we have included an official letter from our child's Occupational Therapist regarding the adaptations work being carried out.

Yes  No

If 'No', please advise why not:

We confirm we have included copies of a minimum of two builder quotations for the work.

Yes  No

If 'No', please advise why not:

**Additional Funding Sources**

Please give details of other charities or organisations you have applied to for funding, **including if unsuccessful**. Include written confirmation of these funds with your Application, if available. Please continue on a separate sheet if necessary for additional charities/organisations. *This helps us determine additional charities we can advise you of, to approach for funding.*

Funding Source 1	
Amount Pledged/Outcome	
Funding Source 2	
Amount Pledged/Outcome	
Funding Source 3	
Amount Pledged/Outcome	
Funding Source 4	
Amount Pledged/Outcome	

Employment & Industry History	
<p>Please provide details of what employment / industries Parent 1 and Parent 2 have worked in, both currently and previously. <i>This helps us determine additional charities we can advise you of, to approach for funding.</i></p>	
Parent 1: Current Employment	
Parent 1: Previous Employment	
Parent 2: Current Employment	
Parent 2: Previous Employment	

Bank Account Details	
<p>Please provide the following information regarding your bank account to enable Sullivan's Heroes to make BACS payments should your application be successful.</p> <p style="text-align: center;"><b>For security measures, please include with this Application Form a recent Bank Statement for the account detailed below, together with a Utility Bill – both of which must clearly show account holder's name, home address and account details.</b></p>	
Account Name	
Account Number	
Sort Code	

General Information	
How did you hear about Sullivan's Heroes?	
<p>Please mark the box with an 'X' to sign up to Sullivan's Heroes mailing list, and receive the latest news and updates</p>	
<input type="checkbox"/>	
<p><b>Please visit <a href="http://www.sullivansheroes.org">www.sullivansheroes.org</a> for details of our Privacy Policy</b></p>	



## Terms & Conditions

By applying to Sullivan's Heroes to set up a fundraising page and/or receive a financial grant, it is on the understanding that you have agreed to the following Terms and Conditions:

1. Sullivan's Heroes will pay the fundraising family 100% of the original donation amount excluding Gift Aid, where Gift Aid is applicable, raised through their Sullivan's Heroes Fundraising Project Page and associated JustGiving donation page. Where Gift Aid is not applicable, the charity will deduct the fees charged by JustGiving from that donation. Sullivan's Heroes will claim the Gift Aid where applicable and use this towards future funding of grants and operational costs including fees from JustGiving.
2. Sullivan's Heroes will pay any financial grant pledged and initial monies raised to date from the Fundraising Project Page on award of Disabled Facilities Grant and receipt of completed Disabled Facilities Grant Confirmation Form with supporting documentation from the awarding local authority; and submission by the family of an invoice from the Building Contractor or Supplier who has carried out the works, to the amount of or in excess of funds due. After this time, ongoing monies raised through the Fundraising Project Page will be paid on submission of further invoices, to the same terms as above. Monies will be paid directly to the family's bank account as detailed in the Application Form, with the exception of the situation detailed in point 3. Funding cannot be provided or paid out retrospectively, or for costs/works previously carried out, or for costs/works already funded by Disabled Facilities Grant funding or elsewhere, or for costs/works already funded by loans or other means.
3. As part of their due diligence, Sullivan's Heroes may on occasion make payment to the contractor rather than the family, therefore ALL invoices must show contractor bank payment details, contractor address information and be supplied on contractor's official letterhead/invoice sheet.
4. Should the target of funds required for the project need to increase due to increases in costs and / or specification of the works; or should the target decrease due to decreased costs and/or additional funding being awarded to the project, Sullivan's Heroes must be supplied with a revised quote and documentation accordingly of these costs and/or funding. Sullivan's Heroes reserves the right to refuse the target to be increased.
5. Sullivan's Heroes reserves the right to request copies of invoices and/or receipts paid towards the adaptations project by the local authority through Disabled Facilities Grant funding, together with evidence of works underway and/or carried out to date, be this in the form of photos, videos, receipts, invoices, site visits or any other methods deemed appropriate.
6. To enable the maximum number of families to be helped via Sullivan's Heroes and the Fundraising Project Pages, we request your Fundraising Project to be completed within one calendar year from start date. Should you require to continue fundraising longer than 12 months, you may Contact Us to enquire about extending your Fundraising Project Page. Sullivan's Heroes cannot guarantee an extension will be possible, but we will endeavour to accommodate this wherever possible.
7. Sullivan's Heroes reserves the right to terminate the use of its fundraising services and the associated JustGiving services at any time, at its complete discretion.
8. Sullivan's Heroes reserves the right to withdraw the pledge of a financial grant prior to payment at any time; to withhold a grant, donation or funds raised; to suspend or terminate payments of funds raised through a Fundraising Project Page and associated JustGiving donation page; or require repayment if any form of deliberately false or misleading information has been provided to obtain the grant, donation or funds raised, or if fraud or any wrong-doing is suspected.
9. Sullivan's Heroes reserves the right to withhold or terminate payments of funds in the event of JustGiving withholding or terminating payments of funds.
10. Sullivan's Heroes reserves the right without liability to suspend the operation of the website in full or in part at any time, for example for repair or maintenance work or to update or upgrade the contents or functionality of the website. Sullivan's Heroes is not liable for any loss suffered as a result of the suspension of these services. In addition, Sullivan's Heroes accepts no responsibility should JustGiving require to terminate their services, fundraising page or website at any time.
11. Whilst Sullivan's Heroes will endeavour at all times to help as many families as possible, the availability of a financial grant is subject to sufficient funds being available and we cannot guarantee that a grant can or will be awarded.
12. Sullivan's Heroes are not the commissioners of the building project and adaptation works, and as such will not be held liable for any costs, actions or claims arising from their installation.
13. Sullivan's Heroes may hold the information contained in or with their Application Form, the Disabled Facilities Grant Confirmation Form and other supporting documentation, and may share this information with other organisations, solely for the purposes of seeking funding towards the application and/or to check the information provided by the applicant.
14. Sullivan's Heroes may use photographs, videos and details of your child, the adaptations and the building works for ongoing fundraising and publicity purposes. This is crucial in helping Sullivan's Heroes to support your family and to continue the charity's fundraising work ongoing, to enable funding Grants for other children.

**Included Supporting Documents Checklist**

**Please print off this page and tick to show ALL the required Supporting Documents are included with your completed Application Form. Scan the supporting documents and return by email, together with your completed Application Form and hand signed Declaration to: [hello@sullivansheroes.org](mailto:hello@sullivansheroes.org)**

Notification of Approval of Disabled Facilities Grant (DFG)

Letter on official letterhead, from your child’s Occupational Therapist explaining the need for the home adaptations project

Quotes from at least 2 builders, on company letterhead, showing the full cost and specification of the home adaptations project

Recent Bank Statement (within the past 3 months) for bank account detailed in this form, clearly showing account holder’s name, home address & account info

Recent Utility Bill (within the past 3 months), clearly showing account holder’s name and home address

Supporting evidence of other funding sources (where applicable)

Signed Declaration – please print this page, hand sign, scan and return by email

**Declaration**

**By signing this Declaration below, we acknowledge and accept these Terms and Conditions set out by Sullivan’s Heroes; we confirm the information supplied within the Application Form is accurate and correct; and we agree not to bring Sullivan’s Heroes into disrepute.**

Name	
Relationship to Child	
Signed	
Date	