



Sirona Foundation Medium Grant application guidelines

These guidelines have been designed to help you complete the application form. The guide is easy to understand and is set out in the same order as the questions on the application form.

Note:

When you complete your applications, please make sure you have provided all the necessary information to enable us to process your application. Please use these guidelines to help you complete the form correctly.

Medium Grant: you can apply for £3,000 up to £20,000 for projects that lasts 1 to 3 years. This is the total amount and will be one payment for the duration of the project.

Every year £160,000 is set aside for our Medium Grant Programme. Applicants are invited to apply to receive a proportion of this sum. Grants between £3,000 up to £20,000 can be applied for.

As part of the application process, applicants to the Medium Grant Programme will be expected to partake in a short Teams meeting with our Trustees. This is an opportunity for you to promote your project and tell us why it should receive an award.

Tips to get you started:

- Read through the application form before you get started to see what information you will need.
- Please explain any acronyms you may use.
- Include essential points and keep your application simple.
- Make sure the numbers add up, all your figures/project costs should add up.
- Please do not make any purchases or pay for any part of your project until your grant is guaranteed. We do not pay any items retrospectively and your application is not guaranteed to be a success.

Completing your application:

1. **Title of your Project.** Please add the title of your project and if relevant, the name of the related Sirona department/Scheme
2. **Division Sirona Staff. Sirona care & health staff please add the department leading the project/grant application.** If the project is being lead, planned or delivered by Sirona care & health staff, please let us know what department or team. If you are applying from a community group, please include your organisation address and website address.
3. **Please which of the Sirona Foundation priorities your project addresses?**
Your project will need to support on or more of the following criteria:

The Sirona Foundation is an independent registered charity, supporting the communities where Sirona care & health operate. Registered Charity Number: 1154787

Sirona Foundation. Kingswood Civic Centre, High Street, Kingswood, Bristol, BS15 9TR: sirona.foundation@nhs.net

- a. Improved health and wellbeing in local communities
 - b. Reduced health and economic inequalities in local communities
 - c. Maintain greater independence
 - d. Support people to better live their daily lives
 - e. Support staff development to improve the knowledge and use of new technology, treatments and research or undertake further education e.g. Masters or specialist course
-
- f. Projects that have been co-designed with service users. Any project that is for or involves service users must show evidence of co-design
 - g. Please tell us which of the criteria listed your project addresses (this can be one or more)?

What we will not fund:

- a. Any costs that would be considered the normal everyday business of the organisation making the request (including Sirona care & health).
 - b. Projects that will require permanent funding.
 - c. Funding will not be considered for salaries, administration costs, professional fees and on-going overheads related to a capital project.
 - d. Projects that are not within the geographic areas that Sirona work in – Bristol, North Somerset, South Gloucestershire.
-
4. **Your Project Proposal:** In this section, you will have an opportunity to tell us about your project in detail. Please explain how the project is to be delivered and what the funding will be used for e.g. The length of project, who is delivering the project; if sessional, how many sessions, length of sessions.
 5. **Why is the project/funding needed** - Please explain why the project/funding is needed and how you have identified this need.
 6. **Project impact: Please describe benefits (your intended outcome) of your project for the local communities or individuals?**
Explain the outcomes you expect from your project.
 - a. Who will be the main beneficiaries of this project/funding - Please explain who will predominantly benefit from this project and how the funding will make a difference to them?
 - b. Is there anyone else who will benefit from your project, how will it benefit them?
 7. **How many people to you expect your project to help?** Please give as accurate estimate as possible of how many people your project will support.



8. **Geographical area your project covers?** Please tell us the area where your project will be delivered.
9. **How much are you applying for, please list all costs associated with the project?** Please give a detailed breakdown of project costs and list any match funding for the project e.g.
 - a. **Revenue costs** e.g. administration costs, events costs such as room/hall hire, specialist staff services or training (please note we do not pay salary costs), additional expenses needed to deliver your project.
 - b. **Capital costs** e.g. purchase of any equipment for the delivery of the project. Please attach quotations.
 - c. If there is a shortfall in the cost of your project, please explain how you will cover the cost.
10. **Match funding:** Please tell us if any part of your project is being funded by a grant from a different source, this will be classed as match funding. Include details of the match funding and confirmation of it has been secured, or the outcome is still pending.
11. **How will you maintain the outcome of your project and meet any ongoing costs when the Foundation funding finishes?** Please give details of any plans you have put in place to sustain your project and to measure the outcome of the project. How will you ensure that any long-term investment needs are met after the foundation funding.
 - a. Have you made plans to raise more funds
 - b. Does the project continue after the Foundation fund ends
12. **You will need to submit a monitoring report every six months the project is going and a full evaluation at the end of the project and be prepared to write it up for publication Locally and Nationally if relevant.** Please give an estimate of date when you will send your project report, please give the month and year. You can access the monitoring forms on our website.
13. **How will you promote the Sirona Foundation (Sirona Staff - within the scheme)?** It is important for the Foundation to publicise the grants we make to inspire people to donate funds to the charity, enabling us to continue funding great projects. However, we do understand the need for sensitivity and confidentiality and will be mindful and will discuss any potential publicity opportunities with the applicant.
14. **Total grant requested:** Please give a total of funds you will be requesting from the Foundation for this project.
15. **Project start date:** Please let us know when you plan to start your project.
16. **Project end date:** Please let us know when your project will be completed.
17. **BANK account details:** this will be the account a grant will be paid into if awarded.
Please make sure you have the following information correct:



- Name on account
- Account number
- Sort Code

PLEASE INCLUDE A COPY OF YOUR LATEST BANK STATEMENT WITH YOUR APPLICATION.

Sirona Staff: please tell us what department account the grant will be paid into.