



**Sirona Foundation**  
**Small Grant application guidelines**  
**For Grants up to £3,000**

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.

**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 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 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. If you are applying from a community group, please include your organisation address and website address.
3. **Please which of the Sirona Foundation priorities/criteria your project addresses?**  
Your project will need to support one or more of the following criteria:

- 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 live their daily lives
- e. Support staff training to improve technology, treatments, knowledge, medical research and education to improve the knowledge of the use of technology, treatments and research.



- f. Projects that have been co-designed with service users. Your project must show evidence of co-design and production.
- g. Please tell us which of the criteria listed your project addresses (this can be one or more)?

**What we will not fund:**

- Any costs that would be considered the normal everyday business of the organisation making the request (including Sirona Care and Health).
  - Projects that will require permanent funding.
  - Funding will not be considered for salaries, administration costs, professional fees and on-going overheads related to a capital project.
  - 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.
    - a. Explain your project plan, how the project is to be delivered e.g. The length of project, who is delivering the project; if there are sessions, how many, the length of sessions.
    - b. **Describe what the project is** - Please explain what the funding will be used for, define whether it is an item or a project.
    - c. **Why is the project/funding needed** - Please explain why the project/funding is needed and how you have identified this need.
  5. **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.
  6. **Geographical area your project covers?** Please tell us the area where your project will be delivered.
  7. **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.
    - Staff – list staff training costs needed to deliver the project, please note, we do not pay salary costs
    - Services – specialist instructor costs needed to deliver your project
    - Equipment you need to purchase to complete the project. Please attached any quotations for the equipment.
    - Additional expenses to complete the project
    - If there is a shortfall in the cost of your project, please explain how you will cover the cost.

**8. 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, and explain how will it benefit them?

**9. 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 when the Foundation funding ends.

- a. Have you made plans to raise more funds
- b. Does the project continue after the Foundation fund ends

**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 report back to us, what you have done during and/or at completion of the project.** When your project has completed, you will need to show that you are able to record data as you will be expected to submit a monitoring report and an evaluation demonstrating the benefits or not of your project.

**12. How will you promote the Sirona Foundation 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.

**13. Total grant requested:** Please give a total sum of funds you will be requesting from the Foundation for this project.

**14. Project start date:** Please let us know when you plan to start your project.

**15. Project end date:** Please let us know when your project will be completed.

**16. Approved by For Sirona Staff:** Please tell us who in your department/team has approved your project.

**17. Grant application main contact details:** Please add the details of the best person to contact concerning your project.

**18. Proposal Submitted by:** The person writing the grant should sign the application. This can be the same as the main contact in question 17.

