



DEVONIAN GRANTS FOR INDIVIDUALS GUIDANCE FOR APPLICANTS MAY 2021

PURPOSE OF THE GRANT PROGRAMME

The purpose of the Devonian grant scheme is to support community organisations or individuals within the area of benefit to alleviate mobility in relation to disability or ill-health.

This guidance relates specifically to funding available to help individuals overcome or relieve physical mobility limitations, by contributing towards the cost of equipment that significantly improves an individual's quality of life.

If you are a group or organisation wishing to apply for help with specialised transport needs, such as accessible coaches or taxis please read our guidance for groups which can be found [here](#).

AREA OF BENEFIT

Devonian grants will support individuals living in Devon, including Torbay and Plymouth.

FUNDING AVAILABLE

Grants are awarded towards the cost of items or services that support individuals to alleviate mobility in relation to disability or ill-health.

Please note that this grant scheme does NOT fund associated costs for people with mobility issues or their carers.

The maximum grant awarded is £1,000 and must be spent within 3 months of the award which will be paid directly to the provider of services or equipment by DCF.

HOW TO APPLY

Applications **MUST** be made by a health care professional, such as an Occupational Therapist or a GP working with the individual using the application form for individuals, found [here](#).

Applications can be submitted throughout the year. We aim to inform applicants on the success of their application within six weeks of receipt.

SUPPORTING DOCUMENTS

Individuals are unable to apply directly for this funding but will need to complete a [Consent Form](#) as part of the application.

Grants are paid direct to the supplier of the item or equipment, not to the individual; quotes will be required as part of the application and invoices for payment if the application is successful.

Please note: should the equipment funded by the grant be returned for any reason DCF should be notified immediately and any refunds should be made direct to DCF.

END OF GRANT MONITORING AND EVALUATION

At the end of the grant period the referee will be asked to complete a short evaluation to tell us how the funding has made a difference.

TERMS AND CONDITIONS

1. The grant will be spent within 12 months of the grant payment date
2. The grant will be used only for the purposes specified in the application
3. An end of grant evaluation form will be completed by the applicant and/or referee once the funding has been fully spent to evidence what difference the funding has made
4. In cases where DCF is contributing part of the full cost of equipment or services, the grant will not be paid until we receive confirmation that the total amount required has been raised
5. Payment of the grant will be made direct to the provider of equipment or services relating to this grant as per the invoice, which must be provided with the return of this signed agreement
6. In cases where equipment is returned to the supplier or services are cancelled, DCF should be notified immediately, and money should be refunded to DCF directly
7. If your organisation is able to reclaim VAT your funding request must exclude VAT
8. Consent is given for information contained within the application form to be stored electronically and for details to be shared with DCF staff, Trustees, donors, grant panels and funding partners for assessment and review purposes
9. The applicant has read our Privacy Notice, which can be found on our website
10. Consent is given for DCF to contact the applicant by email or telephone to discuss the application for assessment, evaluation and publicity purposes, where appropriate
11. DCF may impose specific conditions to an awarded grant, which will be advised at the point of notification that the application has been approved for funding
12. Details of the grant will be made publicly available through DCF publicity channels and grant funding platforms, as appropriate and in line with data protection guidelines

13. The grant will only be used for costs incurred after the grant award date and will not be used for costs incurred for which duplicate funding has been received from DCF or other sources
14. If unable to use the grant for the original purpose, if there are delays to the provision of equipment or services, or individual circumstances change, DCF should be contacted immediately to discuss a variation in the original purpose of the grant
15. Relevant permissions and insurance will be in place for the project and activity; DCF will not be liable for any costs or consequences incurred by the organisation or third parties that arise directly or indirectly from the project or activity
16. Grant evaluation reports will be provided promptly when requested, in the required format and by required due dates, where appropriate. Failure to provide end of grant evaluation reports may result in DCF not accepting further funding applications from the organisation
17. DCF may request repayment of all or part of the grant if:
 - 16.1. The terms and conditions of the grant are not complied with
 - 16.2. The grant has not been spent within the specified grant period
 - 16.3. The grant has been used other than for the original purpose, where DCF has not given prior approval for a change in purpose
 - 16.4. It becomes evident that false or misleading information has been provided in the application or after award of the grant, or the applicant has acted dishonestly or is under investigation
18. Submitting an application for funding to DCF will be deemed as confirmation that these terms and conditions have been read, understood and agreed

FURTHER INFORMATION

The Grants Team will be happy to answer any questions you may have about the fund, supporting documents, completing the application form or the application process. As the team is currently working from home, please email grants@devoncf.com with your enquiry so that it can be directed to the relevant team member. The team is very busy at the moment, but we will respond to your email as soon as we can.

Please note that this email is only monitored during normal working hours, Monday to Thursday.