

# THE TURBO TRUST

## GUIDANCE NOTES FOR APPLICANTS



### Criteria for charitable grants

The Turbo Trust makes grants to help people with disabilities buy powerchairs which give indoor-outdoor, high performance, three-dimensional mobility, particularly those which can be individually customised to help people overcome extreme mobility difficulties, and for which ongoing support is available. It can also contribute towards ongoing costs of maintaining such equipment, whether or not it has been supplied through the Trust. The Trust does not get involved in assessing which particular equipment is appropriate for you. We expect you have taken appropriate professional advice and made your own decision on this. We require a written recommendation from a qualified and appropriate care professional who is familiar with the applicant's needs.

### Notes on application form relating to specific information required

1. Only include here funds actually promised or received to date. These might include contributions from your local NHS Wheelchair Service, from your own private funds, from family members, your own fundraising events or from successful applications you have made to other charities. Please be aware that until you give evidence that matching funds are available to allow your order to be placed for the goods and/or services you require, no grant decision will be made by the Turbo Trust.
2. Your application will not be subject to a means test, and no personal financial details need be supplied. However we ask that you consider carefully what contribution you and your family are able to afford to the total cost, and include this in the amount promised or received if applicable. Grants are made on the assumption that if you can afford to contribute, this will be reflected in the proportion of the total amount you request. But if not, a personal contribution is not a requirement.
3. We would normally expect the amount requested to be the difference between the total required and funds already received or promised. Where funds allow, the Turbo Trust will try to make up the difference unavailable from other sources. The amount of the grant the Turbo Trust can make will always be dependent on funds available to the Trustees as well as matching funds that become available from other sources.
4. Please give us the names of other organisations you have applied to and amounts expected, if known. One of our team will contact you to discuss the timescales and results of these applications before a grant decision is made. If you have not been allocated NHS funding towards the cost of the equipment applied for, please be prepared to a) show that you have applied for this and b) explain why you may or may not be entitled to it, if so. We prefer to help those who help themselves in whatever way they can, so please let us know what you are doing to raise funds yourselves and we can suggest ways we might help in this.
5. The Trust tries to work with its applicants to help them make the most of all the sources of funds that may be open to them to achieve their full target. If you have come across sources of funds that need to be applied for by an organisation on your behalf, or funding agencies or donors that can only make grants into a registered charity, not directly to individuals, you can ask the Turbo Trust if it would make an application on your behalf. One of our team will work with you on this. The Turbo Trust encourages its applicants to do as much as they can to identify other sources of funds for themselves, but can sometimes also identify possible sources on your behalf to enhance the resources available to help you meet your overall target.
6. The Turbo Trust adheres at all times with the European General Data Protection Regulations (GDPR). All your data will be kept secure and not disclosed to third parties unless you give us specific consent for particular types of use. If you tick "Yes" here, a member of our team will clarify with you what data we may share with whom.

7. Funds raised specifically for a particular applicant and donated to the Turbo Trust will be held as restricted funds, provided this is allowable under HMRC and charity rules. In this case, each donor must put their wishes in writing. Please note that donations restricted for a named individual's use cannot be gift-aided. Many grant applicants raise funds for the Turbo Trust online, highlighting their own needs, to take advantage of the tax advantages available on donations to registered charities. These funds raised, whether gift-aided or not, will be held by the Trust until the equipment and services applied for by that applicant have been fully-funded, either through the Turbo Trust or by other means. Only after this will they be released for general use. Funds reserved in this way will not be held for longer than 9 months from the date of the relevant grant application before being released into the general fund. Where funds raised are not restricted, the trustees have sole discretion as to their use, subject to their stated policies, which can be amended by them at any time.
8. Please identify the major benefits that this extra mobility will bring to the applicant.
9. If there are any time limits on other funding, or other target dates by which the funds are needed (school/college entry, new job, medical procedures due etc) or other circumstances (baby due, carer's health problem, unemployment etc) which you wish to mention, please do so here. We will treat this information with the utmost privacy.
10. Your professional referee might be a Therapist, Social Worker, Teacher, Doctor or other professional person with whom you have discussed your mobility needs and who understands the benefits of the particular equipment you wish to use. If you already have a letter of support, please enclose it with the application form.
11. After signing here and sending either a scanned copy by email or a printed copy by post, you can expect the following:
  - a) The Trust will check all the facts you have supplied and acknowledge receipt of the application. A representative of the charity may contact you to explore your needs in more detail and confirm your consents for use of personal data.
  - b) If your application does not include a letter of professional support, the Trust will write a letter to the professional referee you have nominated asking for a letter of support, or call the referee to confirm their support verbally.
  - c) When the application is complete and judged to conform to our stated criteria we will confirm to you by email that you qualify for a grant, subject to matching funds being confirmed..
  - d) If funds are still being raised, we will do what we can to assist you in your fundraising. Any external funds you identify (see note 5) will be approached on your behalf as soon as possible.
  - e) When other sources have been confirmed that match funds available through the Turbo Trust your application will be considered by the TT Grant Committee. When a decision is made, you will be notified and arrangements made to pay the funds to your supplier on receipt of an invoice. Grant funds cannot be paid into a private account.

*The application and supporting documents including a quotation from the intended supplier, should be sent by post to: Turbo Trust Grant Committee, c/o Secretary of Trustees, 172 Cambridge Road, Great Shelford, Cambridge CB22 5JU, or by email to: [lou@theturbotruster.org.uk](mailto:lou@theturbotruster.org.uk).*

Please keep these notes for future reference.

Please contact the Secretary on 07966 435551 or at [lou@theturbotruster.org.uk](mailto:lou@theturbotruster.org.uk) if you wish to enquire about the progress of your application.