



## All about Grants

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**Cardiac Rehab Support West Sussex (CRSWS) Grants programme is open to individuals, charities and organisations to apply to. Please read through the guidelines below to check if this scheme is the right funder for your project<sup>1</sup>.**

Our aims are twofold:

- To relieve the needs of West Sussex patients who suffer - or are recovering - from a cardiac condition, their families or carers, by providing support, advice and information; and
- To advance the education of the public in all matters relating to cardiac conditions.

### We give grants for...

We fund individuals and organisations working to support and advise cardiac patients and their families/carers and we provide assistance to those whose work is to educate the public in all matters relating to cardiac conditions, and how these can affect people's lives. We fund NHS cardiac rehab staff wishing to attend conferences and specialist training courses that are generally outside the scope of those provided by the NHS. We also provide start-up funding with the intention of extending and developing the range of local exercise classes available to cardiac patients. We award grants towards special projects and our other work ensure up-to-date leaflets are freely available for cardiac patients in the area. Through our grants and awards we hope to make a real difference to cardiac patients in West Sussex.

### We can provide support to those suffering from...

1. A cardiac condition, including coronary heart disease, e.g. this could be people with angina, or who have had a heart attack, surgery or a coronary artery bypass; or heart failure.
2. Illness, distress, stress, anxiety relating to a cardiac condition.
3. Any kind of disability arising from a cardiac condition.
4. Behavioural or psychological difficulties caused by an underlying cardiac condition.
5. A cardiac condition and financial hardship arising from such a condition.

### We provide assistance to.....

1. Individuals and organisations working to support and advise cardiac patients and their families/carers.
2. Those whose work is to educate the public in all matters relating to cardiac conditions.

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<sup>1</sup> The word 'project' is used throughout our documentation. A project can mean anything from a scheme, item of equipment, service or a course of action you have plans for. It can also mean an activity you plan on delivering.

### For your application to be successful....

It must meet the following criteria:

1. Fit in with CRSWS's aims.
2. Assistance in relieving hardship so long as the request is linked to a cardiac patient or patients, their carers or families.
3. Projects must be deliverable in a 12 month period from the date of our award letter.
4. Your project must be delivered to beneficiaries based in West Sussex
5. Your project start date must be at least 10 weeks after submission of your completed application and supporting documents.
6. All requests for equipment by NHS or health care providers should be for additional items of equipment (e.g. small trampoline, weights, etc.), facilities or services, and not for replacement of existing items. We may fund extra equipment if it allows more people to take part and if you can demonstrate clearly why it is needed. (With respect to equipment grants the applicant will have to agree that mechanisms are in place for on-going financial support and maintenance.)
7. Support for a project or activity that follows a small-scale pilot or taster sessions. We define a 'pilot' as a small-scale project that evaluates the time, cost, feasibility and effects of running a particular project.
8. Education and conference grants will require counter signing by your line manager.
9. New activity and new costs associated with relieving the needs of more people suffering from cardiac conditions, and / or their families/carers by providing support, advice and information OR for advancing the education of the general public in matters relating to cardiac conditions.

### We don't give grants for...

1. Projects or activities that do not address our CRSWS aims.
2. The general running costs of an organisation.
3. Projects involving construction or refurbishment of property.
4. The promotion of religion.
5. General appeals or endowment funds.
6. Deficit funding or repayment of loans.
7. Retrospective funding (projects taking place before the grant award date).
8. Contingency costs and VAT you can recover.
9. Unspecified expenditure.

### How much to apply for?

CRSWS is a small charity, heavily reliant for its funding on an annual sponsored event and assorted gifts and donations. It follows, therefore, that any allocation of grant funding will be subject to an 'affordability' test. In other words, CRSWS Trustees will take into account the Trust's income stream against current and expected commitments before deciding on the extent of their award programme. Such a test may impact on how many grant applications can be approved, together with the amount of funding the Trust is able to allocate.

### Making your application

Our grant application form can be accessed either as a 'Word' or 'PDF' document via the CRSWS website [www.cardiacsupport.org.uk](http://www.cardiacsupport.org.uk). Applicants should download and save their preferred version for working on, and before final completion and printing as a hard copy. If applicants are unable to access documents via the CRSWS website, we can provide a paper version of the application form if you call us on **01903 550084**. You are asked to submit additional information with your application form. The extra information you need to submit will depend on your application. Organisations making grant applications must include a copy of their governing document and most up to date financial information (normally accounts).

The completed application form in hard copy + attachments should then be posted in an envelope marked '**PRIVATE**' to: **The Trustees, Cardiac Rehab Support West Sussex, C/o Peter Hawkes, 4 Highdown Drive, Littlehampton, West Sussex. BN17 6HJ**

Alternatively a scanned completed copy of this application + attachments can be sent to Peter Hawkes at: **info@cardiacrehabsupport.org.uk**

Applications that are ineligible or incomplete (i.e. with any of the attachments missing or questions unanswered) **may be rejected**.

### Contact us

General enquiries can be answered and support regarding your application can be obtained by leaving voicemails on **01903 550084**. Someone will be in touch with you as soon as practicable.

If you have any questions or are unsure about anything you have read, please leave a message on the voicemail service. Someone from CRSWS will get back to you.

## APPLY NOW

Before you apply, it is very important that every applicant (returning and new) has read all the information above and CRSWS 'Guidance for completing a grant application'.

Cardiac Rehab Support West Sussex is a registered Charity No. 1154903  
**Registered address:** 4 Highdown Drive | Littlehampton | West Sussex | BN17 6HJ  
**Email:** [info@cardiacrehabsupport.org.uk](mailto:info@cardiacrehabsupport.org.uk) | **Web:** [www.cardiacrehabsupport.org.uk](http://www.cardiacrehabsupport.org.uk)

### Assessment of your application

After your application has been assessed we will tell you our decision in writing via email or letter. If you are successful you will receive an 'award offer' letter which will explain the terms of the grant and include forms for you to return to accept the terms and for us to arrange payment. You have one month to return these forms. If you are unsuccessful we will write to you to explain why.

Once you receive an award offer you can start your project. You have a maximum of 12 months from the date of the offer letter to complete your project. You may be asked to complete an 'end of project' report telling us how you have spent the grant and what was achieved. We may ask some projects to provide evidence of how the grant was spent. It is important always to keep original receipts and invoices.

