

## **ARCHIBALD TAYLOR TRUST**

### **APPLICATION FOR DONATION/ASSISTANCE**

**The Archibald Taylor Trust can make awards to encourage and support the activities and work undertaken on a daily basis by registered charities, social enterprise/not for profit organisations and constituted voluntary groups/organisations that provide special nursing or convalescent treatment or a respite holiday service for individuals in financial need, who were born in or are currently living in Kilmarnock, who are in recovery or convalescing, or who have a permanent, chronic or terminal medical condition, and are recommended for assistance by their medical practitioner.**

**This application form relates to the activities and work undertaken on a daily basis by groups and organisations that routinely provide either special nursing treatment or a respite holiday service that is available to individuals that would qualify in their own right for consideration of an award from the Trust.**

**Please refer to the guidance notes of pages 7 and 8, complete all sections of the application form and forward with the relevant attachments to Democratic Services, East Ayrshire Council Headquarters, London Road, Kilmarnock KA3 7BU.**

**Individuals can also apply to the Trust for assistance – a separate application form is available for individual applicants.**

## SECTION ONE: GROUP/ORGANISATION DETAILS

**1. Name and address of group/organisation**

(Should be based or have a local base in Ayrshire)

**2. Details of main contact person**

(Please include name, address, telephone number, email address and position in group/organisation)

**3. Constitutional format of the group/organisation**

**4. Is the group/organisation registered under the Regulation of Care (Scotland) Act 2001? (Please provide registration number)**

**5. Is the group/organisation a registered charity? (Please provide registration number)**

**6. Is the group registered or in the process of registering for disclosure checks with an umbrella organisation, CRBS or Disclosure Scotland?**

(Please provide details and registration number)

## SECTION 2: AIMS AND OBJECTIVES

**7. What are the main aims and objectives of the group/organisation?**

**8. Please describe the range of relevant activities and work undertaken by the group/organisation that meet the Trust purpose** (provision of special nursing treatment or a respite holiday service)

**9. Please list all of the geographic areas or communities that the group/organisation provides a service to** (must include Kilmarnock)

**10. Please quantify the assistance provided by the group/organisation to individuals who are in financial need, natives or residents of Kilmarnock, in recovery or convalescing, or who have a permanent or chronic medical condition**

### **SECTION 3: DONATION/FUNDING REQUEST**

**11. Please indicate the level of donation requested and intended use**  
(If this relates to a specific project, please complete questions 14 to 17 below)

**12. Please explain how the proposed use of award would encourage and assist the group/organisation in supporting individuals who are in financial need, natives or residents of Kilmarnock, in recovery or convalescing, or who have a permanent or chronic medical condition**

**13. Please quantify from the overall number of individuals that would benefit from the award, the proportion that are in financial need, natives or residents of Kilmarnock, in recovery or convalescing, or who have a permanent or chronic medical condition**

**14. Total cost of project**

**15. Total contributions from other organisations**

**16. What is the group/organisation's contribution to the cost?**

**17. Please provide a breakdown of the total cost**

**18. STATEMENT OF INTENT**

**I hereby declare that the details provided on this application form are correct and to the best of my knowledge, and I confirm that any funding received will be spent only on individuals who are in financial need, natives or residents of Kilmarnock, in recovery or convalescing, or who have a permanent or chronic medical condition**

**Signed .....**

**Date .....**

**19. The following documents are enclosed:**

<b>Last audited financial statement</b>	
<b>Constitution</b>	
<b>Most recent bank statement</b>	
<b>Letter of representation signed by officer bearers</b>	

**Please provide evidence that previous award was spent only on individuals who are in financial need, natives or residents of Kilmarnock, in recovery or convalescing, or who have a permanent or chronic medical condition (if applicable)**

**YOUR BANK DETAILS**

**20. Please give details of your group's main bank account**

<b>Name of bank</b>	
<b>Address</b>	
<b>Title of bank account</b>	
<b>Account No.</b>	<b>Sort code</b>

**Please direct all enquiries about the Trust and application process to Gillian Hamilton, Democratic Services Officer, East Ayrshire Council Headquarters, London Road, Kilmarnock KA3 7BU, telephone number 01563 576093, email [gillian.hamilton@east-ayrshire.gov.uk](mailto:gillian.hamilton@east-ayrshire.gov.uk)**

## GUIDANCE NOTES

1. The Trust purpose is to “provide at the coast or in the country special nursing treatment or a respite holiday (for a period not exceeding 3 weeks in each case) for individuals who are in recovery or convalescing, or who have a permanent, chronic or terminal medical condition, who are natives or residents of Kilmarnock and who are recommended by their medical attendants (who must be registered and qualified practitioners) and who, through straitened circumstances, would have difficulty in paying therefor, and for their carer(s) and/or family as determined by the Trust”.
2. **The Trust may also make such awards as are determined to be appropriate to encourage and assist groups and organisations that support individuals who are in recovery or convalescing or who have a permanent, chronic or terminal medical condition, who are natives or residents of Kilmarnock.**
3. Individuals may apply to the Trust for assistance – a separate application form is available for individual applicants. Groups/organisations may assist individual applicants in submitting their applications.
4. Group and organisations may also apply for assistance, where it can be demonstrated that any award would strengthen their ability to routinely provide either special nursing treatment or a respite holiday service for individuals who would qualify in their own right under the eligibility criteria. This can be extended to include carer(s) and/or family where they will accompany the qualifying individual during the treatment or respite break for medical or support reasons.
5. The special nursing treatment or respite holiday service provided should be available, but not necessarily exclusive, to individuals who are in recovery or convalescing, or have a permanent chronic or terminal medical condition, who are natives or residents of Kilmarnock and in financial need. Awards must, however, be used in the spirit of the Trust purpose, ie to benefit only the individuals described.
6. Group/organisation applicants must complete the statement of intent, confirming that any funding received will be spent only on individuals who are in recovery or convalescing, or have a permanent chronic or terminal medical condition, who are natives or residents of Kilmarnock and in financial need.
7. Group/organisation applicants that wish to be considered for regular or periodic support from the Trust will require, in making each subsequent application, to evidence, whilst maintaining service user confidentiality, that the previous award was spent only on individuals who are in recovery or convalescing, or have a permanent chronic or terminal medical condition, who are natives or residents of Kilmarnock and in financial need.
8. Group/organisation applicants must be charities registered with the Office of the Scottish Charity Regulator, social enterprise/not for profit organisations or properly constituted voluntary organisations.

9. Group/organisation applicants should be based, or have a local base operating within Ayrshire.
10. Group/organisation applicants are required to demonstrate to the satisfaction of the Trust that they provide on a daily basis either special nursing treatment, or a respite holiday service, available to those individuals for which the Trust was established.
11. Group/organisation applicants are required to explain how the proposed use of any award meets the spirit of the Trust purpose.
12. Each application will be considered on its merits and the level of grant awarded will be dependent upon the range of relevant services provided by the group/organisation and the extent of assistance to individuals who are in recovery or convalescing, or have a permanent, chronic or terminal medical condition, who are natives or residents of Kilmarnock and in financial need.
13. The Trust will support respite breaks in the UK and Ireland, rather than abroad. Applicants should anticipate refusal of any requests for foreign holidays, unless there are exceptional circumstances to support an award.
14. Trustees have sole discretion in determining applications and there is no right of appeal.
15. The maximum sum that will be considered for award in any given year is £10,000.