

## **Morrison's & Together for Short Lives Children's Hospice Grants 2022/23**

Helping seriously ill children and their families treasure every moment together

### **“Making Memories Together” Application Guidelines**

**When considering applications, please remember this grant:**

Will fund:

- A one-off celebration event, a birthday party or Christmas celebration, a child's favourite meal
- A unique experience such as bringing the beach to a hospice, or special outings
- Professional photo shoot
- Hand and footprint castings
- Creating memory making boxes, for example – the purchase of memory making equipment, toolkits, scrapbooks
- Therapeutic events such as art therapy, music therapy, “memory” sessions with siblings and family members
- Retrospective funding for projects that needed to happen at short notice, but which fit with the grant funding criteria where the application is made within four weeks of the project taking place

*Please note, this is an indicative list. It is not exhaustive; the grant-makers' decision is final.*

Won't fund:

- Capital / Equipment
- Volunteer/Staff training, recruitment, and expenses
- Salaries, staff costs, rent costs, utilities, administration costs
- Fundraising events or grants to ongoing appeals
- Advertising, promotion or marketing of events or services
- Conferences or seminars
- Projects which could harm the reputation of Morrison's, Together for Short Lives or the Morrison's and Together for Short Lives charity partnership

To apply for the grant, please complete the online application form and submit the application through our website. Applicants will be informed of the outcome of their application within four weeks.

Before you apply, please review the Application Guidelines and the Grant Terms and Conditions. These are available on our website.

Successful applicants are required to sign and return acceptance of the Grant Terms and Conditions before any payment of funds is made.

Overall funding in any year is limited. As such Together for Short Lives reserves the right to close “Making Memories Together” to manage the overall grant pot over the duration of the Partnership. To enable a good geographical spread of this grant, Together for Short Lives reserves the right to make decisions based on location as necessary.

### **Reporting:**

Recipients of the grant will need to complete the “Making Memories Together” Report Form and return it to the grant-maker within 30 days of the activity taking place.

The Report Form template will be sent to successful applicants along with your grant confirmation email. You will be asked to report back on:

Beneficiaries of the activity – who was supported and the impact the activity had on them; staff and volunteer involvement in the activity; project finances and how the funding was spent.

Please note: The Funders are keen to demonstrate how their support has made a difference to a wider audience. There is therefore a requirement for successful applicants to share case studies and photos from the activity.

You will not be eligible to apply for subsequent “Making Memories Together” funding until the Report Form has been submitted.

### **Budget:**

In the application form you will be asked to provide a budget detailing how the grant funding will be spent.

This might include items such as: activity costs / session fees; venue hire; travel expenses; specialist equipment purchases; cost of hiring specialist personnel (e.g., photographer, or art therapist); event or venue ticket costs.

*Please note this is an indicative list and not exhaustive. Please include the cost and description for every element of the project for which you intend to use the funding.*

Here is an example of how to present this:

<b>Activity: Visit to the zoo</b>	
<b>Area of spend</b>	<b>In Budget</b>
Specialist transport hire	£150
Entrance tickets (4 x children, 2 x carers, 2 x adults)	£97.90
Child's favourite lunch	£80
<b>TOTAL</b>	<b>£327.90</b>

### **Completing the online application form:**

This remainder of this document contains all of the questions included in the online application form and has been produced to offer guidance to applicants only.

## **“Making Memories Together” Application Form**

### **Section 1 - Your Details**

Confirmation of the following:

I am applying on behalf of a charity that is a member of Together for Short Lives' Morrisons charity partnership.

Yes / No

I am applying for a grant of up to £2,000 towards an activity that will support families caring for a child with a life-limiting illness to make precious memories together.

Yes / No

*You will need to answer yes to both these questions to proceed*

Hospice Name:

Applicant's First Name:

Applicant's Last Name:

Job title:

Telephone:

Email:

Director of Finance Name:

Director of Finance Email:

### **Section Two – Project Details**

Activity Name:

Primary beneficiary group (drop down menu provided):

*Child; parent/s; sibling/s; other family members; other carers*

Activity / event description (maximum 150 words):

Describe how the project will help the beneficiary group to make precious memories together (maximum 150 words):

Approximately how many people will benefit from the project?

Where will your project primarily help people (drop down menu provided):

*England; Scotland; Wales*

Postcode of the project's location:

*It may be necessary to allocate funding to ensure a balanced geographical spread is taken into account.*

Proposed date of activity:

How will you report back on the impact of the project (maximum 100 words)?

### **Section 3 - Project Finances**

Confirmation of the following:

I am applying for this amount (max. £2,000):

#### **What will the grant be spent on?**

Please attach a budget detailing how the grant funding will be spent. An example of what to include and how to present this can be found in the Application Guidelines.

*Please include the cost and description for every element of the project for which you intend to use the funding.*

Confirmation that a donation would not fund your general running costs (tick box)

Confirmation of reporting requirements (tick box)

*We would like to share examples of activities funded by the grant with Morrisons and online, so grant recipients will be asked to provide feedback and photos after the event; please review the reporting requirements set out in the terms and conditions and confirm you're happy with them*

If your application is successful, you will be asked to sign a declaration that you have read and accepted the Terms & Conditions of receiving this grant.