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THE NICHOLLS SPINAL INJURY FOUNDATION

Guidance Notes to Applying for Funds

History of the Foundation

David Nicholls is the Executive Chef and Director of Food and Beverage at the Mandarin Oriental Hyde Park. He is a world-renowned chef and has enjoyed a successful and varied career, being the youngest ever to receive a Michelin star at the age of 22.

At the end of 2003, David's 19 year old son was enjoying a gap year in Australia. A swimming accident on Bondi Beach led to his son being paralysed from the arms down with little movement in his hands. He is termed tetraplegic and has received significant care at Stoke Mandeville hospital. Such a traumatic event had a significant impact on the family and friends. In the process of coming to terms with his son's condition David decided to investigate and learn about spinal injury together with the prospects of medical advances offering a cure for the condition. David took great encouragement from what he found out about some of the leading edge medical developments being made and their potential application to spinal injuries. Driven by his commitment to help his son walk again David threw himself into doing something to help progress in this field.

This area of research is vast and momentous discoveries are happening every week across the world. So many things need funding and there are so many people who are suffering through spinal injury. However, this charity has three clear objectives for its funding:

- Spinal research and development
- Stem cell research and surgery
- Rehabilitation for patients of spinal injury when a cure has been developed

The charity is committed to ensuring that the majority of the funds raised go directly to the three objectives. Although the charity recognises and supports the importance of helping individuals, grants are not available for this purpose.

The Foundation is run by a group of committed and hands-on trustees who devote much personal time into managing and administering the Foundation's activities. In addition, we pay for a limited level of professional administrative and fundraising support. We have no office base, using the Trustees' and staff's personal office bases to help keep administrative costs to a minimum.

How we raise Funds

Initially our funds will be raised through the sale of "Off Duty" a unique privately commissioned book of recipes contributed by many of the world's leading chefs. This publication (for which the rights are fully retained by the charity) is expected to generate a substantial profit which will fund much of the charity's activities in the medium term. The trustees hope to set aside part of these proceeds to establish an investment fund for the generation of income for the foreseeable future

In addition to this, we have corporate partners who support us in a number of ways: some have nominated the Foundation as their 'Charity of the Year' where their employees and customers help us raise funds; other companies sponsor particular events or activities that we undertake; and some provide us with in kind

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facilities and other technical support to help keep our administration costs to a minimum.

We are also planning to hold regular "Gala Dinners" to raise funds in the UK and USA.

We are registered with the Inland Revenue for the Gift Aid Scheme.

How we distribute our Funds

The Foundation makes grants to organisations involved in spinal injury and stem cell research and development. The organisation has to be associated with a medical research establishment, academic organisation, charity or company.

We will consider supporting both revenue and capital costs. The Foundation does not have a minimum or maximum level of grant which can be applied for.

The Foundation will consider all applications which further the possibility of a cure for patients with spinal injury.

As well as making grants in response to applications we receive, we also occasionally solicit applications from organisations which we become aware of that are undertaking work of exceptional merit or innovation in the field of spinal injury research.

Application Deadlines

We do not have deadlines for submitting applications. The Trustees meet in January and July to consider applications, and thus bids submitted will be considered at the earliest opportunity. We do not publish the dates of Trustees' meetings. If your application is time critical, please highlight this in your covering letter to the Foundation at the time of submitting an application.

It is anticipated that for the year 2006/07 one application meeting will be held in July 2006 and one in January 2007.

We anticipate that the trustees will prefer to make a small number of substantial grants as opposed to distributing smaller sums to a large number of applicants. We intend that our grants will represent very significant sources of funding to the organisations concerned.

Equal Opportunities

The Foundation wishes its policies and practices to support and encourage the development of a free, stable and socially cohesive society. We welcome applications for grants from all sections of the community.

Who can apply

We encourage applications from organisations involved in research and development for patients with spinal injury in accordance with our remit described above.

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The purpose for which you are applying must be legally charitable and your constitution must allow you to carry out the work you propose. We will need to see a copy of your constitution or set of rules annexed to your application and a set of approved accounts prepared to a date not less than twelve months from the date of application. For organisations which are not registered charities their set of rules must include:

- the group's name and objectives
- how the governing body is elected or appointed
- how people can join the group
- what will happen to the assets if the group ceases to function
- the date the constitution or set of rules was adopted
- signature of chair or other senior office holder.

What the Foundation does not support

We will not accept applications for grants from individuals or family for any matter pertaining to personal support, rehabilitation or medical assistance.

In addition we will not accept applications:

- from large national charities which enjoy widespread support
- that directly replace or subsidise statutory funding
- for work that has already taken place
- for mainstream activities of local organisations which are part of a wider national network dictating the activities
- which do not have direct benefits for the UK/USA
- for national vocational training or other formal qualifications
- for animal welfare
- for endowment funds
- to build reserve funds
- for the promotion of religion
- that are part of general appeals or circulars
- from applicants who have applied to us within the last 12 months (unless specifically requested to re-apply by the Trustees)

Information to help you apply

Types of grants made

We make grants towards project and core costs. These can include running costs such as staff salaries and overheads, but we are keen to see these will provide a direct benefit to the research and development of a cure for patients with spinal injury. We do not support general fundraising appeals.

Funding for posts

If you are applying to fund a post please include the job description and person specification for the post.

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Size of grants

There is no minimum or maximum grant size and the amount you request should be the amount you need.

Partnership Funding

The Foundation may consider funding applications requesting more than 50% of total project funding where a valid case is put forward. In the interests of good partnership working, the Foundation will encourage applications where 50% of total project funding is sought with the remainder of funding sought from other parties.

Duration of Grants

We do not have a minimum duration for grant funded projects.

What happens to your Application

We will send you an acknowledgement letter within 2 weeks of receiving your application which will provide you with a unique reference number to help us track your application. It would be extremely helpful if you could quote this number in any correspondence with us.

If your proposal is ineligible, we will advise you as quickly as possible. We will assess all eligible applications and may contact you for further information prior to taking a final decision.

Applying again

If you have had an application refused, you can apply again 12 months after you sent us your last application, unless specified otherwise by the Trustees at the time of turning down your bid. If you have received funding in the past, you can apply again even before the current project has ended. If in doubt, please telephone us. We are keen to encourage research and development in spinal injury, not to slow it down through laborious administrative processes.

Progress Reports

If you receive a grant, you will be asked to complete a progress report for each quarterly period of the grant telling us how your work is developing. We will send you detailed advice on what to include in a progress report if you are offered a grant.

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Conditions of Grant

If you are offered a grant from the Foundation it will be conditional on accepting and adhering to the following general terms and conditions:

- Receipt of the grant cheque will be acknowledged by you and confirmation made by letter on headed paper that the money will be spent on the purpose approved by the Foundation.
- No changes to the project will be made without the agreement of the Foundation. The Foundation will be informed of any proposed change relating to grant expenditure or the organisation as soon as it happens.
- You will send in quarterly progress reports in the format dictated by the Foundation.
- You will keep accurate and comprehensive financial records of the spending of the grant, and submit these with your progress report and at the end of the grant period.
- The grant should be acknowledged in all printed materials that you produce about the work for which you have received funding, and acknowledged appropriately elsewhere, for example in annual reports or brochures.
- The Foundation may use your name in publicity material.
- The Foundation may wish to visit to see the work funded during the life of the grant.
- Any part of the grant that is not required for the purpose approved will be refunded to the Foundation.
- The Foundation will not be liable to pay for any overspends or to cover partnership funding gaps relating to the total project costs.
- The Foundation reserves the right to withhold an awarded grant or require repayment if we find that any form of deliberately false information was provided to the Foundation on application or at any stage.
- The Foundation reserves the right to reclaim monies awarded and misused.
- The Foundation reserves the right to withhold a grant [or require repayment] if the organisation concerned becomes insolvent or goes into administration, receivership or liquidation, and if the grant has not already been spent on its intended purpose.

Further additional conditions may be added to take account of aspects of a particular project and these will be sent to successful applicants which they will also be required to accept.

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Criteria

ESSENTIAL

Applications must:

- Bring about a direct benefit to finding a cure for patients with spinal injury
- Address the Foundation's key objectives of:
 - Spinal research and development
 - Stem cell research and surgery
 - Rehabilitation for patients of spinal injury when a cure has been developed
- Demonstrate quality through best practice, innovation to exemplary work.
- Add value such as leveraging other funding, in kind support or showing encouragement for further research and development in this area of work.

DESIRABLE

Applications will be particularly welcomed which:

- Are from an organisation dedicated to the research and development for patients with spinal injury.
- Provide evidence of partnership funding for the project.
- Have a wider impact by leading to changes in policy or practice or demonstrating new approaches which can be rolled out elsewhere.

How to Apply

1. Read the Foundation's Guidelines

Please read these guidelines carefully to make sure that you are eligible to apply for funding, that your proposal fits our criteria and that you send us the information we need.

2. Fill in the Application Cover Sheet

The application cover sheet included within these guidelines help us to deal with your application more quickly.

3. Completing the main Proposal Document

Please address all of the points detailed in the guidance provided by the Foundation. Some points will be more relevant to your proposal than others, but please try to address them all. We do not wish to dictate the length of your proposal document exactly as some projects will be more complex than others to describe, however as a guide we would expect the main proposal document to be somewhere between four and eight A4 pages long, plus annexes.

3. Enclose supplementary information

You may also send other documents that you think are relevant to your application, although we will not be able to read large amounts of additional information. Please make sure that all documents have your organisation's name at the top and are detailed in your covering letter to us. If your application is time critical, please also detail this in your covering letter.

4. Final Checklist

- Completed Application Cover Sheet
- Main Proposal Document signed by Chief Executive Officer or Chairman covering all the points we have requested
- An income and expenditure budget for the proposed project
- Latest Annual Accounts (and Report if available)
- Organisation's Constitution (and any formal amendments) or Set of Rules (if you are not a Registered Charity)
- Two Letters from Independent Referees in support of the Project
- Job Descriptions and Person Specifications for any staff posts applied for
- Written quotes for any items to be purchased above £500

5. Post it

We cannot accept your application by fax or email; we must receive it by post. Make a copy of the entire application for your own records and send the original plus another four copies to: Mrs Rachel Mallows, Administrator, The Nicholls Spinal Injury Foundation, Arch Villa, 23 High Street, Bozeat, Northants. NN29 7NF.

Telephone: 01933 664437

Website Address: www.nichollsfoundation.org.uk

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Application Cover Sheet

Unique Reference Number
(office use only)

Before completing this application cover sheet, please take time to read our guidelines carefully to make sure you are eligible to apply - it may save you time in the long run.

To help us process your application quickly, please make sure that you answer all the questions and attach all the requested enclosures, including your proposal document. Please type your answers or write clearly in capital letters using a blue or black ballpoint pen.

Legal name of your organisation:

Name of organisation if not the same as above:

Date Established:

Main contact (the person we should write to):

Title (Mr/Mrs/Ms/Miss/Other):

Job title/Role within the organisation:

Address (for main contact):

Postcode:

Telephone:

Fax:

Email:

Organisation's Registered Office (if different to above):

Postcode:

Telephone:

Fax:

Email:

Organisation's website address:

Legal Status of Organisation:

Charity registration number:

Company Registration number:

Have you applied to the Foundation before? NO YES

If so, please state the date of your application, purpose and sum of grant requested and Foundation's decision.

Points to Cover in your Main Proposal Document

1. **Name of the Project**
2. **State in no more than 50 words what the grant will pay for (executive summary)**
3. **How much money are you requesting from the Foundation?**
4. **What are the Total Project Costs?**
i.e. Grant requested from the Foundation and partnership funding for the project. Please state the % of the costs you are seeking from the Foundation.
5. **Over what period will the grant be spent? (i.e. start and end date)**
6. **A brief description of your organisation**
Aims, date established, size, structure, governing body, legal status, number of staff and volunteers, and geographical area where you work. Also tell us briefly about your organisation's recent achievements. In particular please highlight your organisation's work and history with spinal injury research and development, including stem cell research.
7. **What will our funding support?**
Please summarise the research that will be funded through this project. What is the expected outcome and how will you measure it?
8. **What new things do you want to achieve through the proposed work?**
We recognise that research and development in the field of spinal injury is moving fast and aligned to other medical developments. However, our primary aim is to research spinal research and stem cell research and development and we are keen to encourage new and innovative medical processes.
9. **What is the need for the work and how have you identified it?**
Why have you decided to do this work? Who have you consulted about the project/proposal? What did this tell you? What are your links with other organisations doing similar work?
10. **Do you have an ethical policy and how will you ensure that you meet its requirements?**
11. **Who will do the work and how will it be supervised and managed?**
12. **How will you evaluate whether your work achieved what it set out to do?**
Explain how you will assess the progress of the work against the results.
13. **How will you continue the work after our grant has ended and how will this be funded (if applicable)?**
If you have no plans to continue the work, please tell us how it will be wound down.
14. **Please provide us with the following financial information:**
 - (a) An income and expenditure budget for the proposed work. This must show:
 - the itemised costs of carrying out the work you are proposing, clearly showing the funding you are requesting from us

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- any income already secured towards these costs or expected from other sources; tell us what these sources are
- other income still to be raised and from where you plan to raise it.

(b) The current year's summary income and expenditure budget for the organisation as a whole.

(c) The organisation's most recent full accounts (if not for your last financial year, please let us know when these will be available).

15. The Signature of the Organisation's Chief Executive Officer or Chairman

Authorisation and validation of the application using the following wording:

"I confirm that to the best of my knowledge and belief all the information in this application is true and correct. I declare that I am authorised to make this application and I have read and accept the terms and conditions listed in the guidelines."

Signed:

Dated:

Printed Name:

Job Title/Role: