

# Bungay Medical Centre Charitable Trust/Scott Charity

Registered Charity Number 1079173

## **Application Guidelines**

### ***History***

The Bungay Medical Centre Charitable Trust was founded in 1999 following a major legacy from the late Miss Kathleen Bowerbank MBE that was used to fund the building of the new Bungay Medical Centre.

The Bungay Medical Centre Charitable Trust/Scott Charity was formed in 2007 when the Bungay Medical Centre Charitable Trust was merged with the Scott Charity, a former charity of the Bungay Town Trust, as the aims of the two charities were similar.

### ***What are the aims of the Charitable Trust?***

The main aim of the Charitable Trust is to provide funds for relief in sickness for people who live in Bungay, and patients of the Bungay Medical Practice who live in North Suffolk and South Norfolk.

The other aim is to provide the upkeep of a medical centre, and help with the purchase of equipment.

### ***Who may apply for a grant?***

Applications must be for health care or illness related issues.

Priority will be given to people living in Bungay and patients of the Bungay Medical Practice.

Priority will also be given to organisations that provide health care to individuals in the practice area (including the Bungay Medical Practice), or transport for patients attending the practice or local hospitals for treatment and follow up.

### ***What are grants made for?***

The trustees prefer applications for specific items, for example, stair lifts, specialist beds, and lifting equipment.

In special circumstances, the trustees will also consider helping with transport and accommodation costs for patients attending hospitals outside the area.

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Grants are usually only given once, with a maximum grant of £5,000.

The trustees are reluctant to give grants to cover on-going running costs, although in very exceptional circumstances they may do so.

The Charitable Trust does not give funds indirectly to other charities, for example, by sponsoring the fundraising efforts of individuals.

The Charitable Trust cannot provide grants for services or equipment that should be provided by the National Health Service or other organisations (for instance Social Services).

## ***How to apply***

An application form is available from the Bungay Medical Centre, 28, St John's Road, Bungay, Suffolk, NR35 1LP or by e-mailing [susan.herring@nhs.net](mailto:susan.herring@nhs.net), or by telephoning 01986 892055, or by writing to Professor Christopher Hand, The Pines, Mettingham, Bungay Suffolk, NR35 1TD.

Alternatively an application can be made in writing and sending the letter either to Sue Herring at the Bungay Medical Centre or to Christopher Hand at the above address.

Please try to complete as many sections as possible of the application form. If you have any emails, letters or brochures that you feel would help please send copies with your application. A supporting letter from a doctor or healthcare professional would be very helpful.

If you need help completing the form please contact Christopher Hand on 01986 892516.

Applications are assessed on an individual basis by the board of trustees, and grants are subject to available funding.

## ***Data protection***

The personal data supplied on your application form, and any other information relating to your grant application, will be held safely on file and not shared with anyone else other than the Trustees without your permission.

You may have access to your personal data on request and you can also update your details any time if you need to.

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**Application Form**

**Part 1 - Beneficiary Details (the person who will receive the grant)**

Name:	
Address:	
Telephone Number:	
Email Address:	
Age:	

**Part 2 - Beneficiary Applicant (if the beneficiary is unable to apply themselves please provide details of the person applying on their behalf)**

Name:	
Address:	
Telephone Number:	
Email Address:	
Age:	
Relationship to Beneficiary:	

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**Part 3 –Are you eligible for a grant?**

What is it about your current circumstances that merit a charitable grant?

Are you receiving a grant from another charity?

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**Part 4 – How much money are you requesting and what is the grant to be used for?**

If equipment is asked for, please provide a description of the equipment, the manufacturer and the model, to include cost, VAT, and cost of delivery.

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**Part 5 - Daily Life**

What difference would the grant make to your life and your family's life?

For example, what would you be able to do, that you cannot do now?