

## Purpose

Leonardo Carer Support (LCS) known previously as The Leonardo Trust, was established in 2001 for the purpose of providing grants to unpaid carers. LCS is governed by a Board of Trustees who make discretionary grants where they believe that our contribution will make a real difference to the well-being of unpaid carers.

## Applicant eligibility

Applications will be considered from:

- Recognised unpaid carers residing in the county of Dorset (N.B. Some grants and services may be subject to varying eligibility criteria. An application may be subject to means testing and proof of income may be required).
- Carers Groups supporting unpaid carers in Dorset
- Registered Charities delivering services to unpaid carers in Dorset
- Voluntary Organisations and Community Groups delivering services to carers in Dorset
- Exempt Charities (schedule 3 of the Charities Act 2011) such as recognised educational institutions
- Local Government carer services

Applications will not be considered from:

- Individuals residing outside the county of Dorset
- Charities registered outside the UK
- Political parties
- Organisations/individuals requesting support where the government & and other statutory agencies have a statutory duty to provide such support

The trustees regret they are unable to reimburse costs already paid or anything that has been booked, contracted for, or reserved prior to their agreement to fund/part-fund the cost. Many of the grants we award are under £300 and we may ask an applicant to contribute towards the cost of an item.

## Priorities for support

The number of applications/projects that can be supported is, of necessity, limited to the amount of funds available for distribution in any year.

Priority will be given to unpaid carers in crisis situations i.e., where the carer or the person cared for are suffering or are likely to suffer harm.

This policy will be reviewed every year (or more often if deemed appropriate by the Trustees) and may be changed in accordance with the Trustees' view of the most effective application of available funds at any point in time.

## Application process and expectations

All applications for grants should be made by submitting a completed application form online via [www.leonardocarersupport.org](http://www.leonardocarersupport.org) alternatively an application form can be downloaded from our website and submitted via email [info@leonardocarersupport.org](mailto:info@leonardocarersupport.org)

You can also request a printed application form by telephone: 01202 698325 or email: [info@leonardocarersupport.org](mailto:info@leonardocarersupport.org) and post it to: Leonardo Carer Support, Anne van Brussel House, Unit 1 Albany business Park, Cabot Lane, Poole, BH17 7BX

All applications made must be endorsed by a suitably qualified health or social care professional.

Before awarding a grant to an organisation or an individual, the Trustees require that the application should:

- Inform the Trustees of the purpose of the application, details of the carer's situation, the way in which the grant will be used, and how it will be managed effectively for its intended purpose.
- Demonstrate that the recipient (whether an organisation or an individual) has and will be adequately insured both in relation to any equipment and facilities purchased by the grant but also in relation to any risk of injury arising by reason of the project or purposes for which the grant is awarded including injury to those participating in that project or those purposes; and sign the application form to state that the applicant undertakes to comply with the general terms and conditions including that the presentation of a cheque or acceptance of funds through bank transfer deems that the recipient has accepted these and any additional terms and conditions contained in a letter of grant between the Charity and the grant recipient and agrees to be bound by them.

## **Assessment process**

All grant applications will be subject to initial assessment to ensure they meet the basic criteria for funding. We aim to acknowledge receipt of an application in 7 working days.

Grants will be considered by the Trustees at the nearest opportunity and the Trustees will aim to contact all applicants informing them of the outcome of their application for funding within one calendar month of the date of the application.

Applicants should note that, as with many other grant making charities, we receive far more applications than we have funds to support.

Even if an application fits within the eligibility criteria and priorities of the charity and a detailed assessment has been made, LCS may still be unable to provide a grant.

The Trustees will notify the applicant should their application be unsuccessful.

Applicants who are unsuccessful may re-apply to the charity 12 months after the date of their most recent application. Applicants who are awarded a grant must leave 24 months following the date of the final payment before applying for another grant. The charity reserves the right to refuse to fund repeat applications. LCS will only consider applications outside of these timescales in exceptional circumstances.

Any applicant may ask for their application to be reconsidered by submitting a request in writing either by letter or email, stating the reasons why the application should be reconsidered. The trustees will notify the applicant of the outcome within 21 days. Once an application has been reconsidered by the Trustees, their decision is final.

## **Data protection**

A new data protection law, known as the General Data Protection Regulation (GDPR) 2018, came into force in May 2018. LCS collects minimal personal data from applicants – only that which is necessary to administer the application – and we do not engage in marketing activity. Applicants are encouraged to read our Privacy Policy before completing the application form.

## **Equality & diversity statement**

LCS welcomes applications from a broad and diverse community. In order to consolidate and build upon this diversity, it is essential that equality and the absence of unfair discrimination be at the core of all LCS's activities.

LCS will not unfairly discriminate in the assessment or treatment of grant applicants on the basis of any factor that is not relevant to the eligibility of their application.

The Board of Trustees has the responsibility for ensuring that LCS operates within the legal framework for equality and diversity and for promoting, developing, and implementing this statement throughout its functions.

The Chief Executive has responsibility for the implementation and monitoring of this statement within LCS's functions. In addition, the Chief Executive is responsible for preventing unfair discrimination,

harassment, or victimisation which it is within The LCSs' control to prevent; and challenging or reporting if such behaviour occurs.

The Chief Executive is also responsible for keeping the Board of Trustees informed of all developments in this area and for making appropriate staff aware of any specific responsibilities that relate to their work within LCS.

### **Complaints & compliments**

We want to provide the best service we can. To help us do this we would like to hear your views. If you are pleased with a member of staff or a service we provide, then please let us know.

We also want to know when things go wrong. If you are unhappy with the services you receive, we have a complaints procedure for you to use. We take complaints seriously and want to put things right.

### **Who to contact**

Please telephone, write or email:

#### **Chief Executive**

Donna Blanche  
Leonardo Carer Support  
Anne van Brussel House  
Unit 1, Albany Business Park  
Cabot Lane, Poole  
Dorset, BH17 7BX  
Email: [donna@leonardocarersupport.org](mailto:donna@leonardocarersupport.org)  
Tel: 01202 110993

#### **Board of Trustees**

Leonardo Carer Support  
Anne van Brussel House  
Unit 1, Albany Business Park  
Cabot Lane, Poole  
Dorset, BH17 7BX  
Email: [donna@leonardocarersupport.org](mailto:donna@leonardocarersupport.org)  
Tel: 01202 698325

Leonardo Carer Support is an independent charity and works in partnership with other charities, community groups, and local government organisations.

Charity Reg No: 1210102