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| Logo  Description automatically generated Rockinghorse Children’s Charity Project FormRockinghorse Children’s Charity supports sick and disabled children across Sussex. We support babies, children and young people, along with their families, at The Royal Alexandra Children’s Hospital and The Trevor Mann Baby Unit in Brighton and all of the specialist children’s wards and baby units throughout Sussex. We deliver and fund projects that enable doctors and nurses to do more. All our projects are led by the needs of children and young people and their families – the lifesaving medical equipment, the support for parents and families, the toys for children in hospitals across Sussex, the environments and spaces that help children feel more at home when they are in hospital and additional staff to ensure children get the best possible care when they are unwell. Originally set up in 1967 by Dr Trevor Mann, we have been supporting children for more than 55 years, and in that time, we have supported nearly a million children and their families. As the official fundraising arm of the Royal Alexandra Children’s Hospital including the Trevor Mann Baby Unit we work with the NHS, charity partners and the Sussex community to ensure children can be children no matter now sick they are.  |
| 1. Contact Details  |
| Name of main contact:Name of organisation:Address:Telephone number: Email: |
| 2. Project title (a short description of the project) |
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| 3. Type of Project |
| Rockinghorse Children’s Charity aims to support projects that cover one or more of the following topics… which areas does your project fit into? Please tick as many as apply.  |
| Toys | Equipment | Spaces and environments | Research | Activities | People |
|  |  |  |  |  |  |
| 4. Project summary (please describe the project) |
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| 5. Why is the project needed? |
| Please include any evidence you have for the need of the project e.g., research, evaluation, consultation with beneficiaries |
| 6. Who are the beneficiaries and how many will benefit from the project? |
| **Type of Beneficiary** | **How will this project support this group of people? And how many will the project support over its duration? If the project doesn’t help all one of these groups of people please leave that row blank.**  |
| Babies, children & young people |  |
| Parents, guardians, or care givers |  |
| Healthcare Professionals |  |
| Other beneficiaries (please describe) |  |
| **7. What will be achieved/what are the outcomes?** |
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| 8. How will you measure your outcomes/outputs & impact? How will you know the project worked?  |
| E.g., Parental feedback, evaluation forms, staff observation, self-assessment forms etc. |
| 9. How will Rockinghorse be acknowledged and recognised for funding this project? |
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| 10. What are the timescales of the project? |
| E.g., When does the project need to start? Is there any equipment deadlines or purchase timelines? |
| 11. Cost of project |
| NB: Charity funded equipment for medical uses is zero rated for VAT purposes.

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| **Item**  | **Cost (££)** |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| **Total** | £ |

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| 12. Monitoring and Feedback  |
| It is important for the people and organisations that support Rockinghorse Children’s Charity to hear how their donations have made a difference to children and young people, and it also makes it more likely that they will continue supporting the charity. Should you receive project funding from Rockinghorse Children’s Charity, we will ask you to work with us to:* launch a fundraising appeal in the media (where relevant).
* provide case studies and photos (with appropriate parental consent) for use in newsletters, website, press releases and marketing materials at the beginning and during any fundraising appeal as needed
* Complete a monitoring form six months into the project (and at the end of the project) including number of beneficiaries helped and progress achieved against outcomes.
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| 13. Declaration  |
| 1. I am authorised to make an application on behalf of the organisation I represent.
2. If the information in this application (and project) changes significantly in any way I will inform Rockinghorse Children’s Charity as soon as possible.
3. I agree to complete an interim and final monitoring report after receiving project funding.
4. I will assist Rockinghorse Children’s Charity to publicise the project as appropriate, including launching the fundraising appeal and providing case studies and photographs of project.

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| **Signed:**Please email completed forms to sarah@rockinghorse.org.uk  | **Date:** |

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**Next steps:**

Once a project form has been submitted to our Projects Manager (fran@rockinghorse.org.uk) it will be reviewed by the project teams at Rockinghorse Children’s Charity. We aim to acknowledge all project applications within 10 days and review all projects within one month. For larger projects we may need to take the project through an additional review phase with our Board of Trustees. Sarah will let you know the process and likely timeframes on receipt of your application form.

**Support:**

We are here to help you at every step, including completing this form. If you have an idea of a project and would like our support with the form or process, please get in touch with us (fran@rockignhorse.org.uk / 01273 330044). We’d love to hear from you and help you develop your project.