

Application No:
(for office use only)

SMILE TOGETHER APPLICATION FORM

NAME Your name
Tel: Your phone number
e-mail: Your e-mail address
Address Your address

You can use home or work details – which ever is more suited to your bid.

If you are bidding on behalf of or as part of a group or organisation, please tell us their name This could be your support group, organisation or ward.
If you are applying on your own leave it blank.

1 Which category are you applying for?

Tick at least one of these. The information sheet should help

- a Improving the service user experience
- b Promoting mental wellbeing
- c Social Inclusion
- d Other (please specify)

Fill this in if you ticked 'Other'

2. What is your project idea?

This is where you tell me what your idea is – whether you want to run a series of cookery lessons, or kit out the football team, or put on an exhibition of work, or plant a garden, or set up a support group, or – well, the list of ideas is endless!
You can put in as much information as you want, but please keep it relevant.

Please check the rules to make sure we can accept your bid.

3. Who will benefit from this project?

Please tell us who this project is for. If a group, it would help to know a little bit about them.

3a How will they benefit from the project?

Again, give as much detail as you can.

3b How have they been involved in developing the project idea?

This is an important section – we want to hear about how they were involved in putting the idea together and what input they had in developing the idea.
If possible, we prefer the bid to be submitted by one of the people who is going to benefit.

3c How many people do you expect to benefit from the project?

At least three people, but it could include lots of other people depending on what you are doing.

4. At the end of the project, how will you evaluate / assess how successful your bid has been?
How will you know if the service users have benefitted?
We will be asking for feedback.

Please think about this, as it is one of the things we consider when assessing bids.
What you do will depend on the sort of idea you have.

5. How much money will you need to do this? (max. £750)

£ ---

Bids should be between £50 and £750 – you do not have to bid for the maximum amount!

- 5a Please explain clearly what you plan to spend the money on:

This is an important section.

Please set out your planned expenditure clearly as in the examples. You could even expand it e.g.

Room hire @£20 per hour for 5 hours = £100

Having said that we know that many prices are going to be approximate – if you are taking a group of people to the cinema and allowing for a drink or snack each, you cannot predict which snack they will each want!

Please note that the purpose of these bids is not simply to hand out cash so please do not ask for things like 'spending money'. If there are elements of your bid which we think are unreasonable, it could harm your bid's chances of being granted.

If you need more than £750, please tell us where you will get the rest of the money from.
Please let us know if you have applied to other funders for this project.

For example	Room hire	£100
	Refreshments	£50
	Equipment hire	£150
	Total	£300
For example	Sheet Music	£220
	Refreshments	£50
	Music Leader	£400
	Total	£670

6. Have you previously submitted a bid for this project?

Please tell us which year, and if you can remember the bid number that would be very helpful.

Applications must be received by **27th April 2018**.

If you get your application in earlier, it will give us an opportunity to contact you if we feel there is more information needed to help your bid.

If you need help, please contact Carol on 0203 228 2441 (address and e-mail below)

This form must be submitted no later than **27th April 2018** (earlier is better!)

Any questions – please contact Carol Stevenson,
Trust HQ, Maudsley Hospital, Denmark Hill, London SE5 8AZ.
e-mail: membership@slam.nhs.uk

WHAT HAPPENS NEXT?

- We will send you an acknowledgement that we have got your bid
- We will assess all the bids in July/August 2018.
- We will let you know if you have been successful or not by 31st August 2018.
- If you are successful we will tell you how to claim the funds.
- You will have until the end of September 2019 to spend the money.
- We will ask you to tell us how it went and to send back the receipts.