**Grants to Provide a Dramatherapy Service**

**The Grants**

The grants are usually announcedannually in September along with information about the amount of funding, and specific themes or areas of interest.

It will take four months from the application closing date to inform the successful applicant. We will not enter into any dialogue with unsuccessful applicants although we may provide information regarding our decision.

**The 2017 grant is for up to £5,500. The closing date for applications is 10th November 2017.**

**Please read the supporting information and the terms and conditions carefully prior to completing the application form.**

**We will consider applications:**

* only for the provision of Dramatherapy services. The proposed service must be provided by a Dramatherapist registered with the Health and Care Professions Council;
* which demonstrate that their proposed service will further the charity’s mission to ‘increase the accessibility of Dramatherapy’;
* for a service based on joint working with, for example, a Music or Art Therapist co-facilitating a group. The funding will only be for the Dramatherapist;
* for a service which is match-funded or part-funded by another grant, provided it runs for an equal length or if not, does not adversely affect the service provided by this grant;
* for Dramatherapy services provided by charities or non-statutory organisations only. The application must be made by the organisation;
* particularly for services that target marginalised and disadvantaged groups and where access to a Dramatherapy service has been difficult.

**We will not consider applications:**

* from individuals, or organisations applying on their behalf;
* from profit-making or statutory services;
* that are general requests, appeals or any communications requesting donations;
* from organisations or agencies which do not provide direct services to clients;
* from organisations which do not have charitable aims, for instance, companies limited by shares or commercial companies;
* from organisations which have no history of providing services and/or have not yet provided accounts;
* from organisations which promote particular religions or specific religious practices;
* from diversional or any other arts-based services;
* for groups that are drop-in or open-access services;
* from any organisations/practices which are discriminatory in any form.

**Applicants must supply:**

• their equal opportunities policy;

• their risk management policy;

* proof that they adhere to safeguarding and health and safety regulations;
* proof that they are registered for data protection;
* proof of the organisation’s status e.g. charity registration number or proof that it is not-for-profit and has charitable aims;
* information about the organisation’s income and expenditure;
* evidence that there will be a secure area to store notes and/or the provision of a secure electronic system to record the Dramatherapy sessions;
* evidence that they can provide a working environment suitable for Dramatherapy which is private and dedicated to the Dramatherapy provision at the times it is required;
* storage space for equipment;
* details regarding clinical supervision (to be funded from the award). The Dramatherapist must make the final decision regarding the selection of an appropriate clinical supervisor. Management supervision must also be in place.

 **APPLICATION FORM**

Applicants must complete all sections.

**Section 1 – the organisation**

1. Organisation name:
2. Address:
3. Website:
4. Main contact:
5. Job title:
6. Telephone:
7. Email:
8. Charity number (if applicable):
9. Date constituted:
10. Company number and information about form of company (date constituted etc.):
11. Other status:
12. Summary of last annual accounts:
13. Total number of personnel:

 full-time: part-time: volunteers:

1. Please describe the range of services your organisation provides:
2. Please explain the particular needs and characteristics of the people who benefit from your service:

**Section 2 – Your funding request.**

1. What are you seeking funding for? (Maximum 700 words)
2. Have you provided any form of therapy before? If yes: when, where, for how long etc.?
3. How would a Dramatherapy service benefit the service users? (Maximum 700 words)
4. How would you meet the need for a dedicated space for the provision of a Dramatherapy service including storage of equipment?
5. Please provide information about facilities that are available for recording therapy notes:
6. How would the Dramatherapy service be monitored and evaluated?
7. What outcomes (changes in the lives of participants who attend Dramatherapy) do you hope to achieve? (Maximum 500 words)
8. Please explain why you believe your organisation is well placed to provide a Dramatherapy service. (Maximum 700 words)
9. Please explain how the proposed service will comply with The British Association of Dramatherapists’ Charity’s mission to improve the accessibility of Dramatherapy. (Maximum 1,000 words)

**Section 3 - Finances**

1. Total amount of funding requested:
2. Will your organisation be making a financial contribution to the Dramatherapy service? If yes, how much?
3. Do you have funding for the Dramatherapy service from any other source? If yes, please give details.
4. Please provide a break-down of how funding would be allocated:

(Include costs for time allocated for initial assessment of potential participants, clinical supervision\*, meetings, recording of sessions, training sessions for staff, training and induction time and any other activities directly related to the provision of a Dramatherapy service.)

\*The amount of individual supervision recommended by The British Association of Dramatherapists depends on the amount of direct clinical work undertaken by the Dramatherapist. Ideally a full-time post requires a minimum of one hour clinical supervision a week. Supervision can take place weekly, fortnightly or monthly.

The recommended minimum for any practising Dramatherapist is one-and-a-half hours per month. This should be increased if the Dramatherapist is receiving supervision as part of a group. Issues that should be considered are the complexity/type of caseload, the experience or inexperience of the Dramatherapist and other relevant work issues.

Please note that the award must not be used to fund:

* costs for premises not directly related to the service provision;
* equipment storage;
* equipment for recording therapy notes;
* any costs incurred for advertising the post.

Please tick the boxes to confirm the following:

The Dramatherapy post will be advertised nationally [ ]

The funding will be used solely to provide a Dramatherapy service [ ]

Copies of the following are attached:

safeguarding policies [ ]

proof that the organisation is registered with data protection agency [ ]

equal opportunities policy [ ]

most recent independently inspected or audited accounts [ ]

**Completed application forms should be sent by email to:** **badthcharity@outlook.com**

**The closing date for this round of applications is noon on the 10th November 2017. Applications will not be accepted after this deadline.**

**TERMS AND CONDITIONS OF ACCEPTING A GRANT**

All grants are subject to the necessary funds being available within the charity.

The grant must only be used for the purpose for which it was awarded. The letter sent to confirm an offer of an award will state clearly what the funding has been awarded for.

The funding will not be not be made available until the position is advertised and a suitable candidate is selected for the post.

The funding will be made available in two payments. The first instalment will be paid when an offer to the successful candidate has been made and an acceptance letter has been received by the organisation. The second instalment will be made following the receipt of a satisfactory progress report.

If none of the funding has been spent within three months of the initial payment then the charity must be informed and an explanation must be provided. If the explanation is not considered to be valid by the trustees then the charity may ask for the funds to be re-paid and/or withhold further payments.

Should the Dramatherapist funded by the charity vacate the post for any reason, the charity must be informed immediately.

A progress report must be submitted prior to the release of the second instalment of the grant is made. A final report is a condition of the grant and funds will be reclaimed if this report is not submitted. Client confidentiality must be maintained in these reports.

The charity must be informed of any underspending and will require proof that the funding has been spent solely on the Dramatherapy service.

The trustees reserve the right to demand the return of the grant if at any time during the course of the grant, false information has been knowingly provided.

The trustees reserve the right to arrange a visit to the service provider at any point during the period in which the Dramatherapy provision is funded by the charity.

The charity must be named as the grant provider on any promotional material released by the recipient of the grant, including advertising for the Dramatherapist. This includes any articles or publications that include a reference to the funded Dramatherapy service.

The charity reserves the right to make public the names of organisations that are awarded grants and any outcomes of the service funded by the charity.

The trustees reserve the right to vary or change the terms and conditions.