



Dennis Wise

in the community

PLEASE READ THIS SECTION BEFORE COMPLETING THE APPLICATION FORM

WHO WE ARE

Dennis Wise In the Community was founded in 2000. The non-profit organisation raises money to improve the lives of children and adults with disabilities. We have raised over £1 million to date, and our long-term goal is to donate 100 minibuses to those who need them most. The trustees are committed to helping improve the quality of life for young people and adults across the country.

APPLICATION PROCESS

We have tried to make our application process as simple and transparent as possible. There is just one stage, with a single form to be completed. There are no fixed deadlines or closing dates – we welcome applications all year around. The only time an application will not be valid any longer is when the form has to be updated then a new form will be required.

WHO CAN APPLY

We can consider applications from schools and non-profit making groups and organisations within the UK catering for sick, disabled and/or disadvantaged children and adults who are residents within the UK.

YOUR APPLICATION

- All applications must be typed or clearly written.
- All sections must be completed with as much relevant detail as necessary.
- The minibus will be used to take the children out on educational and recreational activities which would otherwise be unavailable to them. The vehicle should be in use at least 4 to 5 times per week.
- Recipients of our minibuses are not permitted to change the vehicle classification (shown on the log book) without prior notification and approval from us.
- Vehicle exemption to be discussed on an individual basis.
- We will require all recipients of our minibuses to be involved in a local PR presentation which may take place at the location of the minibus.
- All recipients of our minibuses will be asked to complete a short evaluation questionnaire to provide us with feedback and to enable us to improve the services we offer

THE NEXT STEP

- Once your application is received it will be given to a member of the Committee to investigate. They will make contact with you to arrange a visit and to discuss your application in more detail.
- The Committee meets to discuss your application for final approval.
- You will be notified of the outcome of your application and the decision of the Trustees is final.

CONTACT INFORMATION

Should you require any further information or assistance with your application please contact:

Tel: 01306 884 277
Email: admin@dwcommunity.co.uk
Website: www.dwcommunity.co.uk

MINIBUS APPLICATION FORM

SECTION 1 – Contact details of Organisation who will use the minibus

Name of Organisation who will use the minibus:	
Name of Correspondent:	Position:
Address of Project:	Correspondence Address if different:
Postcode:	Postcode:
Telephone:	Mobile:
Email Address:	Website address:
Date established:	OFSTED Link:
Registered Charity: <p style="text-align: center;">Yes / No</p>	Registration Number:

SECTION 2 – About the Project who will use the minibus

Please give a brief description of the work carried out by the school / organisation:	
How many children are in your care?	How many: <p style="text-align: center;">Male: _____ Female: _____</p>
How many are wheelchair users?	How many children have a disability?

Please list the types of disabilities:	
Age Range: 0-11: _____ 12-18: _____ 18-25: _____ 25+: _____	
Are these numbers likely to increase in the next 12 months? Yes / No	If yes by how many?
What is the average staff / children ratio?	Is your school: <ul style="list-style-type: none"> ▪ Fee paying <input type="checkbox"/> ▪ Privately funded school <input type="checkbox"/> ▪ State run provision? <input type="checkbox"/>

SECTION 3 – Existing Transport

How many minibuses do you operate now?	
When was the minibus you are seeking to replace registered?	
What is the mileage of the minibus you are seeking to replace?	
What is the make / model of the vehicle(s) you are replacing?	
If the children are not residents, how do they get to you?	

SECTION 4 – Type of Minibus Required

Details of the minibuses offered by us are shown below. We cannot guarantee the delivery period which is dependent upon the availability of vehicles from our supplier. Please tick your preferred choice. Any specification over and above the standard will be payable by you.

Standard Minibus: Renault, Master LM39 ENERGY dci 145 Business 17 Seater Bus (weight 3.9ton) ()
Wheelchair Accessible Minibus (provided with an accessible floor tail lift and removable seats) : Citroen Relay 17 Seater Bus (weight 3.85ton) ()

Please note : In order to drive a 17 seat standard minibus (without a tail-lift) or 16 seat wheelchair accessible minibus drivers must have passed their driving test before 1st January 1997 or be in possession of a D1 category licence. For further information please refer to www.direct.gov.uk/driving

SECTION 5 – Fundraising / Previous Requests

Please provide details of your, if any, fundraising activities:

Have you approached your Local Authority or applied to another source for assistance with a minibus?
If yes please give details, including date of application and outcome:

SECTION 6 – Use of Minibus

Please explain why you need a new minibus and how it will be used:

How will a minibus from us make a difference to your pupils/ clients?

Please set out what activities you will be able to do that you are currently unable to do without a new minibus?

What will the positive outcomes of a minibus from us be?

How many days per week will the minibus be used?
What is your estimated annual mileage?
Will any other group use the minibus? If yes, by who and how often? Do they pay to use the vehicle?

SECTION 7 – General

Are you able to provide qualified drivers? Yes / No	Can you keep the vehicle taxed and insured? Yes / No
Will the vehicle be kept in a secure place? Yes / No	Do you have funds to service and maintain minibus? Yes / No
Can you ensure the original artwork is not defaced, added to or changed in any way and will be replaced following any bodywork repairs?	Can you ensure that the minibus will principally be used by young people under 25 years with a disability and their carers?
Will this vehicle be used for school trips abroad?*	
<i>*If yes please refer to the guidance notes at gov.uk</i> Yes / No	

SECTION 8 - VAT

VAT is chargeable on the purchase of the vehicle; if you are VAT registered you might be entitled to recover it. Do you know if you will be entitled to recover VAT incurred on the purchase of a vehicle?	Yes / No
If you are unable to recover the VAT, do you have an associated body or organisation that would be eligible to reclaim the VAT should it choose to make the purchase of the vehicle for your use?*	Yes / No

*** If you are unable to reclaim the VAT on the purchase of the vehicle e.g. if you are a registered charity, then please note that the VAT will be a cost to you in addition to your donation.**

How did you hear about our Minibus Scheme? *(Please tick the box)*

- You have received support previously
- Our Website
- Word of Mouth
- Event
- Member
- Another Organisation
- Other: _____

SECTION 9 – Confirmation and Signature

Please provide any additional information to support your application on a separate sheet.

We hereby agree that to our knowledge the above information is correct and that we adhere to the guidelines set out by Dennis Wise in the Community Charitable Trust.

All vehicles supplied by us are built to manufacturer’s specifications. Converted minibuses are built to IVA (Individual Vehicle Approval) and inspected by VOSA.

The minibuses must be used for carrying passengers with disabilities and behaviour problems at all times. Government Transport Regulations prohibit the use of these vehicles for carrying passengers for hire or reward. If they are deemed to be used in this way you may be liable for prosecution. You may also be uninsured.

Signature:	Position Held:
Print Name:	Date:

**Please return your completed application to:
admin@dwcommunity.co.uk**