

SUNSHINE COACH

Application Guidelines and Frequently Asked Questions



the children's charity

improving young lives every day

PLEASE READ THESE GUIDELINES AND FAQs BEFORE COMPLETING YOUR APPLICATION FORM

Your application

- The Variety Sunshine Coach Programme exists to enable schools and non-profit making groups and organisations catering for sick, disabled and/or disadvantaged children to obtain a Sunshine Coach. This is achieved by working closely with corporates, trusts & foundations and individual donors to secure required funds.
- The Sunshine Coach should 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 for the applicant organisation.
- The coach should only be used by the applicant organisation and never carry passengers for hire or reward.
- The applicant will be required to make a donation to the Variety Sunshine Coach Programme as part of the application process; the amounts are shown on the application form.
- The applicant must be able to provide qualified drivers, secure garaging or parking and ensure that coach will be serviced and maintained with in accordance with the manufacturer's recommendations and keep it taxed and comprehensively insured.
- To be able to process every application as efficiently as possible, all questions on the application form should be answered in detail.
- If applicant organisation produces accounts, they must be enclosed to the application. This is not applicable for a local authority maintained school.
- Once the coach has been received, Variety will keep in touch with the coach recipient and ask to receive regular feedback.
- At the end of the Coach's useful life, Variety will expect to receive it back as a gift.

Corporate sponsorship

- Once the funds for the coach have been secured from a sponsor, that company or individual will expect to receive recognition in the form of their own logo or name being displayed on the vehicle.
- Please note that any supporter who assists applicants to raise a donation will not be entitled to have their logo or name displayed on the vehicle.
- The coach recipient must ensure that the original artwork is not defaced, added to or changed in any way and always replace following any body work repairs.
- An official coach presentation, normally by celebrity, will provide a sponsor as well as a coach recipient organisation with an opportunity for publicity.

Should you require any further information or assistance, please contact the
Sunshine Coaches Co-ordinator
Email: coaches@variety.org.uk
Website: www.variety.org.uk
Tel: 020 7428 8100
Fax: 020 7428 8111



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Registered charity in England and
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SCGFAQ-V2.0

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Q1: Who can apply?

A: We consider applications from schools and non-profit making groups and organisations catering for sick, disabled and/or disadvantaged children aged up to and including the age of 18 years, who are resident within the UK.

Q2: How do I apply for a Sunshine Coach?

A: Please visit our website <https://www.variety.org.uk/what-we-do/sunshine-coaches> where you can find the application form, guidelines and FAQs.

Incorrect forms will be returned and have to be resubmitted which may cause delays for your application. Completed application forms should either be scanned and returned to the email address provided at bottom of the form or posted to Variety's office address as shown on the form.

Please check **all appropriate sections have been completed** and that **all relevant documents are attached** to the form.

Q3: What is the deadline to submit my application?

A: There is no deadline; we welcome applications submitted at any time of the year.

Q4: What happens after I submit the application?

A: Once your application has been received it will be passed to a member of the Sunshine Coach Committee for assessment. They will contact you to arrange a visit to discuss your application in more detail.

Q5: When we will hear if our application was successful?

A: After the assessment meeting with the member(s) of the Sunshine Coach Committee, your application will be submitted to the full Sunshine Coach Committee for approval. Once your application has been approved by the Committee it has to be endorsed by the Trustees. You will then be advised if your application has been successful. Please note that the Committee meets 6 times per year. The decision of the Charity's Trustees is final.

Q6: What are the timescales for securing funding and obtaining the Coach?

A: After your application has been approved, Variety will seek sponsorship/funding for the vehicle. The amount of time required will depend upon the funds available at the time and may take up to 12 to 18 months from the date of approval and sometimes longer.

Q7: Is there an age limit?

A: As we are a children's charity the cut off age for applicants is **18 years old**. Applications can still be submitted at age 18, but please allow four to six months, for the assessment process and subsequent approval by our Committee, before the 19th birthday.

Please note that the new minimum donation we require from applicant organisations is changing on January 1st 2018. All applications received after this date will be subject to the new minimum donation requirements.

Q8: Can we hire a Sunshine Coach?

A: Variety helps schools and organisations who cater for children with disabilities to obtain their own coach, therefore we have no ownership of any Sunshine Coaches and no facility to hire Coaches. Please note that owners of Sunshine Coaches cannot lend the vehicle to another organisation and must never carry passengers for hire or reward under any circumstances.

Q9: What happens when our coach comes to the end of its useful life?

A: Variety will ask that you donate the Coach back to Variety as a gift. You should contact Variety's Sunshine Coach Programme team to arrange a mutually agreeable date for the collection of the Sunshine Coach.

Q10: If we see the Sunshine Coach involved in an incident on the road, how can we report it?

A: Please e-mail the registration number of the Sunshine Coach along with details of the incident to info@variety.org.uk and we will make sure your complaint is passed on to the owner of the coach so that they can investigate it further. Please note that Variety has no ownership of any of the Sunshine Coaches. However, we are very much concerned with the safety of the children and require all coach recipients, prior to receiving a Sunshine Coach, to make a commitment that the minibus will always be driven responsibly.

Q13: If rejected, can we reapply?

A: If your application has been rejected, you will be informed of the specific reasons why your application wasn't successful. Should these reasons no longer apply, you may submit a new application explaining the changed circumstances.

Q14: If I say 'no' to the media release request (use of photos or thank you letter for publicity) will that affect the outcome of my application?

A: No, it does not affect the outcome of your application, however we would appreciate your feedback when a member of staff contacts you for your input. This feedback encourages our sponsors to support Variety in helping other children.

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