



Hearing Loops Grant

Application Guidelines

Deadline:

Apply any time until 31st January 2023 at midday

The Hearing Loops Grant is a one-off grant to support the installation of hearing loops in small enterprises and GP surgeries in Southampton.

This initiative is being led by Lets Loop Southampton <http://letsloopsouthampton.co.uk/> with funding provided by Southampton City Council, NHS Southampton City Clinical Commissioning Group, GO! Southampton and with support from Healthwatch Southampton and Hampshire Chamber of Commerce.

The aim is to make Southampton more accessible to everyone with a hearing loss.

Applications will be accepted at any time until **31st January 2023** at midday.

Please fully read this document before you complete the application form

Hearing Loops Grant Criteria

Who can apply?

- **Small enterprises in Southampton with up to 25 employees or an annual turnover of less than £2million.** This grant is designed to help small enterprises become more accessible and therefore there is a maximum annual turnover threshold of £2million or a total of up to 25 employees within the whole enterprise. We ask enterprises to self-certify that your annual turnover is less than £2million and that they employ no more than 25 employees, will may also check your Companies House records. We reserve the right to request evidence of your annual turnover and number of employees.
- **GP surgeries/practices in Southampton City Clinical Commissioning Group.** This grant is designed to help GP surgeries/practices become more accessible to patients with a hearing loss.

What can be funded?

- **The purchase and installation of hearing loop equipment.** Applicants must have received advice from Lets Loop Southampton (a voluntary organisation in Southampton) prior to submitting this application. The contact details for Lets Loop Southampton are: email info@letsloopsouthampton.co.uk or visit their website letsloopsouthampton.co.uk

If you are unsure if your application meets the criteria please contact us for advice at grants@southampton.gov.uk

Supporting Documents

The council has legal duties and all the money we give out must go to organisations who also meet these legal duties. All the information and documents we ask for help us do that. We only ask for documents we need.

Estimates / quotes from an external source

These could be a written quote from a supplier (on headed paper or an email), a page from a catalogue, a price leaflet or a link to an item for sale on a website.

We ask for estimates/quotes for two reasons.

- 1) To ensure you have properly planned your project and your costs are realistic.
- 2) To ensure what you are asking us to fund is suitable for how you want to use it.

Question Guidance

Q1 Your details

Please give us contact details for the person best able to answer queries about your application. If you give us an email address please make sure it is checked regularly throughout the application period as this is the most likely way we'll contact you.

Q2 Advice from Lets Loop Southampton

Please indicate that your business has received advice from Lets Loop Southampton regarding this application? Please include the advisors name and details of what has been recommended.

Q3 How much money are you requesting?

Use this question to list exactly what you will buy and how much it will cost. You need to list everything – if you need more space please use a separate document/piece of paper. The amounts here should match the quotes/estimates you provide.

Q4 Equipment Installation

Please give the approximate date when the equipment will be installed.

Q5 Business Annual Turnover (for small enterprise applicants only)

Please self-certify that your business annual turnover is less than £2million and that you employ less than 25 people. We reserve the right to request additional evidence of your business's annual turnover and number of employees.

Advice for Applicants

If you have any problems with filling in the form, or have any questions about the grant, we will be happy to help:

Email: grants@southampton.gov.uk

Post: Stronger Communities Team (Grants), Southampton City Council, Civic Centre, Southampton, SO14 7LY.