



Application Guidance from the Sanjay Mortimer Foundation (SMF)

PLEASE READ THIS DOCUMENT IN CONJUNCTION WITH OUR SMF TERMS & CONDITIONS BEFORE APPLYING FOR SMF SUPPORT

1. Introduction

This document explains who can apply to the Sanjay Mortimer Foundation (SMF) for **SMF Support**, the application process, the support offered, and how the trustees arrive at a decision.

2. Key Terminology

- **SMF Support** – SMF is a grant making charity which provides funds and resources to help our **SMF Stars**. Examples of support are detailed below.
- **SMF Stars** – these are the neurodivergent individuals, our ‘beneficiaries’, who will benefit from our support.
- **Collaborators** – these are the people who manage or work in a position of responsibility at the organisations where our **SMF Stars** work, learn & thrive. They might be a teacher, employer, lecturer, or run a Makerspace or club etc. It is the **Collaborator** who, with input from the beneficiary, will complete the Application Form.

3. Application Process

The SMF will announce, via their social media platforms, when application rounds open and close. The application windows will remain open for approximately 2 months, during which applicants should read this document, the SMF Terms & Conditions, and complete the application form.

3.1 Eligibility for Collaborators:

All applications need input from both the **Potential Star** and a **Collaborator**.

To qualify as a Collaborators, you must:

- Agree that the **Support** provided by SMF is to be used solely for the charitable purposes for which it was awarded.
- Provide a safe environment for the **SMF Star** to learn, with appropriate facilities and policies in place.
- Agree to report on the progress made throughout the project and provide evidence of any certification on completion of the activities.
- Agree to all conditions found in our **SMF Terms & Conditions**. Please read this document before applying.

3.2 Eligibility criteria for potential SMF Stars:

The online application form is to be used to apply for **SMF support** for a potential **SMF Star**. Our Stars, or beneficiaries, are talented neurodiverse individuals with an interest in engineering & making. They may struggle with mainstream education, requiring additional support or alternative



learning methods, or they may have outgrown their current educational syllabus and need additional stimulation.

To qualify for **SMF Support**, beneficiaries must meet the following criteria:

- Aged 14 to 25 years.
- Resident in England or Wales.
- Are neurodivergent (*see below) or are on a waiting list to be diagnosed.
- They should have a palpable interest in and gain a sense of enjoyment from engaging in engineering &/or making.

***Neurodiversity** - differing in mental or neurological function from what is considered typical or normal.

Types of neurodiversity include: Autism, Hyperlexia, Attention Deficit Hyperactivity Disorder (ADHD/ADD), Dyspraxia, Dyslexia, Dyscalculia, Dysgraphia, Synesthesia, Tourette syndrome, Obsessive-Compulsive disorder, Epilepsy & seizure disorders, Intellectual disabilities, Developmental language disorder, Developmental coordination disorders, Anxiety, Bipolar disorder, Depression, Trauma, Down Syndrome, Fetal Alcohol Syndrome, Personality disorder, Giftedness, Sensory integration disorder, Auditory processing disorder (APD), Irlen Syndrome, Cerebral Palsy, Apraxia, Parkinson's disease, Multiple sclerosis and Agenesis or Dysgenesis of the corpus callosum.

Potential SMF Stars will need to provide some kind of proof of their neurodiversity in the form of a SEND Statement, EHCP cover letter, doctor's letter or similar. We understand that getting a diagnosis is extremely difficult at present, with long waiting lists so we will accept those individuals who are waiting to be diagnosed. If this is the case, please provide a letter from your GP, School, NHS specialist or similar medical professional stating this fact.

3.3 SMF Support Overview?

SMF Support could be, predominately, but not exclusively in the form of a grant (funds) or resources directly to the beneficiary or to their organisation. Examples of the type of support we can provide includes:

- Paying for fees for an **SMF Star** to attend & complete a Makerspace summer programme, FabLab course or relevant afterschool club for a period of time (£200 - £1k)
- Providing resources or hardware to a star or their organisation, such as a 3D printer, wood, or metal work equipment, with associated training material (£1k - £3k)
- Loan of a high-powered laptop with relevant software to further our Stars' education (£1 - £3k)
- Paying for assistive technology e.g., certain software tools which make learning easier for neurodiverse individuals (£500 - £5,000)
- Funding (in part or in full) relevant training courses (up to £3k)
- Contributing towards funding an **SMF Star** through a professional qualification (£5k+)
- High end equipment such as CNC Machines or Laser Cutters (£1k-£5k)
- Organising internships and work experience opportunities with our Industry Partners
- Providing an engineering mentor to support and be a sounding board for our Stars.

In Personal Statement section of the application form, we'd like to understand the potential **SMF Star** - how their neurodiversity affects their day-to-day life, why they enjoy engineering & making, what aspect of engineering do they enjoy the most, any work they've recently completed that they



are particularly proud of, plus a suggestion of what support they feel might benefit the potential **SMF Star** and in what ways our support could help to improve their wellbeing? Please provide as much information as you can as this will help with the decision-making process.

3.4 Exclusions

The SMF is regulated by England and Welsh law, so unfortunately, at this time, cannot assist candidates who are resident outside of England and Wales. We will be working towards global support in the future.

We are unable to support those outside the stated age range. It was necessary to determine an age range otherwise our resources would be spread too thin. We felt that children around the age of 14 were just beginning to appreciate which area of the curriculum they enjoyed and those over 25 had had time to build coping mechanisms and find support. We appreciate there are many exceptions to this rule, but a range had to be defined.

Finally, we only support those individuals who have a palatable interest in STEM. This is a vast area and includes all the Sciences – e.g. Physics, biology etc; Technology - e.g. IT, computer science, AI; Engineering – e.g. electrical, civil, aerospace; and Mathematics – e.g. accounting, finance, statistics. We unfortunately don't support Arts, Theatre, Music etc but there are several other charities that cover this area.

4. Submitting the application

Please download the form from the website, when applications are open, and save it to your device. Once completed, please send it, along with any supporting documentation, such as proof of neurodiversity, to info@sanjaysmortimerfoundation.org with the '**SMF Application**' in the subject line.

5. After submitting the application

5.1 Application Process

Your application will be acknowledged within 5 working days. Please contact us if you have not received acknowledgment in this time.

Applications will be considered at a meeting of the Trustees which are held once the application window has been closed.

The application submission deadline will be 1 month prior to the decision date. During this time, you will be contacted if additional information or due diligence is required. The Trustees will aim to notify you of you are successful or not, within a couple of weeks of the decision date. If unsuccessful, you may consider editing your application and re-applying for the next funding round, up to a maximum of three attempts.

5.2 How do the Trustees arrive at a decision?

The Trustees will consider the information provided, to ensure that both the **Collaborator** and the **SMF Star** meet the required criteria. They will assess if all the conditions in the SMF Terms are likely to be met by the **Collaborator**, including monitoring & measuring beneficial impact, and that the outcomes of the support will demonstrate furtherance to the Charitable purposes:



“The advancement of education of engineering for the public benefit for those who are neurodivergent up to the age of 25, through the provision of specialist advice and support in relation to neurodiversity and engineering, the better to fit neurodivergent people for the practice of engineering.” For the purposes of these objects:

- *“neurodiversity” refers to the natural variation in neurodevelopment across all individuals, the diversity of all brains and minds;*
- *“neurodivergent” describes a person whose neurodevelopment falls outside of the ‘typical’ range, including but not limited to neurodevelopmental differences such as autism, attention deficit hyperactivity disorder, dyslexia, dyspraxia, and Tourette’s syndrome.*

The trustees will ensure that all decisions are in the best interests of the charity and will never allow their personal interests or the interests of others connected to them, to influence their decision. They will manage any conflicts of interest (COI) via the rules identified in their governing document. They will consider the number of candidates that have applied, who will benefit the most from the support, along with the available funds held in the SMF. They will make all decisions with a fair and reasonable view and ensure there are no conflict of interests.

Before applying, please ensure you have read our **SMF Terms & Conditions** and can confirm that should your candidate be successful, you will be happy to sign them.

We wish you every success with your application and please do not hesitate to contact SMF if you have any queries: info@SanjayMortimerFoundation.org.

6. Appendix 1 - Application Form Questions

6.1 Collaborator/Organisation Details

Providing information about the Collaborator and the organisation the Collaborator works for. This might be a school, university, holiday club, makerspace, employer or other.

- Full name, job title, organisation name, address, contact number, contact email, website, charity no. if applicable.
- What is the organisation – school, holiday club etc?

We then ask you to confirm that you have relevant policies, checks, insurances etc in place and reserve the right to request copies of any of these documents as part of our due diligence.

- Has the organisation carried out relevant background checks?
- Does the organisation have written safeguarding policies in place?
- Do relevant members of the organisation have the right training & qualifications?
- Does the organisation have a maintained and up to date risk register and incident book?
- Does the organisation have a Private or Data protection policy?
- Detail your liability insurance.
- Confirmation that your organisation is not in any financial difficulty.

6.2 Beneficiary / Potential Star Details

Providing details of the potential SMF Star.

- Full name, date of birth, age, education level, contact email & number, type of neurodiversity (diagnosis), proof of neurodiversity or waiting list.



6.3 Guardian Details (for minors only)

If the beneficiary is under the age of 18, please provide guardian details.

- Full name, relationship to beneficiary, contact number & email, confirmation of approval from guardians.

6.4 Personal Statement

Details about the beneficiary and how the SMF can help.

This is a 'long answer' section and may be filled in by the beneficiary or the collaborator, or both. We'd like to understand the beneficiary, their condition, how it effects their day-to-day life, what challenges they face, what they enjoy and how you feel the SMF might be able to support them?

This document details examples of how we may assist but we are open to discussing individuals on a case-by-case basis. Please provide as much information as you can. The more we have, the better. You may prefer the beneficiary to fill in this section and support their words with a reference from yourself.

6.5 Collaborator Statement / Reference

An opportunity for the Collaborator to back up and confirm everything that has been inputted by the potential SMF Star. They can reiterate or elaborate on any parts of their personal statement which they feel would provide weight to their application.

6.6 Declaration

Confirmation that details in the form are correct.

Finally, remember to email supporting documentation, such as neurodiverse diagnosis to info@sanjaymortimerfoundation.org with 'SMF Application' in the subject line.

We thank you for your time and wish you all the best with your application.