

## APPLICATION INFORMATION AND GUIDELINES



### **BORDERS CHILDREN'S CHARITY can help:**

- Children suffering from mental, physical or sensory disabilities.
- Children suffering from behavioural and psychological disorders.
- Children deprived of normal lives because of family circumstances.
- Children living in areas of deprivation or stress, who are deprived of amenities generally available to other children of a similar age group.
- Children who are carers in the home.

Scottish Charity Number SCO 26072

### **You can apply for help with:**

- Clothing, toys, day trips, school trips or activities. The specific purpose (e.g. winter jacket / jigsaw) must be given together with an estimated cost of the item or activity requested.
- Items that will further a particular skill, talent or interest and enhance the quality of life of the child's life or future (e.g. musical instruments / tuition / sports equipment / arts and craft materials).
- Disability equipment.
- Educational tools (request backed up by a professional such as an Educational Psychologist).
- Children's bedroom furniture, bedding, soft furnishings or nursery equipment.

We aim to help provide for most things that the child can take with them if they move home – i.e. things that are portable with the child / children concerned.

### **Grants are NOT available for:**

- Medical treatment.
- General household fixtures and fittings and repairs.
- Payment of debts, rent or to relieve a statutory body of its duties and responsibilities.
- Items already purchased.
- White goods and other electrical appliances, other than in exceptional circumstances – please contact [Frank Buttle Trust \(www.buttleuk.org\)](http://www.buttleuk.org) or <http://www.radioborders.com/charity/grant-application/>
- Childcare, other than in exceptional circumstances.

### **Who will we help?**

- The fund covers children from birth up to and including the age of 18.
- The application must be for a child or children.
- Do not send an application if a baby is not born yet. Send the application after the baby is born.

### **Who can apply?**

- All applications must be made by a suitable third party such as a social worker, health visitor, doctor, school teacher, minister or group working within the community. Please

remember, in making an application you accept the terms and conditions of the fund for any award made.

- The fund does not accept applications from individuals applying for themselves or on behalf of others.

### **How to apply**

- Complete all areas of the form. If you are in doubt about any part of the form please contact us [requests@borderschildrenscharity.org.uk](mailto:requests@borderschildrenscharity.org.uk)
- Make the writing as clear as possible, preferably in black ink.
- A supporting letter can be included with the application. This may include more details of the items applied for, a summary of the child's circumstances (e.g. family situation, health problems, etc) and any other relevant information.
- A supporting letter or email is needed to accompany the application form for school trips, or for holidays/respice breaks
- Failure to follow the above guidelines may result in the delay of the application being processed or rejection.

### **Conditions**

#### **In applying to the BCC, you agree to the following conditions:**

- That you are a third party applying on behalf of a child or children aged 18 or under.
- That you have read and understood what the fund can offer.
- That you have read and understood what cannot be offered by the fund.
- That you have completed the form to the best of your knowledge.
- That you have included the full name of the third party account to which the cheque is made payable. (Cheques are not paid to individuals)
- That you will, if your application is successful, supply receipts or photocopies of receipts. **A photograph of receipts sent via email to [treasurer@borderschildrenscharity.org.uk](mailto:treasurer@borderschildrenscharity.org.uk) is sufficient. Please note that failure to provide receipts could forfeit future applications.**
- That you are not applying for goods already purchased.
- That you will return any money or cheques unused

**Failure to comply with any or all of the above will result in your application being delayed.**

#### **The BCC will**

- Process the application form as quickly as possible.
- Try to give priority to an application that has a specific time to be completed (e.g. for a trip).
- Inform you if your application has been successful.

## Successful applications

- Payment may be made by BACS. Please provide the exact name as it appears on the recipient bank account along with name of the bank, sort code and account number.
- Or you may request a cheque (NOT CASH) payable to the organisation. Please remember to include the correct payee – incorrect details will delay payment. *Remember that it will take a few days for a cheque to be processed!*

## Please remember

- All awards must be used for the purpose specified on the award notice; if you wish to change the use of the award, the BCC must be consulted.

## What happens afterwards?

- Once the form is received, it is submitted to the BCC for consideration.
- **Should any part of the form be incomplete**, you will be contacted asking for the missing information to be supplied.
- You will be notified of the decision as soon as possible.
- **If your application is unsuccessful** you will be contacted.
- **If your application is successful** you will receive confirmation detailing the names of the applicants and the amount awarded. A cheque will also be attached.
- Photocopies of receipts are acceptable. We realise that originals sometimes have to be kept by clients and third parties and we accept photocopies instead. Failure to supply receipts may affect future applications. If, for any reason, you are unable to supply receipts please contact us.

**For current contact information please refer to the website:**

[www.borderschildrenscharity.org.uk](http://www.borderschildrenscharity.org.uk)

**THANK YOU.**