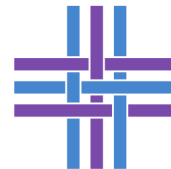


The Frank Buttle Trust & BBC Children In Need Small Grants Programme

Child Support Application Form



The Frank Buttle Trust

As well as giving grants from its own funds, the Trust administers the BBC Children In Need Small Grants Programme. There are slightly different eligibility criteria for each set of funds, but this application form is designed to cover both.

In order to submit the application you will have to confirm that you have read the Terms and Conditions relating to the submission of applications that are set out at the end of this form.

Please make sure you have downloaded the most recent version of this application form from our website. The version number is at the base of the form.

1 Eligibility Criteria

Please read the following criteria very carefully before fully completing every section. Unless you can respond YES to all questions your application will NOT be successful.

Unless pre-arranged with The Frank Buttle Trust, all applications must be made by a recognised referring agency.

The Frank Buttle Trust and BBC Children in Need grants are intended to make a positive difference to children and young people who are seriously disadvantaged and/or in severe need. Items or services requested must be critical to the well being of the child, children or young person for whom help is being sought. The combined eligibility criteria of the two sources of funds are as follows:

Eligibility: To be eligible for The Frank Buttle Trust or BBC Children in Need grants, children and young people must be:

- Aged 20 years or younger, and resident or ordinarily resident and living in the UK
- Living in difficult circumstances e.g with illness, distress, abuse, neglect, disability, behavioural / psychological problems, severe poverty and deprivation
- In financial need
- In a situation where there is no statutory responsibility for meeting their needs.

NOTE. It is most unlikely that an application will be successful if the client has had a grant from us within the past 12 to 18 months.

We are able to help most young asylum seekers, but there are restrictions for those aged 19 or 20.

Eligible items: We can consider requests for most items and services but do not normally help with debts, childcare costs, holidays or non-essential items. Applicants must also demonstrate that the items requested will meet a critical need of the child(ren) or young person.

White Goods: The Trust has an arrangement with Comet Business Services for washing machines, cookers, fridges and other white goods to be delivered direct to applicants. There are clear advantages for those we seek to help as the arrangement ensures that they take speedy delivery – usually within six days of the date of our decision.

If in doubt on any of the above please view our website www.buttletrust.org for more details.

Unless you can respond YES to ALL the following questions your application will NOT be successful

Is the child(ren) or young person living in UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is at least one of the children or young person under 21?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please confirm that the child(ren) or young person for whom help is sought are not in public care (health & social services care)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you read about the types of items eligible for grants?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

FOR OFFICE USE ONLY

Grant award Cash £..... In kind £..... Total £.....

Initials..... Date.....

PLEASE USE BLOCK CAPITALS

2 Referring Agency Details

Unless pre-arranged with The Frank Buttle Trust, all applications must be made by a recognised referring agency.

Has your agency previously applied to the Trust for a grant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you applied to the Trust for a grant before?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If this is the first time you have applied, how did you hear of us?	

Name of Agency	
Dept / Branch	
Address	
Town	
County	
Postcode (must be included)	
Name of agency bank account to which any grant cheque should be made payable	Please Note – we do not normally make cheques payable to clients

3 Agency worker supporting application

Title	Mr / Mrs / Ms / Miss / Dr / _____
First Name	
Surname	
Position	
Telephone	
Mobile	
Email address	

7 Family details - Children

First Name	Surname	DOB	Age	Male	Female
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

4 Family Details - General

In which Local Authority / Northern Irish county does the applicant live?	
How long has the client been known to your agency?	

5 Family details - Main Applicant

Please give details of the main carer of the children, or the young person if living independently.

Title	Mr / Mrs / Ms / Miss / _____
First Name	
Surname	
Date of Birth	
Address	
Town	
Postcode (must be included)	
Telephone	
Mobile	

6 Family details - Other parent / Guardian / Partner (if at same address).

Title	Mr / Mrs / Ms / Miss / _____
First Name	
Surname	
Date of Birth	

8 Status of Family

SINGLE PARENT – Over 21 + Children	<input type="checkbox"/>
SINGLE PARENT – Under 21 + Children	<input type="checkbox"/>
TWO PARENTS – Or parent living with partner + Children	<input type="checkbox"/>
YOUNG PERSON – Estranged , Under 21	<input type="checkbox"/>
GUARDIAN – Relatives or friends + Children	<input type="checkbox"/>
GRANDPARENT + Children	<input type="checkbox"/>
ADOPTED – Family with adopted child	<input type="checkbox"/>
ORPHAN – Living independently, Under 21	<input type="checkbox"/>

9 Immigration Status

UK National/British Citizen	<input type="checkbox"/>
EU National	<input type="checkbox"/>
Full Refugee Status	<input type="checkbox"/>
Indefinite leave to remain	<input type="checkbox"/>
Exceptional/Discretionary leave to remain	<input type="checkbox"/>
Humanitarian Protection	<input type="checkbox"/>
Asylum Seeker	<input type="checkbox"/>

10 Financial Circumstances

What is the total weekly income of the family/applicant?	£	
Please specify the sources of income by ticking all boxes that are relevant?		
<input type="checkbox"/> Income Support/ Jobseekers Allowance	<input type="checkbox"/> Working Family Tax Credit	
<input type="checkbox"/> Child Benefit	<input type="checkbox"/> DLA Care/Mobility	
<input type="checkbox"/> Incapacity Benefit	<input type="checkbox"/> Earnings	
<input type="checkbox"/> Child Tax Credit	<input type="checkbox"/> Pensions	
<input type="checkbox"/> Student Grants/Loans	<input type="checkbox"/> Training Allowances	
	<input type="checkbox"/> Other	
Please enter the total family savings	£	
Please state the total family debts	£	
Does the Applicant have a Social Fund Loan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes – please specify amount	£	
Has the applicant received a Community Care Grant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes – please specify amount	£	
Has the applicant been refused a Community Care Grant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the applicant awaiting a decision on a Community Care Grant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

11 Social Services/Childrens Trusts

What financial support have you provided to the family/young person in the last 18 months?	£
Please give details of any goods/services you have provided. If support was refused please explain why.	

12 Other Charities

Have other charities been approached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes please specify name of charity, items requested and result .		

13 Assistance Required

Please specify the item or items you are applying for in order of priority. We have an arrangement with Comet to supply and install white goods.

Priority	Item	Value if cash required
1		£
2		£
3		£
If white goods requested do you want Comet to supply it?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If cooker requested - please specify type		Gas <input type="checkbox"/> Electric <input type="checkbox"/>
If white goods requested and the dimensions are critical or there are any special delivery instructions please specify below		

14 Ethnic Monitoring

It would help us to monitor the effectiveness of our work if you could answer the following. This question is voluntary. The answer will not affect our decision on the grant and will only be used to check whether our grants are getting through to all sections of the community.

Which ethnic group does the child(ren) or young person who needs help belong to?

WHITE	English <input type="checkbox"/>	Northern Irish <input type="checkbox"/>
	Scottish <input type="checkbox"/>	Welsh <input type="checkbox"/>
ASIAN or ASIAN BRITISH	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>
	Bangladeshi <input type="checkbox"/>	Any other Asian Background <input type="checkbox"/>
MIXED	White and Black African <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>
	White and Asian <input type="checkbox"/>	Any other Mixed Background <input type="checkbox"/>
BLACK or BLACK BRITISH	African <input type="checkbox"/>	Any other Black Background <input type="checkbox"/>
	Caribbean <input type="checkbox"/>	
CHINESE	Chinese <input type="checkbox"/>	
OTHER Please specify		

15 Supporting Statement

THIS IS AN ESSENTIAL AND VERY IMPORTANT PART OF THE APPLICATION SO PLEASE GIVE FULL DETAILS. YOU CAN BE ASSURED THEY WILL BE TREATED IN STRICTEST CONFIDENCE.

Please provide us with a comprehensive statement on your agency's headed paper describing the following:

- The family's circumstances, including any medical or behavioural issues, stress and other problems, in addition to financial hardship.
- Your agency's involvement.
- Why assistance is sought and the benefits it will bring to the child(ren) or young person.

16 Signatures

Please ensure that you are able to tick all of the boxes below as any incomplete applications will be returned.

By signing this form both the applicant and the agency representative agree that you have complied with the following:

- The information on this form and any enclosures is accurate to the best of your knowledge and belief.
- The Eligibility Criteria in Section 1 has been read.
- ALL questions in Section 1 have been answered YES.
- ALL sections have been answered fully.
- The supporting statement on your agency's headed paper has been attached.
- The information on this form and any enclosures can be stored on the Trust's computer system .
- You have read and agreed the terms and conditions on the following page.

Parent/Guardian/Applicant
Signed
Date

Agency Representative
Signed
Date

PLEASE SEND COMPLETED FORMS TO THE APPROPRIATE ADDRESS ACCORDING TO THE COUNTRY IN WHICH THE APPLICANT RESIDES

ENGLAND:

The Frank Buttle Trust,
Audley House,
13 Palace Street,
London SW1E 5HX

Tel: 020 7828 7311
info@buttletrust.org

SCOTLAND:

The Frank Buttle Trust,
PO Box 5075,
G78 4WA

Tel: 01505 850 437
scotland@buttletrust.org

WALES:

The Frank Buttle Trust,
PO Box 7,
Rhayader LD6 5WB

Tel: 01597 870 060
wales@buttletrust.org

NORTHERN IRELAND:

The Frank Buttle Trust,
PO Box 484,
Belfast BT6 OYA

Tel: 02890 64 11 64
nireland@buttletrust.org

TERMS AND CONDITIONS

Information that we collect from you or about you

When anyone asks us for a grant we have to collect information about the person for whom an application for a grant is being made and the circumstances surrounding the application that will help us take a decision. This is something that Trusts like ours have always done. However, the law now demands that all organisations, including charities, should tell you what personal information about you they collect. And they must also tell you what they are going to do with that information.

We hope that it is clear from this form what we will do with the personal information that we collect from you or about you. With this in mind, we hope you feel you can agree to these Terms and Conditions. We can only consider making a grant where these Terms and Conditions have been accepted.

What we do with the information that we collect from you or about you

Once we have received your grant application (and your agreement to these Terms and Conditions) we shall open a case record. This will be kept in our filing system (in paper and/or electronic form). Any additional information that you send us or which we may receive from people such as doctors, health visitors, social workers or teachers will be put into your case file.

Details of your application and subsequent information provided will be recorded on our computer system, together with details of any grants we make to you.

The main reason why we collect and hold personal information about you is to help us to decide whether we should give you a grant and, if so, at what level. We may also use personal information for the purposes of collecting statistics or carrying out research into subjects relevant to our activities.

Who we disclose your information to

We may disclose your personal information as necessary to third parties who supply goods to applicants as part of the grant making process. For example, we have an arrangement with Comet Business Services for washing machines, cookers, fridges and other white goods to be delivered direct to applicants.

We may also make your personal information available to third parties approved by us for the purpose of compiling statistics or carrying out research projects.

Finally, we may disclose your information to third parties where necessary to comply with applicable laws and regulations and/or for the purposes of obtaining professional advice (for example, legal advice).

What about other people?

It is possible that the details you submit as part of the application process will contain personal information not only about you, but also about other people. If you think that this may happen, please show these Terms and Conditions to the people involved and ensure that (to the extent possible) they have agreed that we can process their personal information in the way set out in these Terms and Conditions. If you are a caseworker, for example, please ensure that your client (namely, the applicant) has agreed to these Terms and Conditions before you submit their personal information to us.

Your application

All of the information that you submit to us on this application must, to the best of your knowledge and belief, be true, non-fraudulent, accurate and complete.

All grant applications are subject to certain eligibility criteria and/or grant scheme guidelines. If you do not meet the relevant eligibility criteria and/or grant scheme guidelines (in our sole opinion), your application for a grant will be unsuccessful. A summary of our grant aid eligibility guidelines is available on our website www.buttletrust.org

All grant applications are considered by The Frank Buttle Trust acting in its sole discretion. There is no guarantee that any application for a grant will be successful.

Limitation of liability

You agree that we, our trustees, employees, agents or other representatives, data providers or affiliates will not be responsible or liable (whether in contract, tort or otherwise), under any circumstances for any amount or kind of loss or damage (including without limitation, any direct, indirect, punitive or consequential loss or damages, or any anticipated loss of profit, loss of profit, loss of opportunity, loss of data, costs and fines and/or any special or incidental damages of any kind) that may result to you or a third party arising from or connected in any way to:

- interruption of business; or
- incorrect or incomplete details provided in the grant application process; or
- non-delivery of form or other communications or
- events beyond our reasonable control .

Notwithstanding any provision of these Terms of Conditions, we do not exclude or limit our liability for:

- death or personal injury caused by our negligence or that of any of our officers, employees or agents; or
- fraudulent misrepresentation; or
- any liability which it is not lawful to exclude either now or in the future.

Enforcement

If the whole or any part of any provision of these Terms and Conditions is or becomes invalid, void or unenforceable for any reason the same shall to the extent required be severed from these Terms and Conditions and rendered ineffective so far as is possible without modifying the remaining provisions of these Terms and Conditions and shall in no way affect the validity or enforceability of any other provisions.

Third party rights

These Terms and Conditions are not intended to create and shall not create any rights, entitlements, claims or benefits enforceable by any third party by virtue of the Contracts (Rights of Third Parties) Act 1999.

Registered Charity No. 313007