

Application information and guidelines

The welfare fund 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.

You can apply for help with

- Clothing, toys, day trips or holidays within the UK. The specific purpose (e.g. winter jacket / jigsaw / school trip) must be given together with an estimated cost of the item requested.
- For more expensive items, in which a contribution from the Welfare Fund towards the cost is sought, please give details of the other sources of funding (e.g. other charities, social work funds, local church, etc). Applications of this type will not be considered unless this information is supplied
- Items that will further a particular skill, talent or interest and enhance the quality of life of the child's life or future will be given priority. (E.g. musical instruments / tuition / sport equipment / arts and craft materials)

GRANTS ARE NOT AVAILABLE FOR:

- Medical treatment.
- General household furnishings and repairs.
- Payment of debts or to relieve a statutory body of its duties and responsibilities.
- Items already purchased.

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 not yet born. 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, schoolteacher, minister, other registered charitable organisation (e.g. Save The Children) or group working within the community (e.g. Gingerbread). Please remember in making an application you accept the 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.
- 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.
- Failure to follow the above guidelines may result in the delay of the application being processed or rejection.

Conditions

In applying to the welfare fund, 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.
- That you will, if your application is successful, supply receipts or photocopies of receipts with a completed report before the due date stated.
- That you will, should you be unable to complete the report, inform the fund of this.
- That you are not applying for goods already purchased (see accompanying notes)

Failure to comply with any or all of the above will result in:

- Your application being delayed should any information requested be omitted.
- Subsequent applications being delayed or rejected should you have outstanding awards (i.e. report forms with receipts still to be returned)

The Welfare Fund will:

- Will try to process the application form as quickly as possible.
- Will try to give priority to an application that has a specific time to be completed (e.g. for a trip).
- Will inform you if your application has been unsuccessful.

Successful applications

- Will receive a cheque (NOT CASH) payable to the organisation.
Remember that it will take a few days for a cheque to be processed!
- Will, receive a report form to be completed by the date stated.

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 fund must be consulted.

What happens afterwards?

- Once the form is received and processed it is submitted to the fund for consideration
- **Should any part of the form be incomplete**, you will receive a letter 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 receive a letter.
- **If your application is successful**, you will receive a letter detailing the names of the applicants and the amount awarded. A cheque will also be attached. A reports form will be sent as well.
- The report form must be completed and returned before the date stated.
- Photocopies of receipts are acceptable. We realise that originals sometime have to be kept by clients and third parties and we accept photocopies instead. **Failure to supply the report and receipts may affect future applications. If, for any reason, you are unable to supply receipts please contact us immediately**
- Completed report forms must be sent to the address shown on the form by the due date

Send completed forms to:

Anne Robertson
Voluntary Action Shetland
Market House
14 Market Street
Lerwick
ZE1 0JP