

## Application form for Family Support Grant – Paper Application



This form must be completed by a professional on behalf of a family or child. We are unable to accept applications directly from individuals. The professional must be familiar with the particular case and able to vouch that there's a genuine need for financial assistance. The organisation must be able to act as grant administrator: able to accept cheque payments and raise payments quickly to be dispersed to the family.

To keep our administrative costs low we now only accept electronic applications in all but exceptional circumstances, so please do not save this form for future use or distribute this paper version of the form. If you have any questions please feel free to contact our office directly on: 0300 561 0065.

**PLEASE COMPLETE IN LEGIBLE BLOCK CAPITALS**

### Grant Administrator's Details

**Name:**

**Job position or title:**

**Relationship of administrator to child or family:**

**Administrator's Address:**

**Postcode:**

**E-mail:**

**Telephone:**

### Child's Details

**Name of parent or primary carer:**

**Relationship to child:**

**Home address of family:**

**Postcode**

**Telephone:**

**E-mail:**



**Child's date of birth:**

**Name of the unit where the child receives treatment:**

**Sex of child:**

### **About the Grant**

Please give information to support the application in this section. Please include relevant information about the family's financial position and provide an argument, citing what the grant is for and how this will help the family/child. Please give a breakdown of how the grant would be spent eg if asking for travel costs, itemise the journeys and price of train tickets.

### **Complete if this grant is (in part or whole) for travel and/or subsistence costs**

Does the family qualify for help under the Hospital Travel Cost Scheme?

Yes

No

Approximate distance between the family's main residence and the unit where the child is treated:

How long is the child likely to stay in hospital?



**Amount applied for**

Please provide the amount you're applying for. The maximum for Family Support Grants is £300. Please bear in mind we are not always able to provide the full amount asked for.

**Cheque payee**

Please provide the account payee (who we make cheques payable to). Note we are unable to make payments directly to the family so you must be able to process payments through your account.

**Will this grant cover the whole amount required?**

Will the amount applied for from Children's Heart Federation cover the whole amount needed by the family for the purpose described above?

- Yes
- No, applications to other grant providers or statutory sources have been made
- No, the family will meet the additional cost themselves
- N/A

**Information about other grants and sources of funding**

Please detail of any other applications have been made for funding, including: amounts and the status of the application e.g awarded, applied for...

**About Other Grants**

Does the family currently receive grants from any other charities, or have they received any grants within the last 12 months?

- Yes
- No

Please give details about any other grants the family has received from other charities within the last 12 months. Please include amounts, frequency, and name of charity and brief explanation of the purpose of the grant.



## Declaration

- I confirm that the application is for planned expenditure and that the 'family' is experiencing genuine financial hardship associated with their child's heart condition.
- I confirm that my organisation is able to accept payment and disperse any funds directly to the family.
- I confirm the information given in this application is true and correct to the best of my knowledge. I understand that Children's Heart Federation may carry out checks for the purposes of grant administration and fraud prevention.

Signed

Date

Please scan and email to [info@chfed.org.uk](mailto:info@chfed.org.uk) or post to: *Grant Applications, Children's Heart Federation, Cullen Mill, Braintree Road, Witham, Essex CM8 2DD.*



Doc Date: 22/02/2018