

Applying to charitable trusts for financial support

www.devon.gov.uk/cwan

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Information about applying to charities for families of children with special needs.

Funderfinder

Your local information co-ordinator has a computer programme called FunderFinder which can search for a list of charities and trusts which may be able to help you. The co-ordinator will need to know what the money is for and details about your child's disability. They don't need to know any financial information.

Application process

Most charitable trusts publish guidelines about who they help and how. It is important to check this to make sure your circumstances match the criteria of the trust. If you are not sure, check their website or call them for more information.

Who should apply?

The application should be sent by the right person. Some trusts specify that the young person in need, or their parent or carer, make the application directly. Other trusts say the application should be made by a professional such as a member of the Joint Agency Team, a doctor or health visitor.

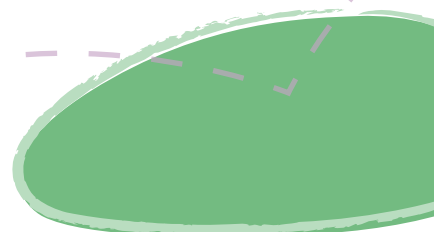
How do I apply?

This is important. Some trusts have their own application form and will not consider any other form of application. For many trusts you will have to write a letter of application. Some trusts accept email applications.

Writing an application letter

If you need to write a letter of application you should include:

- name, date of birth and place of birth of the person the grant is for and their current address and phone number
- the reason for the application - you should say what exactly the need is and how the trust can help, how you feel you and your child will benefit and how much money you would like
- religion if any
- information about husband, wife or partner, other children and other family members, including their names, ages and occupations or schools.
- you should say how you or your child match the criteria of the trust. If the trust gives money to people who have lived in a particular area for a certain time then information about living in the area, such as addresses lived at and dates, is vital. If the trust gives grants to children whose parents have a particular job you should include information about that work.



Factsheet 12

If you need to send financial information make sure you consider all income and expenditure, including:

- wages, pensions and other sources of income
- all benefits, tax credits, allowances, Disability Living Allowance and carers allowance
- all bills - council tax, water, fuel, telephone, insurance, rent or mortgage
- childcare, travel and car costs
- household expenses such as food, clothing, maintenance
- other income and expenditure
- your total weekly or monthly total income and total expenditure.

You may also need to send information about:

- savings, debt or arrears - specify what they are and the amount owed
- help received from another source including details of sources of grants obtained and amount
- any other sources approached - you should include information about other trusts you are applying to and the total amount still needed
- any previous financial help you have received from this trust and then.

Information needed for education and study support applications

- Name of the school, college or university and the Local Education Authority – Devon County Council.
- Course start and end dates, whether the course is full or part time and the subject being studied.
- Whether you have applied for any other grants, loans or scholarships and what the outcome was.
- The school or college fees and other costs such as books and travel.
- How much money you are asking for.
- Any other relevant information.

Don't forget to:

- say who a cheque should be made payable to
- include contact details – address, telephone and email
- include a stamped address envelope if needed
- sign and date your application.

This information is taken from the FunderFinder guide to making an application. For the full guide contact your local information co-ordinator.

DISCplus local information co-ordinators

The co-ordinators are there to help you get information on services and support available in your area.

Phone the main office on **0845 155 1013** and ask to speak to your local co-ordinator or email **discplus@devon.gov.uk**

