

GRANT APPLICATION FORM GUIDANCE NOTES (BTHI Ltd May 2023)

Please read these notes carefully before completing the application form,

1. Objectives of the Charity:

- a) to advance the education of children and young people, with particular reference to those with hearing impairments.
- b) to support any other charitable object which promotes the welfare of hearing impaired children and young people, which may conveniently be pursued in conjunction with the pursuits of the above.

2. Types of requests and projects the Trust will consider:

- a) assistance with the purchase of specialist hearing equipment or other aids which will benefit an individual or organisation.
- b) the provision of funding for special courses, individual tuition or speech and language therapy.
- c) support for appeals against local authorities' educational placement decisions.
- d) the financial support of another charity for hearing impaired.
- e) special projects.

Each application will be considered on its own merit

3. How to apply to the Birkdale Trust:

- a) Complete the **appropriate** application form for an individual or an organisation.
- b) If an applicant is under 18 the application form **must** be completed in full by the parent or guardian, with a supporting letter or other official papers.
- c) Requests for grants towards equipment or services **must** be supported by a written estimate(s) from the supplier or provider.
- d) All grants for equipment and services will be paid direct to the supplier or organisation, whenever this is possible. Receipts of completed purchases **must** be sent to the Administrator of the Birkdale Trust.

- e) An application form from a group, including a charity or an educational establishment, **must** be signed by two people, authorised to act on behalf of that company.
- f) Please note that the submission of an application does not guarantee that a grant will be made or that an accepted application will receive the full funding requested.
- g) Trustees welcome additional information in support of the application.

4. When grants will be allocated.

- a) The Trustees meet six times per year to consider applications and all submissions will be considered at the first available meeting.
- b) Grants cannot be retrospective - please ensure the application is sent in well before the funds are needed.

5. Final Requests

It is the responsibility of applicants to ensure that:

- a) The application is completed in full, including the tick list of attached information.
- b) Supporting material is included wherever necessary.
- c) A stamped addressed envelope is included for the Trust's reply.

It would help in dealing with the application if you only use one side of each page and if no staples are used.

Thank you.

Please note that;

1. No part of the Application Form is held on computer.
2. No part of the Application Form is passed to any third party.
3. All copies of the Application Form, distributed to the Trustees prior to the Trustees' meeting, are confidentially destroyed after the meeting.
4. The Master copy of the Application Forms are securely held for three years and are then confidentially destroyed.
5. It is implied that this form is submitted by you in order that the Trustees can consider whether we can agree to accept your claim.
6. Requests for financial help for courses must be approved before the course has begun - awards are not made retrospectively.

PLEASE READ THE FOLLOWING IMPORTANT NOTES CAREFULLY

The Trust asks families and individuals to make a contribution towards the total costs requested, if at all possible. This will enable our Charity to support more applications.

If you require financial help to:-

A. BUY SPECIALIST EQUIPMENT TO IMPROVE HEARING OR ASSIST WITH EDUCATION:

- a. supply full details of the product and breakdown of the costs with formal written quotations from the suppliers. Please note website print-outs are not acceptable.
- b. supply a letter from the school, Teacher of the Deaf or other independent professional involved in the care of your child, in support of the equipment being requested.

B. REQUESTS FOR A CONTRIBUTION TOWARDS COSTS OF SPEECH & LANGUAGE/AUDIO VERBAL THERAPY

- a. supply a written quotation from the therapist, providing details of the hourly rate and number of sessions required/recommended.
- b. supply details of the person's qualification to give therapy.
- c. supply a letter from the school, Teacher of the Deaf or other independent professional involved in the care of your child, in support of this therapy.

C. REQUESTS FOR A CONTRIBUTION TOWARDS COSTS OF EDUCATIONAL SUPPORT, e.g. EXTRA TUITION

- a. supply a written quotation from the tutor, providing details of the hourly rate and number of lessons required/recommended.
- b. supply details of the person's qualification to teach a deaf child.
- c. supply a letter from the child's school in support of this extra tuition.

D. REQUESTS FOR A CONTRIBUTION TOWARDS COSTS OF FEES FOR PROFESSIONAL ASSESSMENT

Please provide details of the Person or Organisation who will be conducting the assessments and details of their fees for such services.

E. ASSIST WITH THE COSTS OF A BSL COURSE.

Supply a formal quotation from the BSL organisation. Please ensure that this application form is completed in the name of the person with the hearing impairment, irrespective of who will be attending the BSL course.

F. FUND ANY OTHER PROJECTS WHICH WOULD BE OF BENEFIT.

Please supply full details of support, suppliers and costs with written quotations.

IF YOU ARE ABLE TO MAKE A CONTRIBUTION, HOWEVER, SMALL, THIS WILL GO TOWARDS US BEING ABLE TO ASSIST OTHER APPLICANTS.