

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



The Frank Buttle Trust

Child Support Application Form

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.

The electronic version of this form can be filled in using Microsoft Word and emailed to the Trust for a faster response. To request one please send an email with the subject **REQUEST** to **applications@buttletrust.org**

1 Eligibility Criteria

Please read the following criteria very carefully before fully completing every section.

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:

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

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

NOTE. A grant will not be awarded if the client has had a previous grant from the Trust.

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

Eligible items: Items requested must be essential and critical to the well-being of the child/young person. Cash grants provide necessities such as beds, bedding and essential items of furniture and household equipment.

We do not normally help with debts, childcare costs, holidays and non-essential items. Due to a recent review in our criteria, we are no longer considering applications for flooring/carpeting, bedroom storage and specialist equipment (eg mobility aids, sensory equipment). Applications for clothing will only be considered in a crisis. Please consider this when applying, to avoid an unsuccessful application. Information about other possible sources of funding can be found on our website at www.buttletrust.org.

Direct delivery: The Trust has arrangements with Comet 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

Please tick the yes box if

The child(ren) or young person is living in UK	Yes <input type="checkbox"/>
At least one of the children or young person is under 21?	Yes <input type="checkbox"/>
The child(ren) / young person for whom help is sought are NOT in public care (health & social services care)	Yes <input type="checkbox"/>
You have read about the types of items eligible for grants?	Yes <input type="checkbox"/>

FOR OFFICE USE ONLY

Grant award Cash £..... In kind £..... Total £..... BBC / Buttle
 Initials..... Date..... Linked case.....

Purple boxes are optional unless otherwise stated

Yellow boxes are COMPULSORY and must be filled in otherwise the form will be returned

2 Previous Applications

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?		

3 Referrer Contact Details

Applications must be made by a recognised referring agency

Title	
First Name	
Surname	
Position	
Telephone	
Mobile	
Email Address	
Name of Agency	
Your Team <i>(only if req. for address)</i>	
Agency Dept/ Branch <i>(only if req.)</i>	
Address	
Town	
Postcode	
Registered Charity Number	
The name of agency bank account to which a grant cheque should be made payable is required - even if Direct Delivery is requested. Cheques not normally made payable to clients.	
Name of account	

NOTE: We cannot make any award without this information

4 Your Reference

Your reference for your client [optional]. We will use this in any correspondence.	
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5 Family details - Main Applicant

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

Title		
First Name		
Surname		
Date of Birth (d/m/yyyy)		Age
How long has the client been known to your agency?		
Address (If moving - please specify new address)		
Town		
Postcode		
Local Authority (Or Northern Irish County)		
Telephone		
Mobile		

6 Family details - Other parent, partner or guardian - if at same address.

Title		
First Name		
Surname		
Date of Birth (d/m/yyyy)		Age

7 Family details – Children (If more than six please give details in supporting statement).

If application is for an Estranged Young Person without children, then please leave this section blank

First Name	Surname	DOB (d/m/yyyy)	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"/>

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,with/without children	<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"/>
Other (Please expand in Supporting Statement – Section 14)	<input type="checkbox"/>

10 Financial Circumstances

Please specify the sources of income (excluding housing & council tax benefits) of the family/applicant by ticking all relevant boxes.

<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 specify an amount or enter £0 in the following boxes

Please specify the total weekly income from the above sources	£
Please specify the total family savings	£
Please specify 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

Must be completed if application is via one of above.

Where there is a clear statutory responsibility because the child is in care, being rehabilitated home, subject to a child protection plan, or where there is any other clear statutory responsibility, we will not be able to help.

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 Assistance Required

Please specify the item(s) you are applying for in order of priority. We have an arrangement with Comet to supply and install white goods. If you want these items supplied direct please tick the direct box in the right hand column, or if cash requested write in the amount.

Priority	Item	Supply method / cash amount if req.
1		Direct <input type="checkbox"/>
		£
2		Direct <input type="checkbox"/>
		£
If Comet please tick if there is an old item to take away <input type="checkbox"/>		
If cooker requested - please specify type Gas <input type="checkbox"/> Electric <input type="checkbox"/>		
NOTE re gas cookers		
Recent legislation requires new gas cookers installed in multiple dwelling buildings (flats, maisonettes, flats above shops etc) to be fitted with a special flame supervision safety device. If you are applying for a gas cooker from Comet please indicate in the specific details box if it is to be installed in a multiple dwelling building.		
IMPORTANT For items to be supplied direct please specify below critical dimensions, special delivery instructions and lift facilities if to be installed on an upper floor		

13 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.	

14 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:

- a) The family's circumstances, including any medical or behavioural issues, stress and other problems, in addition to financial hardship.
- b) Your agency's involvement.
- c) Why assistance is sought and the benefits it will bring to the child(ren) or young person.
- d) An explanation of why the family cannot afford the items requested.

Please attach the supporting statement on your agency's headed paper.

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

16 Confirmations

The applicant and the agency representative must agree that they have complied with the following:

1. The information on this form and any enclosures is accurate to the best of your knowledge and belief.
2. The information on this form and any enclosures can be stored on the Trust's computer system.
3. You have read and agreed the terms and conditions on the following page.

Please ensure the form is signed below to indicate that you and your client agree with the above and send it to the address on the following page.

Parent/Guardian/Applicant

Signed

Date

Agency Representative

Signed

Date

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.

DATA PROTECTION & CASE RECORDS

Much of the information that you have provided in this form is personal data as defined by the Data Protection Act 1998 (the 1998 Act). The 1998 Act places certain obligations on us to protect your personal data when it is in our control and only use it for specified purposes. The Frank Buttle Trust is not incorporated therefore its trustees are collectively responsible for your Personal Data.

The Trustees of the Frank Buttle Trust (the Trustees) process the Personal Data of the applicant(s) and any children for whom a grant application is made for the following purposes:

- administering your application for a grant or grants;
- maintaining records of the application and any awarded grants;
- keeping you informed about the activities of the Trust;
- as a case study to show how the Trust can assist others, in such cases we will consult with you in advance.;
- fundraising;
- research;
- confirming that the information supplied is accurate;
- the prevention and detection of crime;
- monitoring the ethnic backgrounds of grant applicants;
- transferring to other grant makers which may be able to provide assistance;
- transferring to agents that are appointed to provide services to the Trustees in respect of grant applications and awards.
- transferring to any third party that may be providing services to the applicant(s) or any related children for example providing goods or services granted by the Trustees; and
- keeping in contact with the beneficiaries of any grant both during and after the grant period for the purposes specified in this statement and the maintenance of our alumni group.

The Personal Data which are processed by the Trustees may be provided by the Applicant, their children or third parties. Personal Data may be retained by the Trustees whether or not a grant is made and, if a grant is made, following the end of the grant period.

If you do not wish the Trustees to process your personal data for the purposes of marketing the activities of the Trust, please write to The Frank Buttle Trust, Audley House, 13 Palace Street, London, SW1E 5HX.

- If you would like information about our data processing organisation, adaptation or alteration of the information or data,
- retrieval, consultation or use of the information or data,
- disclosure of the information or data by transmission, dissemination or otherwise making available, or
- alignment, combination, blocking, erasure or destruction of the information or data.

If you would like information about our data processing activities please write to the above address.

DEFINITIONS

Please find below definitions of some of the terms used in the above privacy policy for your information and assistance.

Processing

- In the Act "processing" means obtaining, recording, or holding the information or data or carrying out any operation or set of operations on the information or data, including:

Personal data

- any data from which the identity of a living individual can be determined, either by itself or with other data processed by data controller;
- any information such as name and address, email address, telephone number and general contact details, personal data includes images on film (e.g. CCTV images), photographs and telephone voice recordings.

Sensitive personal data

Sensitive Personal Data means personal data consisting of information as to:

- the racial or ethnic origin of the data subject;
- the data subject's political opinion;
- the data subject's religious beliefs or other beliefs of a similar nature;
- whether the data subject is a member of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992);
- the data subject's physical or mental health or condition;
- the data subject's sexual life;
- the commission or alleged commission by the data subject of any offence; or
- any proceedings for any offence committed or alleged to have been committed by the data subject, the disposal of such proceedings or the sentence of any court in such proceedings.

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 to us; or
- non-delivery of forms 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

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

Form v 35

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@buttertrust.org

SCOTLAND:

The Frank Buttle Trust,
PO Box 5075,
G78 4WA
Tel: 01505 850 437
scotland@buttertrust.org

WALES:

The Frank Buttle Trust,
PO Box 7,
Rhayader LD6 5WB
Tel: 01597 870 060
wales@buttertrust.org

NORTHERN IRELAND:

The Frank Buttle Trust,
PO Box 484,
Belfast BT6 OYA
Tel: 02890 64 11 64
nireland@buttertrust.org