



SANDCASTLE SANTA 2018

APPLICATION FORM

To apply for a grant from The Sandcastle Trust under the Sandcastle Santa scheme, you must fill in this form as fully as possible. Do not leave any boxes unanswered or we will not be able to process your application. Please ensure you refer to our eligibility criteria attached to this document and enclose **COPIES** of all supporting documentation. Without supporting documentation your application will not be processed.

Once completed please return your form to: Sandcastle Santa, The Sandcastle Trust, 66 Portnalls Road, Coulsdon, Surrey, CR5 3DE.

The deadline is **Wednesday 31st October** and application forms received after this date will not be processed.

About the Applicant – this section should be used by the person filling out the application to tell us how to contact them in the future.

Title	
Full name	
Date of Birth	
Address	

Home phone number	
Mobile number	
Email address	
If you are applying on someone else's behalf please provide details of who they are and your relationship to them.	
Have you been living in the UK for the last six months?	Yes/No
Are you a UK Citizen?	Yes/No
Will we need an interpreter to talk to you about your application? If yes, what language?	Yes/No

Personal Information – this part of the form is used to tell us about the person in your family with the rare genetic condition – this can be an adult or a child. If more than one person in your family has a rare genetic condition, please tell us on this form.

I am a parent or carer applying for a child or young person who lives with me	Yes/No
I am a parent with a rare genetic condition applying on my own behalf	Yes/No
More than one person in my family has a rare genetic condition. If yes, please provide details	Yes/No
Full name of person with the rare genetic condition	

Date of birth	
Male/Female	
Age	
<p>Please tell us about the diagnosis of the person(s) with the rare genetic condition including date of diagnosis if known and how their condition affects them.</p> <p>Please send to us COPY documentary evidence supporting this diagnosis. <u>Your application will not be processed without this.</u></p>	
Does the person with the rare genetic condition use a wheelchair?	YES/NO
<p>Does the person with the rare genetic condition receive DLA?</p> <p>If yes, please include a COPY of your DLA award letter with this application.</p>	YES/NO

Where would you like to visit Santa?

Please provide two options of a local attraction where you would like to visit Santa. For example, this could be a garden centre, National Trust property, theme park, zoo, farm, steam railway etc. We are happy to consider most attractions and will endeavour to choose your first option but please provide a back-up. Our funds are limited and we want to assist as many families as possible so please choose carefully as we are unlikely to approve applications that are particularly expensive (for example, Lapland UK). Please help us by providing as much detail as possible in relation to your date and time preference.

<u>Option 1</u> Attraction Name: Website: Date you would like to visit: Time slot preference: Cost of tickets: Any other relevant information:	
<u>Option 2</u> Attraction Name: Website: Date you would like to visit:	

Time slot preference:	
Cost of tickets:	
Any other relevant information:	

Declaration

I confirm that the information contained in this application is accurate and up to date.	Yes/No
If you share pictures of your family day visiting Santa with us please confirm if you are happy for us to use these pictures on our social media and other marketing material.	Yes/No
I consent to receiving email communications from The Sandcastle Trust	Yes/No
I consent to receiving telephone communications from The Sandcastle Trust	Yes/No
I consent to receiving postal communications from The Sandcastle Trust	Yes/No
Signed	
Date	

EQUALITY & DIVERSITY MONITORING

The Sandcastle Trust recognises the benefits of a diverse community of beneficiaries, volunteers, staff and supporters, and we are committed to being an inclusive organisation where everyone is treated with respect, dignity and where there is equal opportunity for all. Whilst we ask you complete the following information you are not obliged to do so and any answers you do provide will be treated anonymous and stored confidentially and securely.

Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Rather not say
Age:	<input type="checkbox"/> Under 25 <input type="checkbox"/> 26-35 <input type="checkbox"/> 36-45 <input type="checkbox"/> 46-55 <input type="checkbox"/> 56-65 <input type="checkbox"/> 66 or over <input type="checkbox"/> Rather not say
Please state what you consider your ethnic origin to be: <i>Ethnicity is distinct from nationality and the categories below are based on the 2001 Census</i>	
<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other _____	
<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other _____	
<input type="checkbox"/> Chinese <input type="checkbox"/> Other _____	
<input type="checkbox"/> White & black Caribbean <input type="checkbox"/> White & black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Other _____	
<input type="checkbox"/> English <input type="checkbox"/> Irish <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Other _____	
<input type="checkbox"/> Rather not say	
Faith: <i>Which group below do you most identify with?</i>	
<input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> Rather not say <input type="checkbox"/> Other _____	
Do you consider yourself to have a disability?: <i>The Disability Discrimination Act 1995 (DDA) defines a person as disabled if they have a physical or mental impairment which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) adverse effect on one's ability to carry out normal day-to-day activities.</i>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Rather not say	
Would you consider yourself to be:	
<input type="checkbox"/> Bisexual <input type="checkbox"/> Gay <input type="checkbox"/> Heterosexual <input type="checkbox"/> Lesbian <input type="checkbox"/> Rather not say	
Are you currently:	
<input type="checkbox"/> Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Full-time parent or carer <input type="checkbox"/> Retired <input type="checkbox"/> Student/Adult student <input type="checkbox"/> Rather not say	
How many children (aged 16 or under) do you have living in your household?:	
What are the first 3 digits of your postcode?:	

Under the terms of the Data Protection Act and the Data Protection Directive this information will be treated in a secure and confidential manner. The Sandcastle Trust may be required to give some of this information – only where relevant and appropriate - to the bodies responsible for regulating and/or funding The Sandcastle Trust

Eligibility Criteria

- The applicants must live in England, Scotland, Wales or Northern Ireland.
- The applicants must have permanent legal residency in the UK and have lived in the UK for the last year.
- The organisation supports families whereby an individual or individuals have been affected by a genetic condition (single gene inheritance, mitochondrial inheritance or chromosome disorder) that is rare (as defined by the UK Strategy for Rare Diseases, i.e. affects less than 5 in 10,000 of the general population). The diagnosis must be clinically evidenced.
- The Sandcastle Santa day trip must be taken by the person diagnosed with a rare genetic condition together with members of their immediate family. Immediate family shall be defined as husband, wife, civil partner, partner, child, parent or sibling. Requests to include extended family will be considered on a case by case basis and only in exceptional circumstances.
- The individual affected by a rare genetic condition must live with the family in the family home full time. If you share the care of any child named in this application with anyone else, (for example, the child lives half the time with their mother or half the time with their father) then you must notify The Sandcastle Trust of this.
- Any child in an application must not be in the care of the Local Authority, subject to a care order or living in foster care.
- The Sandcastle Trust is a non-denominational charity and operates an equal opportunities policy. We are committed to achieving equality of opportunity as a provider of holidays and funding for day trips and experiences for families affected by rare genetic conditions. In considering applications we therefore aim to ensure that no family receives less favourable treatment on the grounds of gender, sexuality, race, colour, ethnic origin, religion, class, marital or parental status or appearance.

Terms & Conditions

- To be eligible to receive a grant the applicant family must meet The Sandcastle Trust's Eligibility Criteria (attached to the application form and available on The Sandcastle Trust's website).
- All the information provided in the application form must be accurate and not misleading.
- Applicants should provide **COPIES** of all supporting documentation requested in the application form. Applications cannot be processed without this supporting documentation. Please do not send original documents as these cannot be returned.
- The applicant must advise The Sandcastle Trust of any changes in circumstance that may affect the application – for example, any changes in the condition of the person with the rare genetic condition, care arrangements, earned income or living arrangements including the death of the person with the rare genetic condition or a child becoming subject of a care order. The applicant must notify The Sandcastle Trust of such changes as soon as they occur, whether they occur before or after the date of this application.
- The Sandcastle Trust may request that further information is provided in order to make a decision on an application. Failure to provide this additional information within a reasonable period will result in an application being declined.
- It is the responsibility of the applicant to take medical advice where appropriate, as to the suitability of the day trip and the capacity (whether physical, mental or otherwise) of the person with the rare genetic condition to take part in it, all activities involved in it and all matters associated with it (such as, for example any travelling and accommodation which may be involved).
- Any grant awarded should be used specifically for the purpose agreed between the applicant and The Sandcastle Trust during the application process and which will be detailed in the award letter that the applicant will receive if their application is successful.

- In accepting a grant the applicant agrees that they will comply with any specific terms and conditions that The Sandcastle Trust notifies them of in relation to the grant award.
- Any grant awarded by The Sandcastle Trust cannot be used in conjunction with an award from another charity or organisation.
- Support from The Sandcastle Trust is discretionary and subject to funding. There is no entitlement to a grant and all cases are assessed on an individual basis.
- Under the terms of the Data Protection Act and the Data Protection Directive the information you provide in the course of your application will be treated in a secure and confidential manner. By making this application you consent to you and your family's personal information being processed in accordance with The Sandcastle Trust's Data Protection Statement (available on request or to view on The Sandcastle Trust's website).
- By making this application for assistance you are opting to receive information about The Sandcastle Trust and The Sandcastle Trust's marketing and fundraising information, and details of how to stop receiving such information are contained in the Data Protection Statement (available on request or to view on The Sandcastle Trust's website).