



## SANDCASTLE SANTA (AT HOME!) 2020

### APPLICATION FORM

To apply to The Sandcastle Trust's Sandcastle Santa (At home!) 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, PO Box 873, Haywards Heath, RH16 9QL or scan and email them as one pdf document to [info@sandcastletrust.org](mailto:info@sandcastletrust.org)

The deadline is **Monday 2<sup>nd</sup> November** 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	

Contact telephone 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><b>Please send to us COPY documentary evidence supporting this diagnosis. <u>Your application will not be processed without this.</u></b></p>	

### Select your Sandcastle Santa (At Home!) Option

Please select your Sandcastle Santa (At Home!) option below. You are welcome to select more than one option but instead of ticking the box, please number them in order of preference. Our funds are limited, and we want to assist as many families as possible so depending on the demand this year, we may only be able to offer you your first option.

#### Option 1:



**Singing Hands/Sandcastle Trust Christmas Party, Sunday 13<sup>th</sup> December**

**Venue: Your House, hosted on Zoom**

**Time: 10.30am – 11:30am**

Join us for the first Singing Hands/Sandcastle Trust virtual Christmas party! A live Singing Hands experience blending all your favourite Christmas songs with Makaton - suitable for all abilities and ages. You can see us, we can see you and we can all see each other having some fab festive fun in our houses! Get dressed up in your best Christmas outfits - Santa hats, reindeer antlers, Christmas jumpers and we'll have a blast singing and signing together!

**I would like a family ticket to the virtual Singing Hands/Sandcastle Trust Christmas Party**

### **Option 2: The International Elf Service Personalised Elf Letters**



7 handcrafted, personalised Christmas Elf Letters from the North Pole, filled with news, activities and sparkling with magic for children to discover mysteriously around their home.... by their toothbrush, in a shoe or sticking out of a cereal box!

<https://internationalelfservice.com/>

There are two options to choose from depending on the age of your child(ren). Please pick the option that will suit the oldest believing child in your family (or their developmental age). If you would like some help in picking the most suitable option, please email us at [info@sandcastletrust.org](mailto:info@sandcastletrust.org)

**I would like a Christmas Elf Letters NEWS Bundle suitable for aged 5 - 99**

**OR**

I would like a Christmas Elf Letters ACTIVITY Bundle suitable for ages 3 – 5 years

The letters in the bundle are personalised. Please list below the names and ages of all children in the family (please include all children in the family, regardless of age):

Do you refer to 'The Big Man' as Father Christmas or Santa in your family?:

**Option 3: Festive Family Bake Box**



<https://bakeboxuk.com/little-bakebox/>

All the ingredients for a child-friendly festive, chocolate reindeer bake, delivered directly to your door in a box, ready to have a fun, sensory, family Christmas baking session!

I would like a Reindeer Little Bake Box

**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 with us please confirm if you are happy for us to use these pictures on	Yes/No

our social media and other marketing material.	
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
I consent to my personal data being shared with a third party which is involved in the provision of the Sandcastle Santa At Home option you have selected	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 and to third parties which are involved in the provision of the assistance we are providing to or procuring for you.

## 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 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 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 support 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 any Sandcastle Memory awarded.
- Any support 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 Sandcastle Memory the applicant agrees that they will comply with any specific terms and conditions that The Sandcastle Trust notifies them of in relation to the award.
- Any support 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 Sandcastle Memory 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).