

Dear Applicant

### Footsteps Foundation Grant Application

Thank you for applying for a grant from Footsteps Foundation. If you are successful, the grant awarded will be attributed to each session you book at The Footsteps Centre in 2022.

- **Your child must have had an assessment at Footsteps and you must have a session booked before applying.**
- **Please complete ALL sections, putting n/a if it is not applicable to you**

**Please include-**

- **two months bank statements for ALL household bank accounts.**
  - **Proof of all your income – 2 months' payslips , P60 or tax return**
  - **Proof of all benefits – they must be clearly shown on bank statements or confirmation letter.**
- PLEASE HIGHLIGHT ALL INCOME INCLUDING BENEFITS ON YOUR BANK STATEMENTS WHEN SENDING IN.**
- **When sending documents (eg. Payslips etc) please ensure ALL documents are copies, do not send us original documents as all supporting documents are shredded once your grant is confirmed.**
  - **Please send your grant form and supporting documents ideally via email to [sarah@footstepsfoundation.com](mailto:sarah@footstepsfoundation.com), alternatively post them to The Trustees, Footsteps Foundation, 4 Queen Street, Dorchester-on-Thames, OX10 7HR**

Please ensure that you read this cover letter along with our terms & conditions before completing your application.

Footsteps Foundation is a charity and is not part of The Footsteps Centre or Footsteps Ltd. The Foundation has to raise £250,000 annually in order to award grants to help families access the Footsteps therapy and benefit from a reduction in the cost of equipment and one free pair of shoes each year for Footsteps children. We also have the Helping Hand Project which helps towards the cost of fuel, accommodation and therapy, along with grants for families with siblings attending Footsteps. We are very grateful for the support we get from charitable trusts, community groups, companies and individuals, without whom we would not have the money to help families like yourselves.

If you would like to discuss your eligibility, please call 01865 343851 or email [sarah@footstepsfoundation.com](mailto:sarah@footstepsfoundation.com). Similarly, if you have any questions with regards to your application, please do not hesitate to get in touch.

Thank you for your application.

Footsteps Foundation

#### Footsteps Foundation

4 Queen Street Dorchester-on-Thames Wallingford Oxon OX10 7HR

Tel: 01865 343851

[www.footstepsfoundation.com](http://www.footstepsfoundation.com)

Registered address: c/o Mercer Lewin Limited, 41 Cornmarket Street, Oxford OX1 3HA

Company registration number 06416481 Company limited by Guarantee Charity Registration Number 1123440

### **Footsteps Foundation Grant Application Form 2022**

*Please ensure **ALL** sections are completed, marking n/a against any question that is not applicable.*

**1. About your child (please complete ALL sections):**

First Name  Surname   
Date of Birth  Male / Female (Please Circle)

**2. About you: (This section should be completed by the main carer)**

First Name  Surname   
Address   
Email   
Telephone No.  Relationship to child

**Marital Status** Married/Cohabiting  Single Parent  Widowed  Divorced/Separated

**Will you be booking accommodation when you come to Footsteps?** Y  N

**Please give details of others who reside in the family household:**

Relation to child (ie. Father)	Age	Relation to child (ie. Father)	Age

**Cover Note (optional)** Please use an additional sheet if needed to expand on anything.

*For office use only:* Applicant No: \_\_\_\_\_ Date received: \_\_\_\_\_

Please include copies of the past two months' bank statements from ALL household bank accounts that you and your partner hold along with payslips and/or your P60. Please see terms & conditions for specific requirements. 'Other Income' includes investment income and income from other sources. We need to see proof of ALL income.

**1. Salaries/Wages** Please highlight the following payments on your bank statement.

Salary/Wages (YOU)	Gross annual salary as per your P60 (before tax deductions)	£
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Other Income (YOU)	Source: _____ Gross (before tax deductions)	£
Salary/Wages (PARTNER)	Gross annual salary as per your P60 (before tax deductions)	£
Other Income (PARTNER)	Source: _____ Gross (before tax deductions)	£
<b>TOTAL GROSS ANNUAL SALARY/INCOME FOR THE HOUSEHOLD</b>		£

**2. Benefits (Per Month) (please complete ALL sections – but DO NOT add DLA)**  
**Please highlight the following payments on your bank statement.**

Child Benefit	£	Statutory Maternity Pay	£	Maternity Allowance	£
Tax Credits	£	Council Tax Benefit	£	Jobseekers Allowance	£
Carers Allowance	£	Incapacity Benefit/ESA	£	Universal Credit	£
Housing Benefit	£	Income Support	£	Other (please specify)	£
<b>TOTAL MONTHLY BENEFITS FOR THE HOUSEHOLD</b>			£		
<b>TOTAL ANNUAL BENEFITS</b>			£		

**Do NOT add DLA as we do not take this into account**

**TOTAL ANNUAL INCOME FOR THE HOUSEHOLD**  
**(Including Annual Gross income and benefits)**

£

If divorced/separated or single please tell us how much is contributed from other parent towards child (*monthly basis*)

£

**4. Other sources of funding** How much money has been raised towards the therapy & from who?

Family £ \_\_\_\_\_ Fundraising £ \_\_\_\_\_ Other Sources £ \_\_\_\_\_

Money you have held by or are you being awarded a grant for 2022 session(s) from any other charities?

The Tree of Hope £ \_\_\_\_\_ Caudwell £ \_\_\_\_\_ Boparan Charitable Trust £ \_\_\_\_\_

Cerebra £ \_\_\_\_\_ Other \_\_\_\_\_

**5. Savings** (Please advise us of any savings you have, including savings accounts, investments etc and enclose copies of your savings accounts. If you do not have any savings, please put 'N/A' in each box.)

Account 1  
£

Account 2  
£

Account 3  
£

**6. Expenditure per month-** (Please include 2 months' bank statements & complete ALL sections)

Mortgage / Rent ( <b>please circle</b> )	£
Council Tax	£

Utilities (Gas, Water etc)	£
Loans & Credit Cards	£
Telephone/mobile/internet	£
Groceries	£
Car Costs (car payments, insurance, fuel etc)	£
<b>TOTAL MONTHLY EXPENDITURE</b>	£

Other expenditure you think we should take into account:

	£
	£
	£
<b>TOTAL ADDITIONAL EXPENDITURE</b>	£

**Please note the application cannot be processed unless signed and dated by the child's main carer.**  
Please feel free to add a covering letter/note if you feel it would support your application.

**Declaration:**

I confirm the information on this form is correct and complete to the best of my knowledge and belief. I will alert Footsteps Foundation immediately should my financial circumstances change during the funding year.

Signed:

Date:

**Please note: Following your last session of the year, the Trustees require a progress report from all families who receive a grant from the Foundation. Please tick here if you are happy for it to be used by the Foundation for fundraising purposes.**

***HELPING HANDS PROJECT***

*The Helping Hands Project was set up in response to concerns that families were struggling with the additional costs of bringing their children to Footsteps. We are especially aware that those travelling very long distances may have a large fuel bill or accommodation costs in addition to therapy costs and this may make it difficult to attend.*

*Please speak to Maggie or Sarah in the office or email [sarah@footstepsfoundation.com](mailto:sarah@footstepsfoundation.com) to ask for a form if you feel that extra help is needed. This trial was made possible by a generous one-off donation and will run until the funding runs out.*

*Further information can be found on our website under 'Apply for a grant'.*

**Privacy Statement**

Your privacy is important to us. We will only collect relevant personal information needed and do not sell any of your data onto any third party and do not share any of your data. We will keep your data safe and secure. You provide your data when you enquire and book therapy sessions, apply for a grant or make a donation to Footsteps Foundation.

**How you can access and update your information**

The accuracy of your information is important to us. If you change any of your personal details or you believe any of your information is incomplete or inaccurate please contact us at [info@footstepscentre.co.uk](mailto:info@footstepscentre.co.uk) or Footsteps Centre, 4 Queen Street, Dorchester-on-Thames, Oxfordshire, OX10 7HR

### **Application Checklist**

- Have you completed the form in full?     Have you completed the financial summary?
- Have you included proof of income (2 months' bank statements & pay slips if applicable)?
- I have read the notes on completing the form & understand the terms and conditions.

Please note any of the above items are missing this will delay the process.

### **Footsteps Foundation Grant Application: Terms and Conditions**

Please ensure that you complete **all** sections as accurately as possible and notify us immediately should your financial circumstances change during the funding year. Footsteps Foundation reserves the right to remove grants already awarded if financial circumstances change and/or it is found out that the information provided on this grant form is in any way inaccurate.

**All information provided is strictly confidential and will only be used in order to assist the Trustees of Footsteps Foundation to make a decision on any grant awarded. The information you provide to us will be kept on file and considered in the event of future applications.**

The Trustees do review the thresholds and criteria for awarding grants from time to time - this may mean that even if you have received a grant before you may receive a different grant in future.

- Applications for a grant can only be made following a Footsteps consultation, and acceptance of your child onto the Footsteps programme. Families can apply for a grant once their child has a session(s) booked at Footsteps.
- With the exception of last minute bookings, all grant applications should be received **at least two months prior to your first booked session of the year.**
- Applications must be accompanied by proof of:

- i) income, savings accounts, tax credits and other benefits;
- ii) two-months' pay slips and/or P60 or tax return from all adult earners in your household
- iii) copies of two months' bank statements covering ALL main accounts for your household.

All copies of documents will be destroyed and not sent back.

- All income coming into the family home must be declared. Please do not withhold information. If we discover this has happened your grant will be withdrawn and applications will not be considered in future.
- Please highlight all your different income streams on your bank statement
- In the event that incomplete, inaccurate or misleading information is provided and a grant has already been awarded Footsteps Foundation reserves the right to retract any grant that has already been awarded and/or reclaim that grant from you.
- Applications are considered on an individual basis and family situations are taken into consideration.

**You are welcome to include a covering note with your application if you feel it could help our Trustees to make a decision.**

- Grants will be awarded according to need. Therefore the amount of money awarded will be a percentage of the full cost of therapy. If your gross household income exceeds £65,000 (including benefits), it is unlikely that we will be able to help. An application does not guarantee that funds will be awarded.
- Your personal grant award is strictly confidential and should not be discussed with other families.
- If you are awarded a grant by the Trustees of Footsteps Foundation, that grant will be applied to **every** session you have booked within that calendar year and will be paid directly to Footsteps Limited upon completion of each session.
- If you cancel a session once a grant is awarded you will forfeit that session's grant. The grant will still apply to all other sessions booked in that calendar year.
- If therapy hours are refunded to you by Footsteps Limited, due to child or staff sickness, you will receive a refund minus the percentage of the grant awarded.
- In order to raise funds for our family grants project, we often have to provide family feedback to our benefactors. Therefore, as a condition of receiving a grant, you are expected to provide us with feedback in the form of a case study and an online survey.