

## Terms & Conditions

- 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**. Otherwise, the Trustees may not be able to consider your application.
- Applications require accurate and honest completion of **all** the sections displayed on the form **If it is not applicable to you, please put N/A**.
- Applications must be accompanied by proof of:
  - i.) income, savings accounts, tax credits and other benefits;
  - ii.) two-months' pay slips and/or P60 from all adult earners in your household
  - iii.) two months' bank statements covering all accounts for your household.
- All income coming into the family home must be declared. If we discover that you have withheld information, your grant can be withdrawn and we may not be able to consider for subsequent years.
- 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.
- If you are awarded a grant and your financial circumstances change during the funding year, please ensure that you notify us immediately.
- 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.
- An application to Footsteps Foundation does not guarantee funds awarded.
- 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 £75,000 (including benefits), it is unlikely that we will be able to help.
- Your personal grant award is strictly confidential and should not be discussed with other families.
- If you are awarded a grant, that grant will be applied to every session you have booked within that calendar year.
- Any grants awarded by the Trustees of Footsteps Foundation will be paid direct 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, on condition of receiving a grant, you are expected to provide us with feedback in the form of a case study and an online survey.

**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.**

Please fill in the application form **in full** as clearly and as accurately as possible. If you have any questions please contact us on 01865 343851. Please send your completed application via email to [sarah@footstepsfoundation.com](mailto:sarah@footstepsfoundation.com) or by post to **The Trustees, Footsteps Foundation, 4 Queen Street, Dorchester-on-Thames, OX10 7HR**