

Dear Applicant

We do have a very strict remit and that is to help families with children aged 3-17 who are disabled, have a special need or have been abused, families must have a household income of £28,000 or under, this includes all benefits received but not PIP/DLA, Child Benefit or Carers Allowance.

Funding contributions are towards a 2-4 night family break within the UK.

Once the application form is completed could you please ensure that the following documentation is enclosed: **To help keep charity costs down please only send copies not originals as these will not be returned.**

- A **photograph** of your child for file purposes only
- A copy of **all** benefits received. **Income Support, Tax Credits, DLA, PIP, Carers Allowance etc.**
- A copy of 3 recent **Wage Slips** if applicable
- A letter from the child's **GP** or **Hospital Consultant/Paediatrician** or any **Health Professional** confirming their diagnosis.
- Please complete the **Income/Expenditure** sections in **full** in **weekly** amounts **only**
- Please mark your choices **1,2,3** on the destination list

Please return ALL of the documents requested as this could result in your application being returned and delay the application process. Please ensure that the correct postage is paid when returning your application.

If you have any queries please do not hesitate to contact me on 01462 530710

With Kind Regards

Ann DaRocha
Holiday & Trust Officer

Please note we have a very long waiting list at present and it could take up to 15 months before funding becomes available. We endeavour that every child on our waiting list will have a holiday we just cannot say when.



APPLICATION FOR A FAMILY BREAK

Office use only

Date received

Childs Parent or Guardian

Please read this form carefully and answer all questions as fully as possible. Do not leave any boxes unanswered, if a question is not applicable please write N/A in that box. If the question has a deletable answer please ensure this is done. If you have more than one special needs child who you are applying for, then please complete and submit a separate form for each child.

Childs full name

Date of birth

Age

Nationality

Sex

Male

Female

Religion

Parent's or Guardian's full name

Address

Postcode

Telephone No. Mobile

Home

E-mail Address

Childs diagnosis

At what age was the child diagnosed

Can you give us any further information on your child's condition.

For example: Dietary Restrictions, Continentancy, Communication Problems, Level of Dependency etc.

***** Please attach a letter from the child's GP/Consultant/Social Worker/Health Professional confirming your child's diagnosis.

Apart from the condition above, are there any other medical conditions, disabilities, behaviour problems or circumstances that should be recorded, i.e. asthma, diabetes, heart condition, eczema, epilepsy etc.



What are your child's hobbies/interests/likes

What are your child's dislikes/fears

Does your child have any difficulties with travelling? (If yes, please give details)

Are you or do you intend to be registered with any other Charity/Authority or Organisation to apply for a holiday.

 YES NO

Have you had a break from Happy Days Charity before? If yes please give date.

Please give full details of who you have applied to and for what holiday

Please give date of when a decision is expected

Details of Immediate Family Wishing to be Considered i.e. parents/siblings up to 17 years of age

| Full name | Age | D.O.B. | Relationship to Applicant | Benefits Working/School |
|----------------------|----------------------|----------------------|---------------------------|-------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Is your child able to walk independently

 YES NO

Confined to a wheelchair

 YES NO

What type of wheelchair

 MANUAL ELECTRIC

What We Will Normally Fund

The family break provided is intended to benefit your child. We will normally, subject to available funds and when your child reaches the top of the waiting list, provide a 2-4 nights UK family break.

Accommodation

* All accommodation is self catering.

Age Range

Applications are considered for children between 3-17yrs. Very rarely and only in exceptional circumstances do we accept children outside this age range.

Income

We would normally only welcome applications from families with a household net income of £28,000 per annum or less. This does not include DLA/PIP, carers allowance or child benefit

* Please attach proof of income support/tax credits/any other benefits or if in receipt of a salary - enclose a copy of amount awarded (3 recent pay slips). If you are self employed we require statement of financial affairs/accounts. PLEASE SEND COPIES NOT ORIGINALS.

Fastrack Applications

If you are applying for a family break for your child and your child is suffering from a life-limiting condition, then the application will be expedited. If you are applying under this category, please tick

* Please attach a letter from the child's GP or Consultant/Specialist Health Professional confirming your child has a life limiting condition.

Change of Address/Details

It is important that you inform us of any change of address, telephone number or email address.

How did you hear of the charity?

Destinations

Please see attached list for your choice of family break destinations. Please mark your choices 1, 2, 3, in order of preference. When funding becomes available we will contact you with your choice of dates.



Checklist

- | | | | |
|--|-------------------------------|---|-------------------------------|
| 1. Have you answered all the questions fully. | Tick <input type="checkbox"/> | 3. Have you enclosed proof/copies of pay slips, all proof of income/benefits. | Tick <input type="checkbox"/> |
| 2. Have you enclosed a letter from your GP/Social Worker etc. confirming your child's diagnosis/situation. | <input type="checkbox"/> | 4. May we have a recent photograph of your child for our files, if so please enclose. | <input type="checkbox"/> |

Funding for your family break

We approach various organisations for example, grant making charities and companies to ask for help. This has been very successful for us over the years.

In order for them to make a decision in granting us money, we need to tell them what we want the funds for. It would help them to receive a little information such as your child's first name, area they live in, their medical condition and if possible, a small picture.

Please indicate with a Y/N in the following boxes the information we can use in our search for funding for your family break.

Place **Y** for YES or **N** for NO in the boxes below:

First name Town of residence

Illness/Situation/Disability Photograph

When we have booked & paid for your break, may we inform the local paper

May we utilise your details on social media

It is a mandatory requirement that you complete our monitoring form after your holiday and send feedback such as photographs, letters, drawings & thank you cards.

If we do not receive the above, you will not be considered for a further break.

Declaration

I/We confirm that I am/we are the parents/legal guardians of the Child, and that I/we have, (and am the only person/are the only people who have) the legal right to request the family break, sign this agreement and generally give consent, on behalf of the Child.

I/we understand that if I/we misrepresent, or fail to inform you, of any material fact or matter in relation to my/our application this will be in breach of this agreement and support for the fulfilment of the family break may be withdrawn.

I/we have taken medical advice where appropriate, as to the suitability of the family break and the capacity (whether physical, mental or otherwise) of the Child 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).

I/we accept that I/we will remain fully responsible for the Child at all times. It will remain at all times my/our responsibility to assess the suitability of any accommodation, activity or otherwise proposed in respect of the Child.

I/we confirm that I/we have read and fully understood the conditions and I/we certify that the information I/we have given in this form is to the best of my/our knowledge correct.

Name

Signed

Dated



FAMILY BREAK DESTINATION LIST

Please mark in order of preference: 1st, 2nd & 3rd

HAVEN HOLIDAY PARKS

North (Monday - Friday or Friday - Monday breaks)

Primrose Valley Filey - North Yorkshire

Cala Gran Fleetwood - Blackpool

Marton Mere Blackpool

Haggerston Castle Northumberland

South West

Burnham on Sea Somerset

Riviere Sands Hayle - Cornwall

Seaview Dorset

Devon Cliffs Devon

South East

Combe Haven Hastings - Sussex

Seashore Great Yarmouth

Wales

Hafan Y Mor North Wales

Kiln Park South Wales

Scotland

Craig Tara Ayr - Ayrshire

BUTLINS HOLIDAY PARKS

(Monday - Friday or Friday - Monday breaks)

Bognor Regis West Sussex

Minehead Somerset

Skegness Lincolnshire

THEME PARKS (2 night breaks)

Alton Towers Staffordshire

Chessington Surrey

Legoland Windsor

Flamingo Land North Yorkshire

Thorpe Park Surrey

Paultons Park Hampshire

CENTER PARCS Friday - Monday (3 Nights)

Whinell Forest Cumbria

Sherwood Forest Nottinghamshire

Elveden Forest Suffolk

Longleat Forest Wiltshire

Woburn Forest Bedfordshire

COTTAGE BREAKS (2- 4 Night break)

HOSEASONS (2- 4 Night break)

Caravans & Lodges

OTHER (Please Specify)

helping children experience what life has to offer...



Income/Expenditure Sheet

(To be completed by all applications for family breaks)

| | |
|------------------------------|----------------------|
| Child's Name | <input type="text"/> |
| Parent's/ Guardian's Name | <input type="text"/> |

**USE WEEKLY FIGURES
ALL THE WAY THROUGH**

Weekly Income

Step 1

Income

| | |
|-----------------------------------|----------------------------|
| Net Wages or Salary | <input type="text"/> |
| Net Wages or Salary (partner) | <input type="text"/> |
| Jobseeker's/ESA | <input type="text"/> |
| Income Support/Universal Credit | <input type="text"/> |
| Pension Credit | <input type="text"/> |
| DLA/PIP | <input type="text"/> |
| Carers Allowance | <input type="text"/> |
| Child Tax Credit | <input type="text"/> |
| Tax Credit (family/working) | <input type="text"/> |
| Retirement or Works Pension | <input type="text"/> |
| Child Benefit | <input type="text"/> |
| Maintenance/CSA | <input type="text"/> |
| Foster Parent's Income | <input type="text"/> |
| Rent/Board (other family members) | <input type="text"/> |
| Other | <input type="text"/> |
| Total Income | <input type="text"/> BOX A |

Step 2

Credit Debts

| | Creditor | Balance Owed | Weekly Payment |
|----------------------------------|----------------------|----------------------|----------------------------|
| 1. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 6. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Total Owed | | <input type="text"/> | |
| Total Weekly Repayments * | | <input type="text"/> | <input type="text"/> BOX D |

**USE WEEKLY FIGURES
ALL THE WAY THROUGH**

Weekly Outgoings

Step 3

Expenditure

| | |
|-------------------------------|----------------------------|
| Mortgage | <input type="text"/> |
| Mortgage Endowment Policy | <input type="text"/> |
| Second Mortgage | <input type="text"/> |
| Rent | <input type="text"/> |
| Council Tax | <input type="text"/> |
| Water Rates | <input type="text"/> |
| Ground Rent or Service Charge | <input type="text"/> |
| Building & Contents Insurance | <input type="text"/> |
| Life Insurance & Pension | <input type="text"/> |
| Gas/Electricity/Oil | <input type="text"/> |
| Food | <input type="text"/> |
| TV Rental & Licence | <input type="text"/> |
| Maintenance Payments | <input type="text"/> |
| Hire Purchase/Loans | <input type="text"/> |
| Travelling Expenses | <input type="text"/> |
| School Meals | <input type="text"/> |
| Clothing | <input type="text"/> |
| Phone & Mobile Phone | <input type="text"/> |
| Prescriptions & Health Costs | <input type="text"/> |
| Childminding | <input type="text"/> |
| Fines/CCJ's | <input type="text"/> |
| Credit Debts (BOX D) | <input type="text"/> |
| Other 1 * | <input type="text"/> |
| 2 | <input type="text"/> |
| 3 | <input type="text"/> |
| Total Outgoings | <input type="text"/> BOX B |

Step 4

| | |
|-----------------------------|----------------------------|
| Total Income | <input type="text"/> BOX A |
| Total Outgoings | <input type="text"/> BOX B |
| Take B away from A = | <input type="text"/> BOX C |

TRAVEL

PLEASE TAKE INTO CONSIDERATION HOW YOU WILL TRAVEL TO YOUR DESTINATION

- You will be responsible for making your own travel arrangements.
- Take into consideration how long the journey will take and if it is a suitable distance for your child to travel.
- We will pay towards your travel costs as follows:-
- 30 pence per mile using an online travel calculator from your home postcode to the break destination postcode and return journey.
- If you will be travelling by Coach/Train please purchase your tickets and send us a copy of proof of purchase/tickets and we can reimburse the costs.
- **WE WILL REIMBURSE TRAVEL COSTS UP TO A MAXIMUM OF £100.**
- Please note we will **NOT** pay for taxis or hire vehicles.

