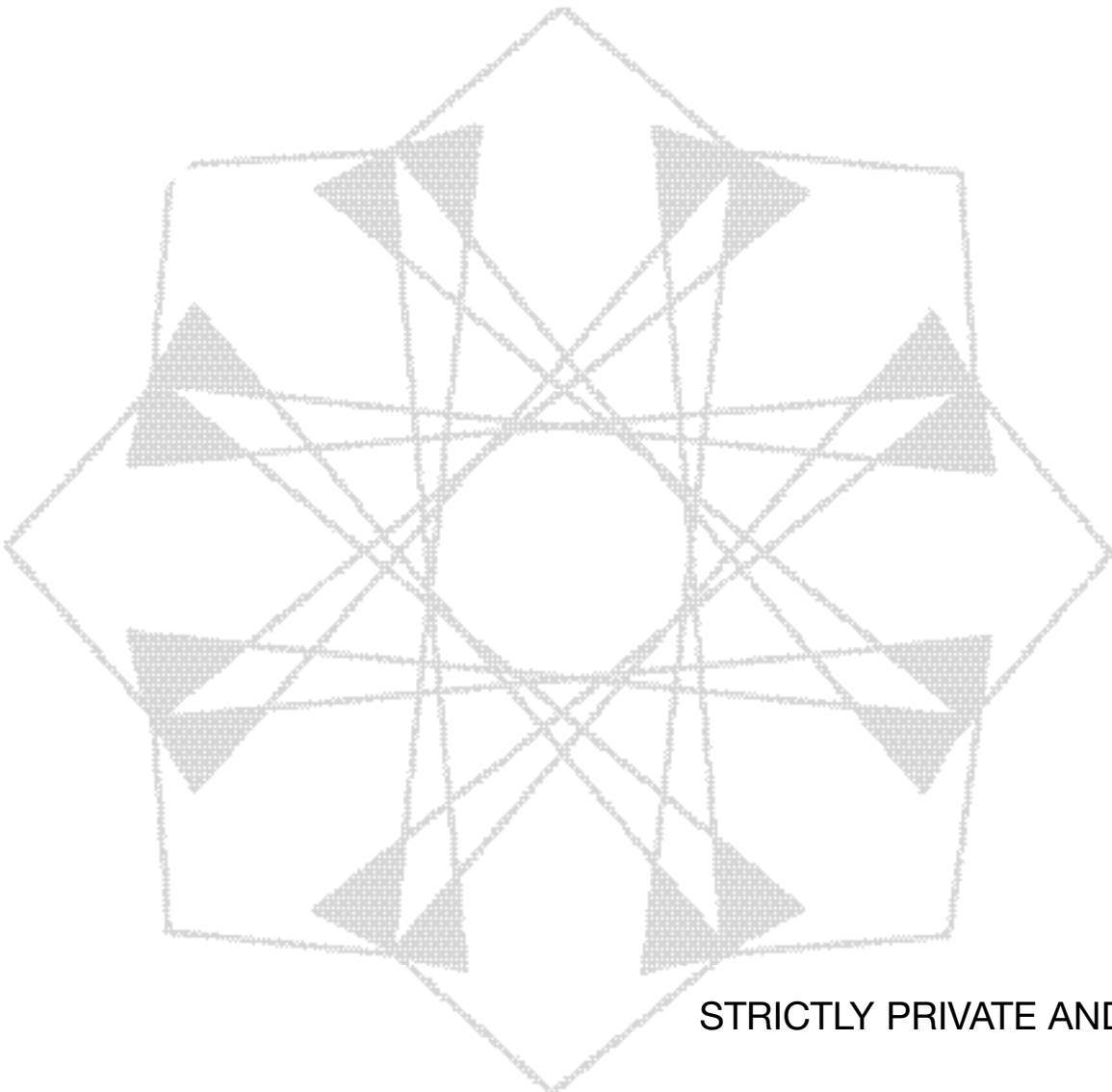
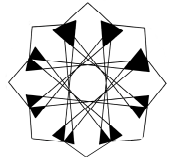


# Special Individual Needs Application Forms



STRICTLY PRIVATE AND CONFIDENTIAL



PLEASE MAKE SURE THAT YOU INCLUDE THE FOLLOWING:

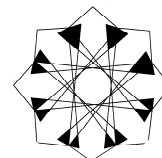
- Completed and signed application form
- Letter of Support from a medical professional
- Written quotation
- Suggested contribution
- If applying for a scooter, please complete a scooter assessment form

**Please note that your financial information is essential, otherwise your application cannot be considered.**

 **Colchester Catalyst Charity**  
3 Dedham Vale Business Centre  
Manningtree Road  
Dedham  
Colchester  
CO7 6BL

 01206 323420

Fax: 01206 323836  
e-mail: [info@colchestercatalyst.co.uk](mailto:info@colchestercatalyst.co.uk)  
[www.colchestercatalyst.co.uk](http://www.colchestercatalyst.co.uk)



## SPECIAL INDIVIDUAL NEEDS: GUIDELINES ON APPLYING FOR A GRANT

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Grants are not means tested however the purpose of this fund is to assist people with limited means to meet the special individual health needs above and beyond statutory funds. It is essential that you submit financial information, otherwise your application cannot be considered.

These notes are issued to help you, or someone for whom who are responsible, to apply for a grant to the Colchester Catalyst Charity which is working to improve health care within the community of North East Essex.

### WHO CAN APPLY?

Applications will be considered from individuals of any age, so long as such applicants fall within the Charity's remit and these guidelines. Please see inside back cover.

### SPECIAL STIPULATIONS

Grants will not be made for any item or project which has already been purchased.

The Charity is unable to consider applications for any item where there is an obligation for provision by a statutory authority.

Recipients of grants must take responsibility for insurance, maintenance and repairs of any items funded as may be necessary. You will also need to save towards a future replacement, as a further grant for similar equipment may not be considered.

**Supporting statements, professional assessments and estimates must be submitted with this application. Further professional assessments, or a second quote from another supplier we deal with, may be sought by the Charity at its discretion.**

### VALUE OF GRANT

The value of grants will depend on available funds and the assessment of relevant information made available to the Charity. Payments cannot be made to individuals but can be made to the supplier of any equipment or via an appropriate local registered charity. A reasonable and realistic contribution will be expected from an applicant.

### CONFIDENTIALITY

Some of the details we request may be personal and private, but you may be assured that all information will be treated in confidence. We will discuss your application with relevant health professionals and/or other charities in order to help us make a decision.

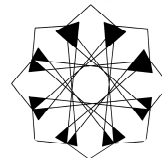
### HOW DO YOU APPLY?

Applications must be made by completing the attached form. If you are completing this on behalf of the person applying for help, please complete the appropriate details. This application is also available in electronic form.

**REMEMBER: THE CHARITY IS TRYING TO HELP YOU.**

**IT WILL BE EASIER FOR US TO ASSESS YOUR APPLICATION**

**IF THE INFORMATION ABOUT YOU AND YOUR NEEDS IS COMPLETE.**



## CRITERIA FOR GRANT MAKING

### OBJECT

COLCHESTER CATALYST CHARITY aims to help relieve the sick and suffering by making a positive and ongoing contribution to the improvement of health care within the community of North-east Essex specifically where help is not available from statutory organisations.

### POLICY

The over-riding concern of the Charity is to provide support where it will benefit the greatest number of people, principally by direct contributions to organisations for specific and well defined projects including therapeutic aids, equipment and building for medical or nursing care.

The Charity recognises the need of specialised equipment for some disabled people. Where it is established that such equipment is not available from statutory organisations a contribution may be made to the cost involved.

General funding or contributions to staff or other running costs are excluded but recognising the often overlooked needs of carers the Charity will consider funding respite care provided the care period is well defined, carefully controlled and readily monitored.

Where financial help is given the Directors will take steps to satisfy themselves that satisfactory management and organisation exists to ensure that the money is properly used and in the case of equipment, that it can be efficiently operated and maintained.

In appropriate cases a grant or loan may be offered for full or part-funding of a project or equipment.

No form of retrospective funding can be considered.

**PLEASE RETAIN THIS OUTSIDE COVER WHEN SUBMITTING APPLICATIONS**