

GRANT APPLICATION FORM GUIDANCE NOTES

(BTHI Ltd February 2026)

Please read these notes carefully before completing the online application form.

Only online applications are accepted from January 2026.

1. Objectives of the Charity:

To advance the education of children and young people, with particular reference to those with hearing impairment.

To advance any other Charitable Object which promotes the welfare of hearing impaired children and young people, which may conveniently be pursued in conjunction with the pursuit of the first mentioned objective.

2. Types of requests and projects the Trust will consider:

- a) assistance with the purchase of specialist hearing equipment or other aids which will benefit an individual or organisation (see Guidance Note A).
- b) the provision of funding for special courses, individual tuition or speech and language therapy (see Guidance Notes B, C and E)
- c) support for appeals against local authorities' educational placement decisions.
- d) the financial support of another charity for hearing impaired.
- e) special projects.

Each application will be considered on its own merit

3. How to apply to the Birkdale Trust

Enter your name and email details together with whether you are applying as or on behalf of an individual or an organisation on our website form.

You will then be sent a link to our secure portal from where you will be able create a login and password in order to complete the online application form.

If an applicant is under 18 the application form **must** be completed in full by the parent or guardian.

In all cases, the online applicant bears responsibility for the accuracy of all information provided.

All requests must be supported by accompanying documentation as appropriate to the nature of the claim. This may include documentation such as:-

- Audiogram, or Hospital Letter confirming level of hearing
- Teacher of the Deaf Letter in support of your request
- School Letter in support of your request for, i.e. extra tuition
- Quotation for Services, i.e. SaLT, BSL Courses, Assessments etc.,
- Quote for IT Hardware, such as tablets, laptops, printers, etc.,
- EHCP, if available,
- Quotes for other relevant items/services

All grants for equipment and services will be paid direct to the supplier organisation, whenever this is possible. Receipts of completed purchases must be sent to the Administrator of the Birkdale Trust.

Applicants must provide as much detail as possible on the application form to support the request.

Failure to provide sufficient information or supporting documentation will be rejected back to the applicant until all information has been provided for the trustees to consider.

Please note that the submission of an application does not guarantee that a grant will be made or that an accepted application will receive the full funding requested.

4. When grants will be allocated

The Trustees meet six times per year to consider applications and all submissions will be considered at the first available meeting.

Grants cannot be retrospective – please ensure the application is submitted well before the funds are required.

5. Miscellaneous

Please note that no part of the Application Form is passed to any third party other than our IT provider who supports our application portal

All data is held securely within this portal and is dealt with in line with our privacy policy.

PLEASE READ THE FOLLOWING IMPORTANT NOTES CAREFULLY

The Trust asks families and individuals to make a contribution towards the total costs requested, if at all possible. This will enable our Charity to support more applications.

If you require financial help to:-

A.BUY SPECIALIST EQUIPMENT TO IMPROVE HEARING OR ASSIST WITH EDUCATION:

- supply full details of the product and breakdown of the costs with formal written quotations from the suppliers within your application. Please note website print-outs are not acceptable.
- supply a letter from the school, Teacher of the Deaf or other independent professional involved in the care of your child, in support of the equipment being requested.
- If the pupil/student/applicant will own the equipment personally then this should be applied for as an Individual application NOT an Organisation application.

B.REQUESTS FOR A CONTRIBUTION TOWARDS COSTS OF SPEECH & LANGUAGE/AUDIO VERBAL THERAPY

- supply a written quotation from the therapist, providing details of the hourly rate and number of sessions required/recommended.
- supply details of the person's qualification to give therapy.
- supply a letter from the school, Teacher of the Deaf or other independent professional involved in the care of your child, in support of this therapy.

C.REQUESTS FOR A CONTRIBUTION TOWARDS COSTS OF EDUCATIONAL SUPPORT e.g. EXTRA TUITION

- supply a written quotation from the tutor, providing details of the hourly rate and number of lessons required/recommended.
- supply details of the person's qualification to teach a deaf child.
- supply a letter from the child's school in support of this extra tuition.

D.REQUESTS FOR A CONTRIBUTION TOWARDS COSTS OF FEES FOR PROFESSIONAL ASSESSMENT

Please provide details of the Person or Organisation who will be conducting the assessments and details of their fees for such services.

E.ASSIST WITH THE COSTS OF A BSL COURSE.

Supply a formal quotation from the BSL organisation. Please ensure that this application form is completed in the name of the person with the hearing impairment, irrespective of who will be attending the BSL course.

F.FUND ANY OTHER PROJECTS WHICH WOULD BE OF BENEFIT.

Please supply full details of support, suppliers and costs with written quotations.