

Vaila's Travel Fund

Application information and guidelines

The travel fund can help:

- Children suffering from mental, physical or sensory disabilities.
- Children suffering from behavioural and psychological disorders,
- Children deprived of normal lives because of family circumstances.
- Children living in areas of deprivation or stress, who are deprived of amenities generally available to other children of a similar age group,
- Children who are carers in the home.

You can apply for help with

- Funding for a school trip.
- Funding for independent travel.
- Other items or relevant expenditure without which travel would not be possible

GRANTS ARE NOT AVAILABLE FOR:

- Items already purchased.
- Sports related trips

Who will we help?

- The fund covers children from age five up to and including the age of 18.
- The application must be for a child.

Who can apply?

- All applications must be made by a suitable third party such as a social worker, school head teacher and third sector organisation or registered charitable organisation. Please remember in making an application you accept the conditions of the fund for any award made.
- The fund does not accept applications from individuals applying for themselves or on behalf of others

How to apply

- Complete all areas of the form, if you are in doubt about any part of the form please contact us.
- Make the writing as clear as possible, preferably in black ink.
- A supporting letter can be included with the application. This may include more details of the items applied for, a summary of the child's circumstances (e.g. family situation, health problems, etc) and any other relevant information.
- Failure to follow the above guidelines may result in the delay of the application being processed or rejection.

Conditions

In applying to the Vaila's Travel Fund, you agree to the following conditions:

- That you are a third party applying on behalf of a child or children aged 18 or under.
- That you have read and understood what the fund can and cannot offer.
- That you have completed the form to the best of your knowledge.
- That you have included the full name of the third party account to which the cheque is made payable.
- That you will, if your application is successful, supply a report from the child following the travel. That you are not applying for goods/travel already purchased/arranged.

Failure to comply with any or all of the above will result in:

- Your application being delayed should any information requested be omitted.
- Subsequent applications being delayed or rejected should you have outstanding awards.

Successful applications

- Will receive funds via bank transfer payable to the organisation.
- Will, receive a report form to be completed and returned to the address below.

Please remember

- All awards must be used for the purpose specified on the award notice; if you wish to change the use of the award, the fund must be consulted.

What is the process?

- Once the form is received and processed it is submitted to the fund for consideration as quickly as possible.
- **Should any part of the form be incomplete**, you will receive a letter asking for the missing information to be supplied.
- You will be notified of the decision as soon as possible.
- **If your application is unsuccessful**, you will receive a letter.
- **If your application is successful**, you will receive a letter detailing the names of the applicants and the amount awarded. A cheque will also be attached. A reports form will be sent as well.
- Completed report forms must be sent to the address shown on the form.

Send completed forms to:

Vaila's Travel Fund
Ellen Hughson
Voluntary Action Shetland (VAS)
Market House
14 Market Street
Lerwick
ZE1 0JP