

**THE ADAMSON TRUST**

**(Robert and Agnes G Adamson’s Fund – Scottish Charity Number SC016517)**

**INDIVIDUAL APPLICATION FORM**

Child’s Full Name :.....

Address : .....

Post Code:.....

**Date of Birth** :.....

Details of Disability : .....

**Please attach supporting evidence such as a letter from your GP, hospital or Health professional** .....

Receipt of this is essential. If it is NOT provided the application WILL NOT BE CONSIDERED

Name and Address of Adult or Organisation Making the Application :.....

Relationship to the Child :.....

Have you ever applied to the Trust before ? YES / NO

IF YES, When ? Amount received ?.....

Have you applied to other charities or organizations ? YES /.NO

IF YES, please provide details.....

Please let us know where you heard about the Adamson Trust.....

**Please check the Trust’s Information Sheet carefully before sending off your application.**

**PLEASE RETURN THIS FORM FULLY COMPLETED TO REACH THE TRUST NO LATER THAN SEPTEMBER 30<sup>th</sup> 2017 FOR THE NOVEMBER 2017 MEETING OF TRUSTEES.**

**The following section is essential to allow the trustees to evaluate the application**

**DETAILS OF THE HOLIDAY and or RESPITE CARE**

Where to, when, how much will it .....  
cost including travelling costs and .....  
incidental expenses) .....  
.....  
.....  
.....  
.....  
.....

Please keep receipts as they may be required for audit.

How do you expect the holiday/respite break to benefit the child ?  
.....  
.....  
.....  
.....  
.....  
.....  
.....

(Please continue on a separate sheet if more information is available.)

Who is going on holiday with the.....  
child ? .....

If the holiday has been booked, please attach copy of booking confirmation.

**Holiday details are essential information for the Trustees**

SIGNATURE OF APPLICANT .....  
DATE OF APPLICATION .....

CONTACT DETAILS – email address .....  
Mobile phone no.....

Return the form to  
– The Adamson Trust  
P O Box 7227  
PITLOCHRY  
Perthshire PH16 9AL

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[www.theadamsontrust.co.uk](http://www.theadamsontrust.co.uk)

# The Adamson Trust

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## Information Sheet

Trustees :- Alastair Strickland - chairman  
Rev Stuart Dunn  
Heather Elworthy  
Dr Helen Kirkwood  
Maureen Nicholson  
Stuart Shields

Administrator and correspondence address :-

E Elworthy  
P O Box 7227  
PITLOCHRY  
Perthshire PH16 9AL  
Email:[info@theadamsontrust.co.uk](mailto:info@theadamsontrust.co.uk)  
Web:[www.theadamsontrust.co.uk](http://www.theadamsontrust.co.uk)

The purpose of the Trust is to provide assistance with the cost of holidays and/or respite breaks for ***young people aged 17 and under with either a physical or mental disability.*** Only applications for this purpose may be considered.

**For individuals, it is essential that the completed application form is accompanied by a letter or certificate from a Health Professional confirming the diagnosis of the disability. If this is not provided the application WILL NOT BE CONSIDERED by the Trustees. DLA letters are NOT acceptable as evidence of a disability.**

Applications on behalf of groups of children, organisations or other registered charities will be considered on receipt of a completed application form and a copy of the last audited accounts. Applications for grants will be considered by the Trustees four times a year and preference will be given to Scottish children.

Please note that the closing dates for applications for the above meetings are December 31st for the February meeting, March 31st for the May meeting, June 30th for the August meeting and September 30th for the November meeting.

## Application Forms

### 1. Information required

Under its rules, the Trust may give financial assistance ONLY for the cost of holidays or respite care/break and ONLY for disabled children aged 17 and under. Because the Trustees need to be satisfied that these conditions are met before they can agree to any application, the form asks for some detailed information about the child and about the planned holiday. It is very important that this information is provided. If it is not, the application is likely to be delayed or declined.

### 2. Holiday details

The form asks for details of the holiday for which help with costs are being sought. **You should say on the form how much the holiday will cost, where it will be, when and who will be going.** If the holiday has already been booked, a copy of the booking confirmation should be sent with the completed form. If it is not possible to book the holiday until you know that the Trust will help, this should be stated on the form.

**It should be noted that the Trust does not fund holidays that have been taken before the Trustees' meetings or will be taken within 14 days after the meeting. The Trustees' meetings occur in the first week of February, May, August and November.**

***Please note that the holiday must have been taken by the day preceding the child's 18<sup>th</sup> birthday.***

### 3. Timing

The Trustees meet at the beginning of February, May, August and November to decide on grants and applications are not normally considered between meetings. It is important that the form is fully completed and returned to the Trust no later than the date shown on the form, so that it may be considered at the following meeting. If the application is received after the date shown on the form, it will not be considered until the next meeting. This may mean, unfortunately, that money cannot be made available for the planned holiday.

### 4. Group applications

Charities and other organisations applying for grants for group holidays need to supply some additional information. In particular, a copy of the organisation's latest audited accounts must be included.