

# APPLICATION FORM



## How to apply for the Alan Bott Charity funding

To apply for financial assistance to help cover part of the cost of a respite break at Leuchie House, please complete and return this application form by email to [enquiries@leuchiehouse.org.uk](mailto:enquiries@leuchiehouse.org.uk) or by post to Leuchie House Grants, Leuchie House, North Berwick EH39 5NT.

A member of our Bookings Team will be in touch within two weeks to discuss your application with you.

### *What criteria will be used to assess my application?*

- Applicants must be aged 18 years or above
- Applicants must not qualify for full statutory funding for respite breaks
- Only one application per year can be made for funding from an individual, whether the last application was successful or not
- Breaks are subject to availability and Leuchie House's capacity to accommodate the care needs of the applicant based on our pre admission assessment
- Funding can only be used towards the cost of breaks at Leuchie House.

## About the applicant

Title ..... First name ..... Surname .....

Address .....

..... Postcode .....

Home phone ..... Mobile phone .....

Email .....

**Please tell us about why you are finding it difficult to afford a respite break at Leuchie House?**

.....

**Please explain why you think a break at Leuchie House will benefit you and/or your carer?**

.....

**When would you like to come to Leuchie for a respite break?**

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**Please state the amount that you can contribute towards the break**

.....

**Data protection statement: how we will use your information**

**We need to hold the information you give us on this form in order to ensure a fair application process and manage our support funding effectively. We will keep all your personal details secure. We will only use the information in order to consider your funding request and to help show our funders the impact their support is having on the lives of people affected by long term conditions and secure further funding. Your information will not be shared with any other third party without your consent.**

I confirm that the information provided on this form is an accurate statement of my circumstances and my need for financial assistance towards the cost of a respite break at Leuchie House

Name ..... Date .....

**If you are completing this form on behalf of the applicant please complete the details below:**

Title ..... First name ..... Surname .....

Address .....

..... Postcode .....

Home phone ..... Mobile phone .....

Relationship to applicant .....

**Please complete all sections of this form in order for us to be able to process your application.**