



Welfare Grants

Headlines exists to assist all those affected by craniosynostosis and rare craniofacial conditions. We recognise that, from time to time, some of our members may require financial assistance and Headlines wishes to assist, if possible.

Headlines does not offer loans, but financial assistance in the form of a grant may be available to assist with, for example, the cost of special equipment where medically approved by one of the four specialist Craniofacial Units in the UK; travel to/from hospital to visit a family member who is receiving long term treatment for craniosynostosis or a rare craniofacial condition; travel and accommodation at Headlines events; spectacles and other aids where medically required and not available on the NHS. Grants will not normally be made to cover holidays etc.

To ensure as many individuals / families as possible benefit from assistance, grants to individuals or families will not normally exceed a total of £250 in any twelve-month period, except in exceptional circumstances agreed by the trustees.

All grant applications must be submitted in writing and must be agreed by the Charity Director, a Headlines trustee and the Treasurer, in advance of the grant being made.

Decisions will be taken in a fair and reasonable way, taking into account the criteria specified below and all available information. However, Headlines' decision is final.

In order to qualify for assistance, the following criteria must be met:

- The individual / family must be a member of Headlines
- Individuals / families must declare themselves to be in need of financial assistance
- The application must be supported by evidence of entitlement, for example, a referral from a health professional or social worker, or evidence of receipt of :
 - Universal Credit
 - Employment and Support Allowance
 - Income Support
 - Job Seekers Allowance
 - Carers Allowance or Severe Disability Allowance.

In exceptional circumstances we may consider other grants, but these would need to be considered by our trustee board for full authorisation.

Individuals / families will be expected to investigate other sources of funding (e.g., hospitals, other charities, local authorities), where possible. Serving trustees are not eligible for grants.

The information provided will be treated confidentially and shared only to the extent necessary with the trustees and staff of Headlines. It will not be shared with any third parties, except to confirm evidence of entitlement as set out above. Please refer to our Data Protection and Privacy Policy for information on data protection.

How to apply:

- All applications for grants must be in writing, and signed by the applicant, using the Welfare Grant Application Form
- Applications should be submitted to the Charity Administrator. Where possible, adequate time (e.g., three weeks) should be allowed for consideration before the money is required. However, we recognise that in some situations this may not be possible. In these cases we will make every effort to make a decision as quickly as possible.
- The Administrator will confer with the Charity Director, a trustee and the Treasurer to review the application and make a decision.
- The Administrator will contact the applicant within three weeks of receiving the application to inform them of the outcome.