

# The Campbell Burns Metabolic Trust Small Grants Scheme (Essentials)

## ***What is the purpose of the Essentials Small Grants Scheme?***

The purpose of this scheme is to provide a small grant of up to £100 for families of children aged ten and under, with a Metabolic disorder, so that families are assisted with the financial costs of day-to-day life following such a diagnosis.

## ***What is a metabolic disorder?***

Metabolism is the process your body uses to get or make energy from the food you eat. Food is made up of proteins, carbohydrates and fats. Chemicals in your digestive system break the food parts down into sugars and acids, your body's fuel. Your body can use this fuel right away, or it can store the energy in your body tissues, such as your liver, muscles and body fat.

A metabolic disorder occurs when abnormal chemical reactions in your body disrupt this process. When this happens, you might have too much of some substances or too little of other ones that you need to stay healthy. All metabolic disorders have a genetic background, and some of them are expressed as specific genetic diseases

## ***The Application Form***

You need to complete the personal details of the person that the grant is for: in other words – the applicant. Applicants will be ten and under at the time of the application, so applications will be made on the applicants behalf.

## ***Your Application***

Applications are limited to a maximum of £100, every six months.

Essentials Grants are given in order to cover:

- **Utility bills** – specifically gas, electricity and water
- **Council Tax**
- **Parking costs** – specifically fees associated with a hospital visit in relation to the applicant
- **Travel expenses** – specifically associated with a hospital visit in relation to the applicant
- **Subsistence** – specifically associated with a hospital visit in relation to the applicant, and limited to £5 per overnight stay per parent or guardian.

We do not consider applications for any other assistance.

The more information that can be provided in the application, the easier it will be for us to assess your application. Supporting paperwork will be required to help us understand how you have come to the amount you have asked for.

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Scottish Charity Registration no: SCO44647

## ***Use of Data***

The Campbell Burns Metabolic Trust will only use data for the purposes of processing grant applications and maintaining charity records relating to those applications. Data will not be shared with third parties.

The lawful basis for The Campbell Burns Metabolic Trust to process data is “Legitimate Interest”. Processing of applications has a clear benefit to the application, has a limited privacy impact upon the application, and it is reasonable for the Trust to use the data in order to decide upon the awarding of a grant. Data will be stored in line with the Trust’s Data Retention Policy.

Further, as the data contained in the application form is Special Category Data, explicit consent must be given before the data can be processed.

At any time, you can withdraw your consent for your data to be processed. You retain the right to lodge a complaint regarding the processing of your data with first a) the Data Controller, then b) the charity Trustees, then c) the supervising authority (the Information Commissioner).

The Data Controller is Rebecca Burns, who can be contacted directly at the Trust’s address or at [contact@campbellstrust.co.uk](mailto:contact@campbellstrust.co.uk).

The Trust’s Privacy Policy and Data Retention Policy can be downloaded from the Trust website [www.campbellstrust.co.uk](http://www.campbellstrust.co.uk).

### **FOR COSTS NOT YET INCURRED (RELATING TO HOSPITAL VISITS)**

Applications can be made up to three months in advance of a hospital visit, in order to contribute towards the cost of travelling to a hospital, parking and subsistence during the visit.

Where this type of application is made, it is a requirement that receipts for the actual incurred expenses are submitted to the Trust within a month of the incurred expense.

**Failure to provide these receipts for a grant awarded in advance of a hospital visit may impact upon any future applications made in that applicant’s name.**

### **FOR COSTS ALREADY INCURRED**

#### **FOR UTILITY BILLS AND COUNCIL TAX ASSISTANCE.**

Applications should include a copy of the bill.

For utility bills, the bill should be from the last quarter.

For council tax, the bill should be from the previous month.

Confirmation of the payment of the bill should also be included with the application.

### **FOR PARKING COSTS**

These will specifically be in relation to a hospital or clinic visit for the applicant.

These visits must have occurred within the three months before the application is made.

Receipts for each parking event should be sent with the application.

Penalty charges or fines will **not** be considered.

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#### FOR TRAVEL EXPENSES

These will specifically be in relation to a hospital or clinic visit for the applicant. These visits must have occurred within the three months before the application is made. Receipts for travel expenses (petrol costs, train tickets etc) should be included with the application. Penalty charges or fines will **not** be considered.

#### FOR SUBSISTENCE COSTS

These will specifically be in relation to a hospital or clinic visit for the applicant and can be made for both parents/guardians to a maximum of £5 per person. These visits must have occurred within the three months before the application is made. Proof of an overnight stay will be required. This could be a letter of support from the medical team, a discharge form, or a copy of any accommodation based receipts. This proof should be sent with the application form.

Please note that you need to spend the grant within six months of receiving it or it must be returned. Where a grant has been returned, the applicant will be ineligible to apply again for the following six month period.

In order to be considered for a grant, you need to be prepared to provide us with information about how the grant will help you.

We would like to have a record about how the grant made a difference. If your application is successful, a Trustee may contact you after the grant has been awarded to discuss if the grant has helped. We may also ask for your permission to use some of this feedback, when appropriate, in our publicity and awareness raising work.

If the application is successful, we will send a cheque to the person whose details are provided in this section.

#### ***Professional Supporter***

The professional supporter MUST fully complete this section of the form and confirm that the grant will be of use to the applicant. A professional supporter must be a member of the medical profession who is currently involved in the applicant's care. The professional supporter cannot be a parent or immediate guardian of the applicant.

#### ***Assessment procedure***

Once we have received your application it will be checked to make sure all of the questions have been completed. It will then be assessed by us against an eligibility criteria. Should we have any queries regarding your application, a Trustee will contact you to discuss it. Please note that the assessor's decision is final and that not all applications will be suitable for support but in all cases we will write to you to tell you why.

Please note that limited funding is available.

For more information contact Dr Rebecca Burns at:  
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