

# THE BLOSSOM DEVELOPMENT TRUST



Helping children and young people  
with additional needs on the journey towards independence,  
self-worth and a fulfilling, happy life.

## **Beneficiary Acceptance Policy The Blossom Development Trust**

### **1. Introduction**

The Blossom Development Trust ("the Trust") is committed to supporting children and young people with additional and/or special needs through a range of services, including educational, health, and developmental programmes. This policy establishes clear eligibility criteria, application procedures, and decision-making protocols to ensure the fair and transparent allocation of resources in alignment with the Trust's charitable objectives.

### **2. Purpose of the Policy**

This policy ensures that:

- All applications are assessed fairly and consistently.
- The Trust's resources are allocated in accordance with its charitable aims.
- Trustees have a structured framework for decision-making.
- Funding availability is a key consideration in allocating resources.

### **3. Eligibility Criteria**

Applicants will be considered for support if they meet the following criteria:

- **Age Range:** Children and young people aged 0-25.
- **Special or Additional Needs:** Applicants must have identified physical, learning, emotional, or mental health challenges requiring additional support.
- **Geographic Location:** The Trust primarily supports families within Fareham, Portsmouth, and surrounding areas, as determined by the Trustees.
- **Demonstrated Need:** The applicant must show a need for additional support to enhance their life skills, education, health, independence, or employability.

### **4. Application Process & Protocol**

The Trust follows a structured process to ensure transparency and efficiency:

1. Parents submit a funding request via email.
2. The Trust responds with an application form, which parents must complete and return.

3. If the family is not known to the Trust, a professional must provide a supporting letter on official headed paper, justifying the need for funding.
4. Jacqui (Trustee) reviews the application to ensure eligibility and check fund availability.

If the application meets the criteria and funds are available:

5. Jacqui forwards to Vicky (Chair) for Trustee signatures.
6. If the application does not meet the criteria or funds are unavailable:
  - The applicant is informed of the decision, with reasons provided.
  - Alternative sources of support may be suggested.
7. Once approved and signed by the Trustees:
  - Parents are formally notified of the decision.
  - The necessary funds are allocated and processed.
  - Parents are also notified that the funds will be available for 12 months (or appropriate agreed timeframe)

## 5. Types of Support Available

The Trust may provide:

- **Educational Support:** Learning programmes, tutoring, and extracurricular activities.
- **Health Treatments:** Access to therapies and medical resources.
- **Developmental Support:** Mentoring, skills training, and social programmes.
- **Financial Grants:** Assistance with equipment, therapy costs, and educational materials.

## 6. Funding Allocation & Conditions

- Funding is allocated only if sufficient resources are available.

Families cannot apply for additional funding if they already have an unused balance in their allocated pot.

## 7. Declining Applications

Applications may be declined if:

- The applicant does not meet the eligibility criteria.
- The request falls outside the Trust's charitable remit.
- Funds are unavailable at the time of review.
- A more suitable organisation can provide the required support.
- The family has previously received funding that remains unused.

If an application is declined, the applicant will receive a written explanation linking the decision to policy guidelines.

## 8. Appeals Process

Applicants may appeal a decision by submitting a written request within 30 days of notification. The appeal should include additional supporting information. The Trustees will then:

- Reassess the application and either uphold or revise their decision.
- Offer partial support or refer the applicant to alternative assistance.

## 9. Confidentiality & Review

- All applications and related documents are handled with strict confidentiality.
- This policy will be reviewed periodically to ensure continued relevance and effectiveness. Any updates will be communicated through official channels.

This policy provides a clear and structured approach for Trustees, ensuring funding decisions are fair, transparent, and aligned with the Trust's objectives.

