

May 2010

Dear Sir or Madam,

Thank you for requesting a grant application pack from VICTA Children. Enclosed with this letter is all you need to make an application to us. In the pack you should find

- An Application form
- A process flow diagram, showing you the entire grant giving process so that you can see what you need to do and what you can expect to happen during the process.

To apply for a grant all we need from you at the initial application stage is the completed application form. You can return it to us by post, by e-mail or by fax (details at the top of this letter). If you are successful we will inform you in writing and request to see a Clear copy of the young person's registration documents, this could be in the form of a Certificate of a Person as Sight Impaired/Partially Sighted or Severely Sight Impaired/ Blind, BD8 or certification from the County Council (which is normally a small card).

Section 2 of the application form is optional. We do not require a supporter, however it may increase the chances of an application being successful, especially if the application is for complex or expensive equipment. Anyone who knows the applicant in a professional capacity can act as a supporter, most supporters we work with are either the applicants teacher or social worker.

If you require any further information regarding the application process please do not hesitate to contact me on 01908 240831 or [admin@victa.org.uk](mailto:admin@victa.org.uk). There is more information about VICTA and our grants scheme on our website [www.victa.org.uk](http://www.victa.org.uk). If you would like to receive regular e-mail updates from VICTA please go to the website and sign up for our newsletter.

I look forward to receiving your application

Kind Regards



Phil Price  
Administrator