Grant Application Form

RNIB product grant administered by VICTA

Please complete as fully as possible.

If returning the form by post, it should be signed, if being sent via e-email the applicant/ parent/ guardian (as applicable) should tick the box to indicate that they agree to the terms and conditions. If you have any queries about completing this form please contact us on: 01908 240831 or grants@victa.org.uk

Part 1 – About the applicant

|  |  |  |
| --- | --- | --- |
| Title: | First Name: | Surname: |
| Date of Birth: | Age: | Sex: |
| Address: |
| Postcode: |
| Home Telephone No: | Mobile/Work No: | Email: |
| Name of Parent/Guardian (if applicant is under 18) |
| Title: | First Name: | Surname: |
| Home Telephone No: | Mobile/Work No: | Email: |
|  |
| Eye Condition: |
| Is the applicant registered for this visual impairment? (add X in the appropriate box) Yes – date registered: No |
| If the applicant is registered, please include a copy of the registration document /card or if not registered, a letter from an ophthalmologist confirming visual acuity.Your application will not be processed without these documents |

Part 2 – Product grant information

Please add an X as confirmation of the product(s) you require:

 Apple iPad Air 2 32GB with Wi-Fi and cellular

 Orbit Reader 20 (for Braille users)

Please note that if your application is approved, you will be asked to pay £40 towards the cost of the iPad and/or £40 toward the cost of the Orbit Reader - these one-off charges cover our administration services.

Part 3 – Other information

Have you applied to VICTA in the past?

|  |
| --- |
| Yes No |
| If yes, please state the reference number and product(s) requested: |
| Please specify how you were introduced to this offer: |
|  School |  College |
|  University |  Other |

Part 4 – Grant form completed by:

|  |  |  |
| --- | --- | --- |
| Title | First Name | Surname: |
| Relationship to applicant: |
| How would you prefer to receive correspondence regarding the grant application? Post Email |

Part 5 – Declaration and consent

If you are over 18 and applying on your own behalf, please read Section A below carefully and tick and sign as appropriate.

If you are completing as a Parent or Guardian, please read Section B below carefully and tick and sign as appropriate.

Section A

By signing below you are confirming you have read, understand and agree to the declaration and consent.

I declare that the information provided on this form is complete and correct and enclose copies of the requested paperwork.

I understand that this form is a request for a product grant to be considered for approval by the Trustees of VICTA and ratified by the RNIB. Their decision is final.

I understand that if funding is approved VICTA are not required to provide payment towards the upkeep of the product(s) I’m deemed eligible for, including replacement, maintenance, insurance, extended warranties etc. I understand that I will enter into a separate agreement with RNIB regarding product warranties and the repair and/or replacement of any such product(s).

I agree that if funding is approved and at a later date I no longer require this product(s) I will inform RNIB of this so they can decide if the product(s) should be passed on to another young person in need of such product(s).

I understand that if approved, the product grant will be passed to RNIB for fulfilment.

I understand that if I’m deemed eligible for the product grant, I will be asked to pay £40 toward the cost of the iPad and/or £40 toward the cost of the Orbit Reader as a one-off charge for VICTA’s administration services. This payment must be made within thirty (30) days of receiving confirmation of approval for the product grant from VICTA.

If you agree to the above statements, please sign here:

|  |  |
| --- | --- |
| Name(s): |  |
| Signature: |  | Date |

Consent

In order for us to determine your eligibility for the RNIB product grant under this application (which is either online or on a paper based form), we need to record sensitive personal data about you, including details of your health, which may also be defined as special category data (“Sensitive Data”).

To comply with the law, we must tell you how we will use this Sensitive Data and ask for your permission to record it. By signing this consent form you are providing your permission for us to record your Sensitive Data for the purposes below.

Use of your information

Use of your Sensitive Data will only be used for the purpose of determining your eligibility for the RNIB product grant, it will not be disclosed to any external or third party without your express written consent. Both electronic and paper records containing such data will be deleted/shredded when the eligibility of your application has been determined and when contact details have been shared with RNIB (in accordance with the Privacy Notice you will be asked to read if approved for the Product grant).

Yes – I give my consent to VICTA recording Sensitive Data about me for the purpose of determining eligibility for the RNIB product grant.

No – I do not give my consent to VICTA recording Sensitive Data about me for the purpose of determining eligibility for the RNIB product grant.

|  |  |
| --- | --- |
| Name(s): |  |
| Signature: |  | Date |

Can I withhold or withdraw my consent?

We will not record your Sensitive Data unless you provide your consent above. You are free to withdraw your consent at any time, by contacting VICTA at the address given below. We will not share your Sensitive Data with anyone else without your consent, unless required to do so by law.

Section B

By signing below you are confirming you have read, understand and agree to the declaration and consent.

I declare that the information provided on this form about my child is complete and correct and I enclose copies of the requested paperwork.

I understand that this form is a request for a product grant to be considered for approval by the Trustees of VICTA and ratified by the RNIB. Their decision is final.

I understand that if funding is approved VICTA are not required to provide payment towards the upkeep of the product(s) I’m deemed eligible for, including replacement, maintenance, insurance, extended warranties etc. I understand that I will enter into a separate agreement with RNIB regarding product warranties and the repair and/or replacement of any such product(s).

I agree that if funding is approved and at a later date the recipient no longer require the product(s), that I shall inform RNIB of this so they can decide if the product(s) should be passed on to another young person in need of such products.

I understand that if approved, the product grant will be passed to RNIB for fulfilment.

I understand that if I’m deemed eligible for the product grant, I will be asked to pay £40 toward the cost of the iPad and/or £40 toward the cost of the Orbit Reader as a one-off charge for VICTA’s administration services. This payment must be made within thirty (30) days of receiving confirmation of approval for the product grant from VICTA.

If you agree to the above statements, please sign here:

|  |  |
| --- | --- |
| Name(s): |  |
| Signature: |  | Date |

Consent

In order for us to determine your child’s\* eligibility for the RNIB product grant under this application, (which is either online or on a paper based form) we need to record sensitive personal data about your child, including details of their health, which may also be defined as special category data (“Sensitive Data”).

To comply with the law, we must tell you how we will use this Sensitive Data and ask for your permission to record it. By signing this consent form you are providing your permission for us to record your child’s Sensitive Data for the purposes below.

Use of your child’s information

Use of your child’s Sensitive Data will only be used for the purpose of determining their eligibility for the RNIB product grant, it will not be disclosed to any external or third party without your express written consent. Both electronic and paper records containing such data will be deleted/shredded when the eligibility of your child’s application has been determined and when contact details have been shared with RNIB (in accordance with the Privacy Notice you will be asked to read if approved for the product grant).

Yes – I give my consent to VICTA recording Sensitive Data about my child for the purpose of determining eligibility for the RNIB product grant.

No – I do not give my consent to VICTA recording Sensitive Data about my child for the purpose of determining eligibility for the RNIB product grant.

|  |  |
| --- | --- |
| Name(s): |  |
| Signature: |  | Date |

Can I withhold or withdraw my consent?

We will not record your child’s Sensitive Data unless you provide your consent above. You are free to withdraw your consent at any time, by contacting VICTA at the address given below. We will not share your child’s Sensitive Data with anyone else without your consent, unless required to do so by law.

\* *To include any child for which you have guardianship. Child to be defined as any individual under the age of 18.*

Additional information

Complaints handling procedure

VICTA Children Ltd has a complaints handling procedure. Full details of the complaints procedure are available on request by contacting VICTA Children Ltd, 5 Douglas House, 32-34 Simpson Road, Fenny Stratford, Milton Keynes, MK1 1BA.