



Kayleigh's Wee Stars Application for Support

You should complete this application if:

1. You are a social worker, support worker or professional who is supporting a family with a terminally ill child.
2. The terminal illness is likely to result in life expectancy of less than 2 years.
3. The family you are representing lives in Scotland. Please note we cannot accept applications directly from parents, carers or families. If you are a family and you feel we may be able to help, please ask your social worker, nurse or medical professional to complete this application on your behalf.



How to apply

1. Complete the enclosed form fully with or on behalf of the family.
2. Ensure the parents sign in three places on pages 5, 8, and 12.
3. Ensure parents read and sign the appended GDPR privacy statement which makes it clear how we will store and use the data and information provided.
4. You must include a covering letter giving appropriate information and this **MUST** be on your organisation's headed paper.
5. You can scan and return the form with covering letter to info@kayleighsweestars.co.uk or alternatively post to us at:

Kayleigh's Wee Stars
4 Coutens Place
Oldmeldrum
Aberdeenshire
AB51 0PU

We generally process grants within 48 hours of receiving the form and we are happy to receive re-applications if a family require ongoing financial support. There is no need to complete the application process again to re-apply for a family - simply email us using the address above.



Personal Details:

Name of child:

Date of Birth:

Male/Female:

Illness/Diagnosis:

Date of Diagnosis:

About the Family:

Parent/Guardian Name:

Home Address:

Town/City

Postcode:



Applicant Information:

Name of Applicant:

Relationship (e.g. Social Worker)

Address:

Postcode

Email:

Telephone Number:

Mobile Number:

About **the Child's** Consultant/Doctor

Name:

Name and address of hospital:

Telephone No:



Medical Release Form

We may need to write to the child's Consultant/Doctor to establish whether they fall within our medical criteria. Please give your permission to release medical information to Kayleigh's Wee Stars about this child. If the child is over 16 and they are able, they must sign this part themselves.

I, (parent/guardian),

hereby give permission for (Consultant/Doctor) to release the required medical information regarding (child),

Signed:

Date:



Support Information:

Please tick one of the following two options:

- The family don't have any trips or excursions planned at this stage and would simply request financial support to help them enjoy the time ahead.
- The family have a trip in mind and are requesting financial support towards this adventure (details of the trip below).

Please give a brief description of the trip the family have in mind:

Approximate costings:



Further Information:

Any other additional information you would like to give us:

BANK DETAILS:

Name of Bank:

Name of

Account

holder:

Account No.

Bank Sort Code:



By signing below, I hereby confirm that all the information in this form is true and is accurate to the best of my knowledge.

I understand that by completing this form Kayleigh's Wee Stars is not legally obliged to grant funds.

Signed: (applicant/social worker/
nurse/medical professional)

Print name: Date:

Signed: (parent/guardian)

Print name: Date:



Privacy Statement

At Kayleigh's Wee Stars, we take our values seriously and apply these values to everything we do – including how we treat your personal information. We are committed to letting you know how we use your personal information and to making responsible use of your data. Kayleigh's Wee Stars is a registered Scottish charity number: SC043320

1. Information we collect about you

1.1 We will collect personal information from you when you or your organisation enquire about our events or fundraising activities. This may include your name, title, email address, postal address, telephone numbers and job title. We will only collect personal information (or 'data') from those who directly interact with us: supporters, donors, fundraisers, event attendees, volunteers, referrers (or potential referrers), parents and carers (and/or those who make enquiries), children who use our services, and those who use our website.



2. Use of information

2.1 Your personal information will only be used to process your requests, and to provide you with information relating to our events and all other fundraising activities.

2.2 We will share your information with our partners and other carefully selected organisations which we think may be of interest to you.

3. Security

3.1 We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.

3.2 Communications in connection with this service may be sent by e-mail. For ease of use and compatibility, communications (other than payments where applicable) will not be sent in an encrypted form unless you require it and provide the certification to enable us to communicate with you in that way. E-mail unless encrypted is not a fully secure means of communication. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.



4. Cookies

4.1 If cookies are used they will only be used to assist the purposes set out in this privacy policy, but cookies will not be used if we do not consider them to be necessary.

5. Other information

5.1 If you would like us to correct or update any information, or if you would like information deleted from our records, then please email us: info@kayleighsweestars.co.uk or contact us at: 4 Coutens Place, Oldmeldrum, Inverurie, AB51 0PU

5.2 This privacy policy may be updated from time to time, so please check it periodically.

5.3 Links within our sites to other websites are not covered by this privacy policy. We will ensure we treat your personal information with respect.



Signature of Social Worker:

Signature of Parent: