

Printed at no cost to the Charity
and Donated by a Supporter

Chris Westwood Charity **For Children with Physical Disabilities**



A friend of our mascot Keira

Progress Report as at 31st December 2023

What Do We Do?

Background

The Charity was founded on the 19th November 2003, specifically to help children and young people with physical disabilities, in Stourbridge and the surrounding areas, which for practical reasons we defined as being within a 50 mile radius of Stourbridge. The Charity Commission registered number is 1101230. The stated aim is: *“The provision of financial assistance, at the discretion of the Trustees, to provide the relief of physically handicapped children. This includes improvement to the quality of life by the provision of financial or other assistance, or any other purpose the Trustees deem to be in accordance with the stated aim”*.

How we can help

We can provide the funding, or balance of funding, required for the purchase of mobility/sensory/vision equipment when the NHS Trusts/Families are unable to provide support. We aim to respond within 24 to 48 hours as we consider a rapid response is essential when children have degenerative or life limiting conditions. We operate with zero administration costs so that every penny donated goes to help those the donor intended to support. Typically we fund:

- Special exercise equipment, special exercise tricycles, walkers, and standing frames, to assist in regaining and maintaining mobility
- Wheelchairs, special mobility chairs, special car seats and safety harnesses, special seating, special beds, support and lifting equipment, sensory room equipment to improve the quality of life, and vision equipment to assist those with deteriorating eye conditions.

How we assess Grant Applications

Following an initial approach, we request the submission of a detailed grant application. In order to assess the position, we typically require the following:

- Background and reason for the request
- Supporting information from a relevant healthcare professional detailing the medical position and the advantages of the proposed equipment purchase
- A detailed quotation, following assessment by the supplier’s competent person
- Details of any funding already raised, any other sources of funding, and a very brief description of the family background – eg rented accommodation, single parent, one parent acting as a full time carer etc.

Provided that we are assured that our help will be for those in real need, the application is in accordance with our grant criteria, and we have the funding available, it will be considered for approval. We aim to respond within 24 to 48 hours as long as all the required information has been supplied. Grants are funded by online payment directly to the supplier, to ensure that the funds are only used for the intended purpose. All remaining order and delivery arrangements are then left to the applicant, so that we are not involved in any administration costs.



www.chriswestwoodcharity.co.uk

Progress in 2023

An interesting year where we were very busy until the end of Q3, and beginning to struggle with very low Reserves. Q4 is usually a period of high activity but in 2023 it was quieter than usual, so we ended up completing 76 grants totalling £81,337.24. We again found that the average overall grant size remained in our normal range of £1,000.00 to £1,100.00, and “Small Grants” (ie below £1,000.00) were around the usual 50% of the total by number (and averaging £539.78 with considerable variation in size) which continues to show the importance of small amounts of targeted help to families, as highlighted to us by the Healthcare Professionals working directly with the cases brought to us.

Speaking to various Healthcare Professionals from whom we regularly receive applications, our experience of increased activity in the first part of 2023 was typical and the general feeling was that they were still catching up with the backlog following the COVID pandemic disruption. We were surprised by the reduction in activity in Q4 but thankful that it gave us an opportunity to partly rebuild reserves, ready for the next surge expected in Q1 2024.

Towards the end of Q4 we received queries concerning 5 or 6 potentially large applications which would require co-funding with other charities, if they were to progress. The applicants were aware of the likely funding problems and had already applied elsewhere in some cases. We are currently awaiting reports back on progress with those applications to determine if we might then be able to consider co-funding to reach the target required. This may be an early indication that we could see a very busy Q1 2024 if some of those larger applications progress.

Fundraising has continued to be challenging as we have sought to re-establish our relationships with the many small groups that collected for us until the COVID pandemic caused disruption to their meetings and their ability to raise funds during the contact restrictions imposed. We have already noticed the loss of some small groups (some we know have closed and there are some where we have had no recent contact), thankfully partly offset by a two year funding programme from the Lady Captain at Stourbridge Golf Club, following our selection as her nominated charity for her two year term of office. So far, over £3,000.00 has been raised during the first year. Once again we must also thank Clent Hills Rotary Club for their continued support.

We continue to try to develop fundraising opportunities, and we can only highlight the useful funding that can be obtained for a charity (hopefully us) at no cost to the supporter. These methods are listed on the Donation page of our website and in the Donation section of this brochure. They include recycle of used printer ink cartridges, and the commission payments that can be received when shopping online (and we must again stress at no cost to the purchaser). Sadly Amazon decided to discontinue Amazon Smile in February 2023 which paid commission to your nominated charity on any purchases. This source of steadily growing income could be replaced by greater use of commission payments from Give as you Live and Easyfundraising.

As always, a big thank you to our supporters, without whom we would not be able to continue our work



Examples of Equipment Funded

Special Exercise Trikes are usually proposed to try to build leg and trunk strength, improve co-ordination and help mobility. The decision on the equipment to be specified is made by the relevant Healthcare Professional following assessments by the supplier's expert. We receive a number of requests in a year and typically fund 15 to 20 trikes, each specifically adapted to the requirements of the young person involved after a detailed assessment by the supplier's representative. The Charity acts solely as a funding facilitator, responding to the expert opinion provided and takes no part in deciding on the equipment.

With only a small number of suppliers in the market for many types of special needs equipment, we often receive requests involving the same supplier. In some cases we are able to agree a useful discount structure for all purchases made, which helps us to spread our funds further



Theraplay Special Exercise Trike



Tomcat Special Exercise Trike

George (left) had a diagnosis of Prader Willi Syndrome which exhibits with excessive appetite, overeating and weight gain, low muscle tone (hypotonia), restricted growth and learning difficulties. It was important for him to exercise, particularly to build muscle strength to improve his general mobility, and a special exercise trike was proposed by his Paediatric Physiotherapist. The final cost of his trike from Theraplay was, after our agreed discount structure with this supplier, £1,505.80.

Sophie (right) had a diagnosis of Cerebral palsy, poor balance, low muscle tone and stamina. A trike from Tomcat was proposed to help to develop her leg muscles and improve her mobility. The cost was £3,250.00 and with two other charities already contributing £2,250.00, we funded the balance of £1,000.00 required.

Details of a few of the Grants Made in 2023

Age (Yrs)	Grant (£)	Details
8.75	1171.35	She has a diagnosis of Rett Syndrome and drug resistant epilepsy. We have helped previously but her condition is deteriorating and a Ppod Bean seat was required to hold her securely and in comfort in the correct position. We agreed to fully fund.
4.5	2300.00	She has a diagnosis of Angelman Syndrome, and exhibits with severe development delay, severe sleep difficulties, seizures and lack of muscle control. She needed a secure bed system to hold her safely at night. With the family having raised some funding we agreed to co-fund the balance.
5.5	110.00	She has a diagnosis of DiGeorge Syndrome (Chromosome 22q11.2 deletion) which results in poor development of certain body systems. She exhibits with global development delay, generalised hypermobility and ASD. A secure harness system was required for her buggy to hold her securely and we agreed to fully fund.
8	2149.00	He has a diagnosis of Carnitine Transporter Deficiency (CTD) and exhibits with brain function problems, weak muscles, and is currently non mobile. When placed on a special exercise trike he will try to use the pedals, so a special trike has been proposed to try to help to develop his weak muscles and improve his leg co-ordination. He is currently unable to move his legs independently so is unable to use a walker. We agreed to fully fund to try and help him to gain some mobility.
2.3	355.50	He has a diagnosis of Menkes Syndrome (Copper deficiency as body is unable to transport Copper correctly), he exhibits with low weight gain, low growth and hypotonia. A special car seat was required as he has poor head control and required to be held in his seat both safely and with the head support needed. We agreed to fully fund.
1.75	136.00	She has a diagnosis of Galloway Mowat Syndrome which is a rare life limiting condition (one of only seven diagnosed in the UK). This condition exhibits with neurological abnormalities and an activity frame was proposed which would attach to her special support seat, to help her development. We agreed to fully fund.
2	271.00	She has a diagnosis of a congenital occipital encephalocele which was surgically corrected at birth. She exhibits with severe global development delay and Wheelchair Services have provided a special buggy, but as usual, without the essential rain cover/sun shield/basket which limits its use. We agreed to fund the necessary items.
7	933.00	She has a diagnosis of Sturge Weber Syndrome and exhibits with hydrocephalus and epileptic seizures. She has no sense of danger and bangs her head against the car window when being transported – on the side she has had a shunt fitted. The proposal was to provide a secure and fully supportive special car seat to ensure that she could be transported safely, and we agreed to fully fund.
18	779.57	She has a diagnosis of Spinal Muscular Atrophy Type 2 and uses a wheelchair. Due to her mobility problems she requires full time care, particularly at night. She had outgrown her special bed supplied by Children's Services and having moved to Adult Services it was found that a bed could no longer be supplied for home use, only hospital stays, and was not suitable in any case. Due to the cost of a suitable bed (£4,300), the family contacted several charities for help. We were asked separately if we could fund an airflow mattress for the new bed to help with comfort and relieve pressure points, and we agreed to fully fund that item.

The Variations in the size of Grant Awarded

The size of grant that we make varies depending on the funding required to complete the purchase. We analyse grant awards over the year classifying them as either “Small” (less than £1,000) or “Large”(over £1,000).

The amount granted also depends on the cost of the equipment requested, the funding that may have been raised, and in the case of “Large” grants, whether or not other charities are involved so that we may be co-funding the purchase.

Provided that we approve the grant (having checked that it complies with our Grant Criteria – please see our website for the full details of the Criteria), we would normally expect to fully fund a “Small” grant. In the case of a “Large” grant, it will also depend on the level of reserves available and the total amount required. Typical “Large” grant sizes are in the range of £1,500 to £3,500, with further variation for special cases or urgent need.

The results over the years have tended to show that approximately 50% of our work is for “Small” grants (typically around £500/grant on average) and that a “Small Grant” often has a very significant effect in helping a family.

Year	No. of Small Grants	Total Cost of Small Grants (£)	No. of Grants overall	Total Granted (£)	Av. Size of all Grants Made (£)	% Small Grant Expenditure of Total Granted	% Number of Small Grants compared to all Grants made
2019	49	26,160	90	100,428	1,116	26.0	54.4
2020	41	21,582	76	83,253	1,095	25.9	53.9
2021	52	28,127	96	105,822	1,102	26.6	54.2
2022	55	30,298	92	92,947	1,010	32.6	59.8
2023	37	19,972	76	81,337	1,070	24.6	48.7

The overall average grant size has remained fairly consistent, but with inflation beginning to impact on equipment costs we may soon need to review and revise the “Small Grant” threshold. The above total figures for 2023 are also affected by timing, as during December we received several very large applications where co-funding would be needed if we were to proceed, and we wait to hear of any progress in fundraising elsewhere, before possibly considering our own response. Were we to then approve any grant funding, it could result in a busy Q1 in 2024.

Similar timing issues occurred at the end of 2022 which resulted in higher than usual activity with “Small” grants. These grants are considered particularly important as reports back from Healthcare Professionals indicate that they often really help a family and show the effectiveness of small targeted funding to exactly where it is needed.

The Organisation

We continue to run the organisation with four Trustees, who cover all the work necessary, and contribute the funding required for any minor incidental expenses incurred, so that the Charity can operate with zero administration costs.

We are all in regular Email, Telephone and Zoom contact, which, as a small group, enables us to give a fast response to grant application requests that are in accordance with our grant criteria. We hold two formal meetings a year, where we complete a full six monthly review of the organisation, and we quickly assemble for any additional meetings, as necessary.

It is our intention to continue to operate with a fast response, and with zero administration costs to both meet the needs of those who apply to us for help, and the expectations for our use of the funding so kindly granted to us by our supporters.

Our business model is based on acting solely as a funding facilitator, responding to the expert opinion of a Healthcare Professional and the Supplier's representative who will have carried out a detailed assessment of the exact specification and cost of the equipment required. If a grant is subsequently approved the Charity pays the supplier directly by BACS transfer to ensure that control of the funds is maintained throughout the process.

The Trustees:



Chris Westwood MBE – Chairman (*and also Chair of the Anthony and Gwendoline Wylde Memorial Charity*)

Dr Janine Barnes MBE – Medical Adviser

Graham Wood – Treasurer

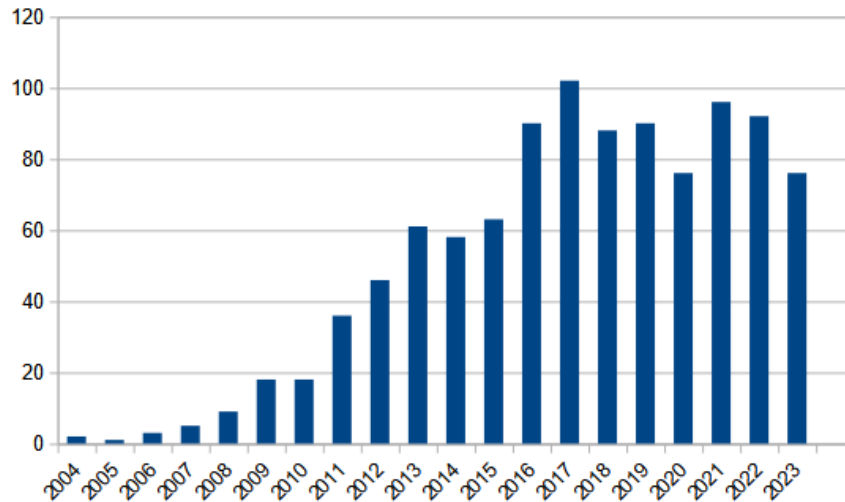
Lewis Barnes – Trustee (*and also Chair of the Somerville Heart Foundation*)



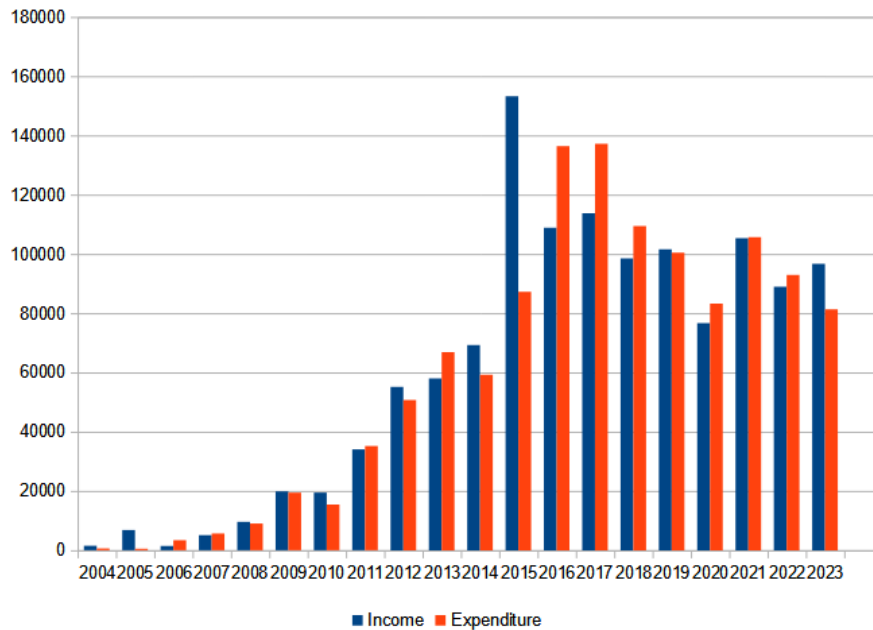
www.chriswestwoodcharity.co.uk

Funds Raised and Grants Made to Dec 31st 2023

Number of Grants Made each Year



Annual Income (£) vs Grants Made (£)



A reduction in grants completed in Q4 meant that our overall total for the year was lower than originally anticipated. It did however allow us to rebuild reserves ready for an expected surge in applications in early 2024. This occurred because during Q4 we received a number of applications much larger than our normal size, which will require co-funding with other charities if we are to consider proceeding with a grant. Applicants had already approached other charities, and there has been a delay pending the receipt of responses, so that we can determine any balance of funding still required and consider if we could also help.

Accounts 2023

Reserves held as a Cash Balance and brought forward at 31.12.22:		£8,021.73
Income:		
Fundraising Events		5,367.01
Donation Income		
<i>Personal Donations – Direct</i>	14,780.00	
<i>Online Donations via Everyclick</i>	163.75	
<i>Regular Donor Standing Orders</i>	5,866.00	
<i>Collection Boxes (All Sources)</i>	27.65	
<i>Company Donations</i>	1,511.00	
<i>Grants from Charitable Foundations</i>	61,500.00	83,848.40
Legacies and Funeral Collections		
<i>Legacy – Final delayed payment (Council Tax Rebate to Deceased Estate)</i>	81.97	81.97
Other Income		
<i>Gift Aid: (Claimed directly from HMRC)</i>	5,790.11	
<i>Interest on Bank Balances</i>	227.02	
<i>Purchase Commissions & Other Income</i>	96.03	
<i>Sale of Donated Items (Xmas Cards)</i>	411.00	
<i>Extraordinary Income</i>	777.24	7,301.40
Total Income:		96,598.78
Expenditure:		
Grants made during 2022: 76 in Total		81,337.24
Other expenditure/costs/overheads		nil
Total Expenditure:		81,337.24
Excess of Income over Expenditure		15,261.54
Leaving a Reserve Cash Balance to be Carried Forward at 31.12.23 of:		£23,283.27

How the Charity operates at Zero Cost

Our Business model is designed to enable the Charity to maximise the use of all the funding raised. The guiding principle is to operate at zero administration cost, which we have succeeded in doing since we started 20 years ago. While the process was briefly described on The Organisation page, the full details are as follows:

We started by looking at what we actually needed to do and concluded that:

- We could operate with no employed or volunteer staff if we did not get involved in work that we did not really need to do.
- There were services that the Charity needed that we could obtain free of charge from supporters if we asked eg. Printing, Accountancy (Independent Examination of the figures we report each year), use of a free website maintained by the Founder etc.

To achieve these objectives we:

- Require all applications to be accompanied by a report from a relevant Healthcare Professional and a detailed quotation from the supplier's expert after an assessment.
- This ensures that we are supplying the correct equipment and that we do not require any insurance as we are acting solely as a funding facilitator responding to the recommendations of two experts.
- Look for any fundraising that might have already occurred which would reduce the total amount needed from the Charity for the purchase to proceed.
- Determine whether or not we can claim VAT Exemption (which is applicable in most cases) and is a very useful cost saving. This is the reason we ask for medical details of the applicant so that we can check if the applicants condition is exempt.
- Although we take no part in specifying the supplier, where equipment is purchased regularly from a specific supplier, we look to both negotiate discounts and improve those discounts when/if there are further increases in business, further reducing equipment costs and helping to spread our funding further.
- If we decide to support an application, we pledge the funding to the applicant and request them to place the order, arrange delivery etc, work that we do not need to be involved in, leaving us to just pay the supplier directly, and eliminating the need for staff.
- We fund this payment only by a BACS transfer directly to the supplier, so we retain full control of the funds to be used for the purchase at all times. With large requests or when we have limited reserves, we try to help with co-funding with other charities to spread our limited funds further.

The above Business Model ensures we retain full control of the use of our funds and maximises any possible purchase cost savings. Any small operating expenditure remaining typically consists only of the Bank charges that HSBC places on charity accounts which costs us around £75/yr (a further incentive to absolutely minimise cheque use – currently zero), costs for the website domain names (usually around £19/yr) and a small cost for any paper, envelopes, stamps and printer ink cartridges. Overall probably little more than £100 to £150 in total in a full year. The Trustee group covers this minor expenditure, so that no costs are charged to the Charity, which means that all funding raised is available for grants, and administration costs are zero.

Why is our charitable funding needed?

While the NHS and other Government organisations will provide a number of items of equipment for disabled children and young people, with the inevitable funding constraints there are restrictions on the extent of help available, and with seemingly ever increasing demands on the system, the rules regarding what will be supplied are constantly tightening. The resultant unfunded need leads to requests for help, either directly from families, or via relevant Healthcare Professionals such as the Paediatric/Occupational Therapists working in the Children with Special Needs Departments of the local NHS Trusts, and from the Special Schools where constant tightening of budgets has led to increasing requests for help.

Typically, the equipment the Charity funds falls into these general categories:

- **Exercise:** Specifically to develop the necessary muscles and coordination to either improve independence in daily activities, or to slow a deterioration in current mobility. Typical equipment funded includes special exercise trikes, walkers, and standing frames
- **Special Seating:** For school or home use, to provide the correct postural support, and enable a child to fully participate in activities in either location.
- **Comfort:** Many of the cases helped involve severe mobility problems, often wheelchair bound, with the need to periodically change position, provide the correct postural support, and relieve pressure points. Equipment funded includes special comfortable support chairs, Acheeva beds, and special support seating systems. We also fund additional wheelchairs (often portable), powerpacks for manual wheelchairs and special buggies to enable children to be taken out safely, as well as the required buggy accessories (eg rain cover) as we find that if the NHS Trust does fund a buggy, it rarely funds the accessories that are needed for regular use.
- **Health and safety:** Special car seats to provide the support a child may need, and special harnesses to hold them securely, as certain children would otherwise release themselves from their car seat and endanger driver safety. Also including any form of equipment specifically to hold a child safely and provide the correct postural support, as well as hoists and equipment to help with daily living needs.
- **Sensory:** We receive a number of requests for equipment to help to calm and control a range of behavioural problems, and provide quiet and safe areas.
- **Sleep:** Requests usually involve equipment specifically to hold a child in the correct position to avoid hip dislocations, and all types of special beds eg. profile beds, high sided cot beds and safety sleepers to provide the correct environment for sleep.
- **Vision:** All types of vision equipment to help registered blind children achieve their potential when the Vision Impairment Service is unable to obtain the necessary funding for the equipment required. We receive a number of requests from the Dudley Vision Impairment Service for a wide range of computer based equipment.

How Donations can be made to us

In addition to donations by cash or cheque, may we suggest consideration of the following:

1. Standing Orders

Any amount from £2/month upwards is of great value to us, and a Standing Order Mandate can either be completed online from your Bank account (our Bank account details are below), or a paper copy of the required Bank Mandate is available on the [Forms](#) page of our website, and has also been reproduced at the end of this brochure. If you complete a paper copy of the Standing Order Mandate, could you please send this directly to your Bank, so that we never see any of your Bank details.

2. Online Donations to our Bank Account

Our nominated Bank Account details for One-Off online or regular donations to us by **Direct Debit** are:

HSBC Bank, Sort Code **40-43-17**
Account Number **72275813**
Account Name: **The Chris Westwood Charity for Children with Physical Disabilities**

Could you please use your name as the payment reference, so that we can track the payments into our account, and claim Gift Aid, where appropriate (please could you complete a Gift Aid form if you have not already done so, it enables us to claim 25p for every £1 donated).

3. Online Donations: Everyclick

There is an [Everyclick Donation](#) button on the [Donations](#) page of the Chris Westwood Charity website, allowing individual donations to be made online, and access can also be gained to our Everyclick webpage via <https://donate.giveasyoulive.com/donate?cid=145243> (Anyone kindly wishing to set up a sponsorship page is encouraged to use the Everyclick facility, as we are registered with them, and there are no charges for a new sponsorship page).

QR Code for Mobile Phone Donations to Everyclick:

We now have a QR code facility on the website for those who prefer to donate to Everyclick via their mobile phone.



www.chriswestwoodcharity.co.uk

How Donations can be made to us (2)

4. Online Donations: Give as You Live/Easyfundraising

Give as You Live:

You can raise funds through [Give as You live](#) for any charity you wish to nominate, at no extra cost to you. Please see the [Give as You Live](#) webpage on our website for details of the free contributions that can be gained by using either a *Store card*, or making *online purchases*.

Access to the Give as You Live website is by: <https://www.giveasyoulive.com>

Easyfundraising:

We are also registered with this shopping commission website, which is a competitor of *Give as You Live*, and where you can again select a charity to receive a commission payment on your purchase, at no additional cost to you.

You can login to the website, and join at:

<https://www.easyfundraising.org.uk/chriswestwoodcharity>

Depending on the retailer, there are various percentages and from time to time, additional bonus donations offered.

5. Recycle4Charity (Used Printer Ink Cartridges)

This website: <https://recycle4charity.co.uk> collects and recycles used printer ink cartridges, and provided you have registered and nominated your chosen charity, the charity (hopefully us) then receives at least £1.00 for each printer ink cartridge returned, which is on their acceptance list (this requires cartridges where a printed circuit board is visible on the side the cartridge plugs into the printer).

The full acceptance list of used cartridges is available on the Recycle4Charity website. Freepost return labels for your chosen charity can be downloaded after registration, but please ensure that you enclose at least the minimum number of cartridges (four), otherwise the funding is not granted due to postal costs.

6. Gift Aid

You can increase the effectiveness of your donation by completion of a Gift Aid declaration form (copy available on the next page), or download a copy from the [Forms](#) page of the website. Provided you are a UK tax payer, the Charity will receive an additional 25p for every £1 donated, which we can then claim from HMRC.

Please return any completed forms directly to The Chris Westwood Charity (address on the form).



www.chriswestwoodcharity.co.uk

Gift Aid Declaration

giftaid it

The Chris Westwood Charity for Children with Physical Disabilities.

Please Treat:

- The enclosed gift of £_____ as a Gift Aid Donation; OR
- All gifts of money that I make today, and in the future, as Gift Aid Donations; OR
- All gifts of money that I have made in the past 4 years, and all future gifts of money that I make from the date of this declaration, as Gift Aid Donations.

✓ *Please tick the appropriate box above.*

In order for us to claim Gift Aid, you must be paying an amount of Income Tax and/or Capital Gains Tax at least equal to the tax that the Charity will claim from HMRC on your Gift Aid donation. Currently, we are able to claim 25p for every £1 of eligible donations.

Donor's Details

Title _____ Full Name _____

Home Address _____

Postcode _____ Date _____

Signature _____

Please notify the Charity if you:

1. Wish to cancel this declaration
2. Change any of the Donor details
3. No longer pay sufficient tax on your income and/or capital gains.

Please send the completed form to: FAO Chris Westwood, Chris Westwood Charity for Children with Physical Disabilities, PO Box 7131, STOURBRIDGE, DY8 9FP.

STANDING ORDER MANDATE

To the Manager	
Name of Bank	
Address	
Post Code	

Please pay: HSBC Bank, 114 High Street, Stourbridge, West Midlands. DY8 1DZ

For the credit of: Chris Westwood Charity for Children with Physical Disability
Sort Code: 40-43-17
Account Number: 72275813

The sum of: (in words) _____ Pounds (£) _____
On the _____ (day) _____ (month) _____ (year)
And thereafter every month until further notice, and debit my account accordingly.

Name of account holder to be debited:
Account Number:
Sort Code:

Signed: _____ Date: _____

When completed, will you please pass this form directly to your Bank.

If you are a UK tax payer, and pay an amount of Income Tax, and/or Capital Gains Tax, at least equal to the tax that can be claimed on your donation, you can increase the value of your gift by using Gift Aid. This enables the Charity to reclaim the tax, which currently increases the value of your gift by 25p for every £1 donated.

*If you would like to help, will you please complete a Gift Aid form (a copy of the form can be downloaded from the Forms page on our website) and return it to:
Chris Westwood Charity for Children with Physical Disabilities, PO Box 7131,
STOURBRIDGE, DY8 9FP*

If you would like to contact us:

**For the attention of Chris Westwood,
Chris Westwood Charity for Children with Physical Disabilities,
PO Box 7131,
STOURBRIDGE,
DY8 9FP**

***Email:* chriswestwoodcharity@outlook.com**

Tel: 07968 008098



www.chriswestwoodcharity.co.uk