



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	January	2011		31	December	2011

## Section A Reference and administration details

**Charity name** Chris Westwood Charity for Children with Physical Disabilities

**Other names charity is known by**

**Registered charity number (if any)** 1101230

**Charity's principal address**

For the attention of Martyn Morgan,  
Quality Solicitors Talbots  
63, Market Street  
Stourbridge,  
West Midlands  
**Postcode** DY8 1AQ

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Christopher Westwood	Chairman of Trustees		A trustee is appointed by a resolution of the trustees passed at a Special Meeting, called in accordance with clause K of the Declaration of Trust dated 19 <sup>th</sup> November 2003.
2	Graham Kenneth Wood	Treasurer		
3	Martyn Peter Morgan	Legal Services		
4	Dr. Janine Margaret Barnes	Medical Adviser		

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Not Applicable - None	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Not Applicable – no additional advisers required at the present scale of activity.		

**Name of chief executive or names of senior staff members (Optional information)**

Not applicable – no employees, all work carried out voluntarily, at no cost to the Charity, by the Trustees.

**Section B Structure, governance and management**

**Description of the charity’s trusts**

Type of governing document (eg. trust deed, constitution)	Trust Deed dated 19 <sup>th</sup> November 2003.
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Selected by the existing Trustees, in accordance with sections D to G inclusive of the Declaration of Trust, dated 19 <sup>th</sup> November 2003.

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity’s organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees’ consideration of major risks and the system and procedures to manage them.

**Policy Regarding Trustee Appointment:** Trustees are selected on the basis of the expertise and experience that they are able to bring to the Charity. As the position is voluntary, and the current scale of operation is such that there is no need to employ any additional assistance, key attributes are the willingness to both provide the necessary time, as required, to carry out any tasks that arise, and to underwrite any incidental costs that result from those actions, so minimizing (and to date eliminating) any resultant costs to be met from Charity funds.

**Organisational Structure:** The Trustees constitute a governing board, which meets biannually (or additionally as may be required). Direct and e-mail contact is made between the Trustees on a regular basis to discuss and agree any actions, grant approvals etc. that may be required. These are then carried out, and subsequently reported formally, at the next Trustee meeting. The Charity is not part of any wider network, and operates as a sole entity.

**Relationship with Related Parties:** The Charity has no formal operating relationship with any other charity or organisation. An informal relationship exists with the legal Trustee who is also a Trustee of another local charity, and may, therefore, be able to provide additional applicant introductions, should any arise applicable to the Charity objectives.

Several groups also collect for the Charity, but, while any and all donations are very greatly appreciated, the Trustees retain sole control over decisions regarding the use of any funds donated.

Periodically, the Charity is approached by other charities for donations. In each case it is prepared to offer help only if a suitable case is referred directly to it, and it can then deal directly with the applicant, so that the effect of any administration expenditure by the original charity is avoided.

The Chairman was appointed a Governor of Pens Meadow Severe Special School in February 2011. The Charity periodically helps some of the children attending this school, but all application for help follow the standard procedure, and are considered by all the Trustees. Assistance is granted only if any application satisfies the Grant Criteria, the necessary funding is available, and all the Trustees agree to proceed.

**Trustees Consideration of Major Risks:** The Trustees are aware of the guidance in “Charities and Risk Management”. Although the gross income is below the audit threshold, under the requirements of the SORP 2005 the Charity is encouraged to make a statement as a matter of best practice. Accordingly, operations are reviewed at the biannual meetings and procedures are regularly updated and extended in the light of operational experience, and revised legislation/guidance.

The Charity operating procedures are detailed in the Charity Handbook, which is regularly updated. These include a series of key procedures, one of which is a detailed risk assessment covering all the relevant activities of the Charity, and another is the Child Protection Policy.

While, originally, it was a requirement that all Trustees had to complete a satisfactory Criminal Records Bureau check on appointment, this was subsequently extended, with two nominated Trustees to be rechecked according to an agreed periodicity (currently 3 years), and to act as the specified direct contacts with children when/if a very occasional requirement for such contact arose. Since these contacts are minimal, and very occasional, no further action is considered relevant at present.

During 2010, the Trustees reviewed the Child Protection Policy in accordance with the Charity Commission Guidance note: *Safeguarding Children (March 2009)*, and issued a Statement of Intent detailing the principles to be followed in developing the Policy for Safeguarding Children from harm. The Child Protection Policy has subsequently been reviewed regularly, at the specified six monthly intervals, updated as required, and renamed the *Policy for Safeguarding Children from Harm*.

The Trustees’ Statement of the Consideration of Major Risks is:

“At the current scale of operation, with the only point of contact with the public normally being via the provision of grant aid finance, approval for which is only given following the receipt of external expert assessment, and having an extensive Policy for Safeguarding Children in place and in operation, current risks are assessed to relate to the ability to generate sufficient funding, generate a suitable level of grant requests, and ensure the long term continuation of the Charity. Operational objectives have already been set to address these risks”.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To provide financial assistance at the discretion of the Trustees to provide the relief of Physically Handicapped Children, within the United Kingdom, in particular but not exclusively to improve the quality of their lives by the provision of financial and other assistance, for example the purchase of equipment and modifications to improve access and mobility, or for any other purpose that the Trustees deem to be in accordance with the aims of the Charity, in Stourbridge and surrounding areas.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance**

**Public Benefit:** The Trustees are very aware of the requirements for the Charity to be able to demonstrate, explicitly, that its aims are for the public benefit, and for Trustees to report on their charity’s activities for the public benefit.

Rather than report in an unstructured way throughout this annual report, a detailed Public Benefit report has been prepared specifically for this

section, following published Charity Commission Guidance, relating to how the Trustees have had regard to this requirement, and how it has been met through the activities carried out during 2011. Specifically, this section has been updated in line with the 21<sup>st</sup> December 2011 revisions to “Charities and Public Benefit”, issued by the Charity Commission.

### **Charitable Activity:**

Since inception, the Charity has received a wide range of requests for assistance, and typical examples of the areas in which financial assistance has been granted to date have been:

- Special exercise equipment to assist in regaining and maintaining mobility.
- Wheelchairs, special mobility chairs, mobility vehicles, lifting and any other equipment, to improve the quality of life.
- Contributions to Trust Funds set up for suitable specific purposes, including donations for special holidays for life limited children.
- Contributions towards the cost of the provision of specialised facilities that may be required, to improve the quality of life of a physically disabled child.

**The Trustees consider that the aims of the Charity fall under charitable purpose j, which is:**

***“The relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage”***

**And that the activities listed above clearly comply with this requirement.**

The detailed analysis of the activities of the Charity, in relation to Public Benefit, is:

### **Public Benefit – the Principles:**

There are two key principles of public benefit and, within each principle, there are some important factors which must be considered in all cases. These are:

#### **Principle 1: There must be an identifiable benefit or benefits**

1. Principle 1a It must be clear what the benefits are
2. Principle 1b The benefits must be related to the aims
3. Principle 1c Benefits must be balanced against any detriment or harm

#### **Principle 2: Benefit must be to the public, or section of the public**

- Principle 2a The beneficiaries must be appropriate to the aims
- Principle 2b Where benefit is to a section of the public, the opportunity to benefit must not be unreasonably restricted by geographical or other restrictions
- Principle 2c *Text withdrawn by Charity Commission in Guidance of 21.12.11.*
- Principle 2d Any private benefits must be incidental

**In order to demonstrate how the Charity’s aims are for the public benefit, each of the above principles has been examined, in detail, with respect to the activities of the Charity during the year.**

**Principle 1a: It must be clear what the benefits are:**

The stated aims, detailed in the Trust Deed, cover 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.

The Charity also clearly states on the website homepage ([www.chriswestwoodcharity.co.uk](http://www.chriswestwoodcharity.co.uk)), that this is achieved by provision of funding for equipment to improve the quality of life of physically disabled children. Also available on the website are details of the Grant Criteria used by the Trustees, and details of the information required in the submission of an application for assistance in funding the purchase of equipment required..

*The public benefit requirement is met by the clear stated aim of providing financial assistance to physically handicapped children, details of how an application should be submitted, and applicable purposes that will be considered, in accordance with charitable purpose j.*

**Principle 1b: The benefits must be related to the aims**

The stated aims cover the provision of financial assistance to provide the relief of physically handicapped children.

*The activities of the Charity throughout the year have been solely related to the provision of financial assistance within the following areas:*

- *To purchase special exercise equipment to assist in regaining and maintaining mobility*
- *To purchase wheelchairs, special mobility chairs, and lifting equipment, and any other equipment to improve the quality of life*
- *For contributions to Trust Funds set up for suitable specific purposes, including donations for special holidays for life limited children.*
- *For contributions towards the cost of the provision of specialised facilities that may be required.*

*Accordingly, the Charity's activities are relevant to its aims in that it has provided financial assistance for the relief of physically handicapped children, and the public benefit requirement is considered to be met.*

**Principle 1c: Benefits must be balanced against any detriment or harm**

The Charity has clearly stated legal aims, together with monitored procedures to ensure compliance with those aims. It carries out no direct activities other than the provision of financial assistance to help the relief of physically handicapped children.

*The Charity does not carry out any activities other than the relief of physically handicapped children by the provision of financial assistance. Its actions are in response to requests for assistance which are supported, either initially, or following a Charity request, by information and advice from experts in the particular area of the problem, explaining why the assistance is required, the specification of the equipment to be purchased with the grant, and the cost. The Charity, therefore, provides finance only when suitable external expert advice has already been provided.*

*While direct contact with any children has been minimal, generally the decisions being based on the information and advice provided by the*

*relevant experts, the Charity has taken specific steps to minimise the possibility of any harm arising to any child, for which a grant has been requested, should direct contact be necessary.*

*The Charity has a Policy for Safeguarding Children, and, additionally, requires all Trustees to complete a satisfactory Criminal Records Bureau (CRB) check, prior to appointment. In addition, two Trustees are nominated for any outside contact with children, and a CRB Policy has been added to the Charity protocols, which requires a more in-depth CRB assessment to be repeated at a specified period. The initial periodicity has been set at 3 years.*

*As a result, the Trustees consider that the infrequent requirement for any access to a child, the Policy for Safeguarding Children from Harm, the CRB Policy, and the approval of the provision of finance for the purchase of equipment only when recommended by relevant competent independent experts, are appropriate measures to ensure minimal risk of any harm arising to an applicant, which demonstrates compliance with this principle.*

#### **Principle 2a: The beneficiaries must be appropriate to the aims**

The aims of the Charity are to provide relief to physically handicapped children. Accordingly, the benefit is available only to a section of the public.

The selected grouping has two restrictions:

Firstly, it is limited to children and young people. While there are no explicit age limits, the discretion of the Trustees is used, and ages up to 25 years would normally be considered. Secondly, the child, or young person, must require assistance for the relief of problems associated with a physical disability, in order to be assessed for a grant, and in a position where insufficient funding is available from other sources, to provide the relief requested.

*It is considered that the restrictions are the result of a clear definition of the charitable purpose of the Charity, and are reasonable and relevant to the Charity's aims.*

*They define a potentially substantial class of people able to benefit, and anyone who could qualify for the benefit is eligible.*

*Accordingly, it is considered that this demonstrates compliance with this principle, in that the defined group is both reasonable and substantial, and satisfies the aims of the Charity.*

#### **Principle 2b: Where benefit is to a section of the public, the opportunity to benefit must not be unreasonably restricted by geographical or other restrictions**

While the Declaration of Trust Deed does allow the Charity to operate throughout the UK, the Charity's primary stated aim is to help children and young people with physical disabilities, in Stourbridge and the surrounding areas.

*The location of operation is at the discretion of the Trustees. In view of the size of the Charity, and current scale of operation, it was considered sensible and practical to concentrate initially on the local area. This would minimise any costs arising should any contact with either the family or relevant experts arise, and help to build a presence by concentrating on one area. Accordingly, approval of applications to date has been restricted to only those within an approx. 50 mile radius of the registered office, any final decision on location remaining at the discretion of the Trustees.*

*The Trustees do not totally exclude consideration of any applications from outside the Midlands area, and will allow the area of operation to grow, if suitable applications arise, once the scale of the Charity's operations has increased significantly. The Trustees consider that the area specified is of a very significant size, particularly in relation to the size of the Charity, and does not place unreasonable geographical restrictions on applicants.*

**Ability to pay any fees charged – *While this section has now been withdrawn, the Charity wishes to state clearly that there are no fees charged for any of the activities of the Charity. Everything done is an outright gift to the recipient, so this section was never applicable.***

**Principle 2c: People in poverty must not be excluded from the opportunity to benefit – *Withdrawn by Charity Commission in 21.12.11 Guidance, but not applicable in any case since all activities are outright gifts, and the Charity has a specific Policy Statement that it does not retain title to any equipment purchased. All finance provided is an outright gift to the recipient.***

**Principle 2d: Any private benefits must be incidental**

Where people or organisations benefit from a charity, other than as a beneficiary, then those sorts of “private” benefits must be incidental, which means they are a necessary result, or by-product, of carrying out the charity's aims. Where private benefits are more than incidental this might mean the organisation is set up for private, rather than public, benefit, and so might not be charitable.

*The activities of the Charity are confined to the relief of physically handicapped children by the provision of relevant financial assistance. The assistance is generally for the direct purchase of an item of equipment, or directly to a Trust Fund for future relevant purchases, and, primarily, therefore, benefits only the recipient.*

*None of the Trustees is associated in any way with the assessment, manufacture, or supply of any equipment, or receives any payment associated with the provision of the financial assistance.*

*In fact, it should be noted that all the work carried out by the Trustees is voluntary, and no remuneration is received from the Charity for any activity. This is one of the ways that the Charity has been able to operate with the objective of incurring no overhead costs.*

*As a result, it is considered that the Charity operates only to help those specified in its charitable aims, and the Trustees do not obtain any private benefits from the Charity. Accordingly, the Trustees consider that compliance with this principle has been demonstrated.*

**Conclusion:**

**As a result, the Trustees formally declare that they have had regard to the guidance issued by the Charity Commission on Public Benefit, and consider that the activities of the Charity are in full compliance.**

### **Criteria for Grant Selection:**

The Objects provide the Trustees with discretion to provide for the relief of physically handicapped children. To achieve this, the Charity Trustees have a written procedure detailing the *Criteria for Grant Selection*.

Within the guidelines of this procedure, and mindful of the scale of operation and resultant costs associated with dealing with cases outside the local area, preference is given to local children, and young people, where the assistance required is within the scope of the intentions, the funds are available, and the Trustees feel an improvement in the quality of life will be gained.

Longer term, assuming expansion in the scale of operation, the Trustees consider that it may become practical to expand activities beyond the Midlands area, on a regular basis. Cases arising in the interim, outside the Midlands, will be carefully reviewed by the Trustees, and, at their discretion, grant assistance could be approved if it is considered that the application is both appropriate to the aims, and could be handled in a cost effective manner. No grants have been approved to date beyond an approx. 50 mile radius of Stourbridge.

Applications are dealt with as they are received, while being mindful that any grant approved must be within the limitations of funds available. All the details of the applications received, and decisions made, are recorded, in accordance with a written procedure.

The Charity Trustees have a Handbook detailing all the current relevant procedures and key operational information, which is updated regularly, and this includes the *Criteria for Grant Selection*.

### **Investment Policy:**

As part of the regular half yearly review to determine that the Charity has all the required governance documentation in place, which is also part of the risk assessment carried out on all the Charity's activities, the Investment Policy has been regularly updated, and is detailed in the Charity Handbook.

The Trustees are aware of the Charity Commission Guidance: *Charities and Investment Matters CC14 (October 2011)*, and the Charity has a written policy, which is updated at six monthly intervals.

To date, the scale of operation, demands upon the funding available, and the resultant limited resources available, have meant that the Trustees have not had any funding available for investment purposes.

As stated in the Reserves Policy (Section E), the Charity considers that funds granted should be used for the purpose the donors intended, as soon as suitable opportunities arise. Since the Charity operates with no administration costs, it could, if required, suspend then restart operations, as funding became available, and, therefore, has no constraints on the level of reserves that must be maintained.

By prudent management of the grants made, and fund raising activities, by the Trustees, the Charity has never had to turn a child away it wished to help, and has managed to maintain a small reserve, which (to date) has covered fluctuations in demand between fundraising events.

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.



## Section D

## Achievements and Performance

### Summary of the main achievements of the charity during the year

#### Key Financial Highlights:

1. The Charity began the year with funds of £9,713.67
2. Income for the year was £34,027.29
3. Grants made totalled 36, at a cost of £35,166.91
4. Administration expenditure for the year was again zero
5. Leaving total funds at the year end of £8,574.05
6. The total number of children helped, since inception approx 8 years ago, has now reached 92, with total grants made amounting to £89,104.

#### Significant fundraising events during the year were:

1. We received a number of personal donations of varying size, including the annual donation from the Founder, at various times throughout the year. The more significant gifts are detailed below, although every single donation is considered to be vital to us, whatever the size.
2. In January we received £500.00 from our Trustee/Treasurer, Graham Wood. Our Trustee/Medical Adviser Dr Janine Barnes, continued to contribute by regular Standing Order. Total funds raised from Standing Orders during the year reached £1,105, before Gift Aid, and although the total is increasing year on year, we would like to develop this further in the future, as it provides a stable source of income.
3. In March, we received a donation of £600.00 from Harris Steels, and our major fundraising event, the Brockencote Lunch, raised £6,935.00, with the addition of a small amount of Gift Aid, which raised the total to £7,184.20, following several donations from people unable to attend, and a personal donation from our Legal Trustee of £500.00. These additions helped us to reach the £6,935.00 total, an increase on 2010.
4. In April, our Gift Aid claim for the tax year to April 2011 was very promptly paid, after using the new online system, yielding £1,790.61.
5. In May we received a donation of £500.00 from Grove Industries, and we held our first Racketball 12 hour Marathon at Stourbridge Lawn Tennis and Squash Club. This raised £562.37 from the donations, plus £122.50 of Gift Aid to be claimed in April 2012.
6. In June, we received £1,706.00 from the Coventry Building Society Charitable Foundation. Realising that the demand on our resources was rising rapidly, we approached a number of Charitable Foundations and Organisations for the first time. A few of these applications were successful, which has been a great help to us, by significantly increasing our income.
7. In July we received a personal donation of £1,000.00 from Mary Raybould, and £250.00 from Pedmore Men's Club.
8. In August we received a personal donation of £1,000.00 from the Estate of the Late Mrs.Edna Guest, and the Yorkshire Building Society Charitable Foundation granted us £1,338.00, which was used to fund the Victoria Special School Greenspaces Project.
9. In September, the Leeds Building Society Charitable Foundation granted us £1,000.00 towards the cost of two special support chairs for new starters at Pens Meadow School, and our first Walkathon event, along the banks of the river Severn, between Bewdley and Bridgnorth, raised £783.00. We hope to hold this event again in 2012, and encourage more walkers to join us.

10. In October, the Stourbridge Lawn tennis and Squash Club raised £115.50 from a collection, Sunrise Medical Associates collected £1,019.20, from events throughout the year, and Showell's Garage (Lye), held a Ladies Night, which raised £300.00.
11. In November, Baron Davenport's Charity granted us £200.00, The Triangle Trust 1949 Fund £3,000.00, and Stourbridge Lawn Tennis and Squash Club Christmas Fayre raised £130.00.
12. In December, Quality Solicitors Talbots held a Property Seminar, which was free to attendees, who were asked to consider a small donation to the Charity. A total of £500.00 was raised. We also received a grant of £6,000.00 from Pedmore Sporting Club, following an application to them, which has made a major difference to our reserves, and allowed us to rebuild, ready for 2012.

#### Operational Activities:

1. We made 36 grants during the year, which was exactly double the number in 2010.
2. A number of these were for low cost items, where a small grant can make a major difference.
3. We increased the funds raised by our own activities by 12.4%, but with the amount granted rising by 128.3%, it was clear that we needed to seek some external help. Applications were made to a number of Charitable Foundations and Organisations, and we have had some success. Prior to that, we still managed to avoid turning any child away we wished to help, by digging deeply into our reserves, and the donations allowed us to rebuild our funding for 2012, although our reserves are equivalent to less than 13 weeks expenditure, at the current activity level.
4. We again managed to operate with no administration costs, so that every penny donated was used for the purpose intended.
5. We redesigned and rebuilt our main website on the free Weebly platform. Due to changes at Talbots, involving joining the Quality Solicitors grouping, it became necessary for us to relocate. Help and advice from Conscious Solutions led us to Weebly, and we are now able to rapidly, and regularly update our website, which we intend to continue to develop in the future. This is still accessed from the same domain name: [www.chriswestwoodcharity.co.uk](http://www.chriswestwoodcharity.co.uk).

#### Future Developments:

1. Our initial target in 2012 will be to try and consolidate our income to enable us to continue operation at this new level of activity.
2. Again, we have not actively sought to increase our contacts, but we are now in touch with the Victoria School in Birmingham, which is the largest Severe Special School in that area, activity has expanded with Worcestershire Extended Services, we have just been contacted by South Worcestershire Paediatric Physiotherapy Department, our first contact with Children's Services in this area, and through the new Extended Services programme set up between Pens Meadow and Halesbury Special Schools, we have been contacted and have provided our first grant to Halesbury.
3. There is considerable scope for further development in Worcestershire, which we are not actively pursuing at the moment, unless we are contacted, as we still need to build our income base further before considering any expansion.

**Brief statement of the charity's policy on reserves**

The primary objective of the Charity is to ensure that the funding raised is directed to those in need, and, accordingly, there are no specific targets on holding reserves. Should the level of grant requests fall significantly below income at any time, allowing a cash reserve to accumulate, the Trustees have the discretion to consider longer term investment, in accordance with the criteria in the Investment Policy.

Mindful of the increased level of risk that would then be involved, the policy requires the Trustees to seek suitable relevant expert advice, at that point, before taking any action, although, as stated above, the objective of the Trustees is to ensure that funds raised are directed to those in need, at the earliest opportunity, and not accumulated in the Charity's reserves.

The Trustees aim, therefore, to try to hold a suitable cash reserve, in an instant access account, to enable the Charity to respond to requests arising for grant assistance, as they arise.

**Details of any funds materially in deficit**

Not Applicable – None.

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Charity has continued to try to develop a wide range of sources of funding. These currently include:

- A minimum income guarantee by the Founder (Charity Commission requirement), and an annual donation.
- Regular Standing Orders (we are constantly seeking to increase funding by this method)
- Online donations – the Charity is registered with Charities Trust, and has both a general donations page, and the facility to donate to specific fundraising activities.
- Fundraising activities, which have included a range of sponsored events.
- Collections by other groups. The Charity has developed informal relationships with volunteers and other groups, keen to assist by raising funds. This is seen as a key area, and its development will greatly help the Charity with the overall funding needs.
- Periodic Personal and Company donations from supporters, which are extremely useful in providing additional funding.
- Collection boxes, which have proved to be useful at certain fundraising events.
- Help from outside sources. This has involved applications to relevant Charitable Foundations, and while we have found some problems with timescale of response, since we are seeking to provide funding rapidly, we have found several organisations that have been happy to contribute to our general funding, and this has allowed us to complete 2011 without turning away a child we wished to help. It is a vital source of income for us, which we greatly appreciate, and which we shall try to develop in the future.
- Because of all the voluntary support, the Charity has been able to continue in 2011 to operate with no overhead costs, every requirement being donated, as necessary, so that all the funding raised could be used for the original donor's intentions. All the expenditure was, therefore, concentrated on the 36 grants made for specific targeted purposes, each of which supported the aims of the Charity.

## Section F

## Other optional information

The Charity considers that its method of operation offers four points of possible differentiation from other charities, which might be worthy of consideration to potential donors:

### Targeted:

We are a local charity, targeting small sums for specific uses, which can make a dramatic difference to both the life of the individual, and the family. Typically this will involve the purchase of a special piece of equipment to help with daily life, which can range from a special car seat, special support chair, a walker to aid mobility, to special exercise equipment to aid development.

### Safety Net:

The State systems often have gaps which leave individuals with little hope of receiving help, and it is in these areas that the Charity often operates. For example, no child under 3yrs can be assessed for a mobility vehicle, but if the child needs special support equipment (eg oxygen/feeding systems) the parents struggle to be able to provide transport in a standard vehicle. The State provides wheelchairs for school use, but little else, resulting in the special equipment required often having to be funded from the general school budget, or by the parents for home use. The Charity can help by providing the required funding directly to the individual children with the identified needs.

### Timescale:

We try to respond to a request within 24 hrs. Larger organisations often have quarterly cut off dates for applications, and periods of 3 to 4 months before a determination is made. When a young child needs exercise equipment for development, we believe that speed is critical, and for suitable applications, we can give a fast response, allowing improvements to start much earlier.

### No Costs:

We operate without any overhead costs. All the Trustees, and their friends, provide the necessary services free of charge, and no person receives any payment from the Charity. This includes office services, printing, postage, website development etc. As a result, every penny donated is put to the use that the donor intended.

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Christopher Westwood	
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Position (eg Secretary, Chair, etc)

Chairman of Trustees	
----------------------	--

Date

--