

WHEELCHAIR

Application Guidelines and Frequently Asked Questions



PLEASE READ THESE GUIDELINES AND FAQs BEFORE COMPLETING YOUR APPLICATION FORM

What you can apply for

We accept applications for:

- manual wheelchairs
- powered wheelchairs
- sports wheelchairs

Your application

- Applications can be made by parents, Teachers, Physiotherapists, Occupational Therapists, any Healthcare Professional who know the applicant or the young person themselves; providing that there is written agreement in support of the item required from an appropriately qualified Healthcare Professional (ie: the child's Doctor, Occupational Therapist or Physiotherapist) who was present at the time of assessment.
- For a request exceeding £5,000 an assurance must be given by the medical professional involved that the recommended item is the only model suitable because of the child's particular requirements. A full written statement detailing the reasons for this must be included.
- To ensure that your application is processed as efficiently as possible, please ensure that all questions on the application form are answered in full, including telephone numbers and names of specialists. Please also remember to include the supplier's quotation for the item required and the supporting letter from the medical professional.

The next steps

- Once your application is received it will be given to a member of the Wheelchair Committee to assess. They will be in contact with you and/or the medical professional supporting the application to discuss the application further.
- At the next meeting of the Wheelchair Committee, they will discuss your application and recommendations are then submitted for approval to the Board of Variety whose members are the Trustees of Variety.
- Notification of the outcome of your application will be by letter and the decision of the Trustees of Variety is final.

Notes

- The Wheelchair Committee meets 6 times a year; therefore there is no deadline for applications to be made.
- The applicant must confirm that he or she will take responsibility for arranging the maintenance and insurance of any equipment funded by Variety.
- Variety is unable to contribute to the ongoing costs of repair and upkeep to the equipment and holds no responsibility for the Wheelchair.
- All applications are considered on their individual merits, and funding offers are made according to the availability of funds at that time.

Should you require any further information or assistance, please contact the

Wheelchair Programme Co-ordinator

Email: wheelchairs@variety.org.uk

Website: www.variety.org.uk

Tel: 020 7428 8100



Registered charity in England and Wales (209259) and Scotland (SC038505)

Q1: Who can apply?

A: We can consider applications on behalf of disabled children and young people up to and including the age of 18 years who are resident within the UK. We also consider applications from organisations whose work includes, or is aimed at, helping disabled children & young people. This includes schools, youth clubs, hospitals and sports clubs.

Q2: How do I apply for a Powered, Sports or Manual Wheelchair?

A: Please visit <https://www.variety.org.uk/how-can-we-help/wheelchairs-for-children/> where you can find the application form, guidelines and FAQs.

There are separate forms for individuals and for organisations. Please make sure you complete the correct version. Incorrect forms will be returned and have to be resubmitted which may cause delays for your application. Completed application forms should either be scanned and returned to the email address provided at bottom of the form or posted to Variety's office address as shown on the form.

Please check **all appropriate sections have been completed** and that **all relevant documents are attached** to the form.

Q3: What is the deadline to submit my application?

A: There is no deadline; we welcome applications submitted at any time of the year.

Q4: What happens after I submit the application?

A: We will send you an acknowledgement of the receipt of your application. If you do not receive it within two weeks, please contact us.

Q5: When will we hear if our application was successful?

A: The average waiting period is 6 months before you hear the outcome of your application. The Wheelchair Committee will assess each application. Following consideration by the Wheelchair Committee you will receive a letter advising you whether or not your application has been approved.

Successful applicants will be notified by letter of the amount Variety will contribute to the cost of your wheelchair. If you accept this funding offer, we will place the order for your wheelchair with the nominated supplier. Please note that the Committee meets 6 times per year. The decision of the Charity's Trustees is final.

Q6: What are the timescales for delivery?

A: Timescales vary from supplier to supplier and for the type of wheelchair you have requested. Once you have received your approval letter, please contact your supplier directly about delivery as they are much better placed to advise you about the timing of your order.

Q7: Is there an age limit?

A: As we are a children's charity the cut off age for applicants is 18 years old. Applications can still be submitted at age 18, but please allow at least 3-6 months before the young person's 19th birthday to allow for the assessment process and Committee review.

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Q8: Does Variety fund Trikes, bikes, scooters or buggies?

A: No, at the moment, we are only funding wheelchairs and **cannot** accept applications for funding of trikes, bikes, scooters or buggies. The same applies for our Grants Programme.

Q9: Do you fund wheelchair accessories?

A: Variety would consider an application for wheelchair accessories if we have supplied the wheelchair.

Q10: Can I make an application on behalf of an organisation?

A: Organisations are welcome to apply. However, we cannot guarantee that your application will be successful. Our funds are very low at the moment and due to the large number of requests, we have to prioritise the applications in line with the limited funding available. Further information on our organisation grant process can be found on our website: <https://www.variety.org.uk/how-can-we-help/organisation-grants/>

Q11: What happens if the wheelchair is faulty?

A: Your wheelchair should come with standard warranty. Any fault is a matter for the supplier. Once your wheelchair has been provided, any problems or disputes that arise after delivery must be resolved between you and the supplier. Variety cannot get involved in issues concerning the wheelchair repair and maintenance itself.

Q12: What about repairs and on-going maintenance?

A: Variety is unable to contribute to the on-going costs of repair and upkeep to wheelchairs it funds and holds no responsibility for the wheelchair. The supplier will be able to assist with any queries and is responsible for providing a warranty for your wheelchair. We ask that you contact them directly should you need to. If you require information on insurance cover please speak to the supplier who will be able to provide this information.

Q13: What if we no longer need the wheelchair, can we donate it back to Variety?

A: Variety cannot accept second-hand wheelchairs as a gift or as form of a donation. Should you wish to recycle a used wheelchair, your health centre might be able to offer advice.

Q14: Does Variety send the applicant money?

A: No, once funding has been allocated to your application, Variety will place an order for the agreed equipment with the supplier and instruct the supplier to send the invoice directly to Variety for payment.

Q15: Do I have to be a UK national to apply? / I am based overseas, can I make an International application?

A: Variety does not discriminate and welcomes applications from all, but the child must be a UK resident. Since we are a UK based charity, we do not accept applications from overseas. We also only deal with suppliers based in the UK, as we cannot pay taxes and shipping costs from overseas suppliers. All applicants must be permanent residents of the UK (or have indefinite Leave to Remain).

Q16: If rejected, can we reapply?

A: Yes, if you fully meet with our criteria for a wheelchair application, you can make another application after 12 calendar months from the date of the initial application.

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Q17: If an application is successful can we re-apply for further items?

A: Yes, if you still fully meet with our criteria you can make another application after 12 calendar months from the date of the first application.

Q18: If I say 'no' to the media release request (use of photos or thank you letter for publicity) will that affect the outcome of my application?

A: No, it does not affect the outcome of your application, however we always appreciate any feedback you can give when a member of staff contacts you for your input. This feedback is useful to encourage our sponsors to support Variety in helping other children and could be just a simple quote but only if you feel comfortable with participating in this way.

Q19: What does Variety do with my data?

A: Variety, the Children's Charity, is committed to safeguarding and respecting your privacy. For any personal information that you supply, we are legally bound by the DPA 2018 and UK GDPR 2016 to ensure that such information is only used for the purpose for which it was requested and to ensure that the data we hold about you is secure.

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