

Chris Westwood Charity
For Children with Physical Disabilities



Progress Report December 2010

www.chriswestwoodcharity.co.uk

Introduction

After the exceptional growth last year, when our activity level more than doubled, we anticipated a year of consolidation. This year, we have again helped eighteen children, but with the particular items of equipment requested costing less on average than in 2009, total grants have reduced to £15,399. While this has allowed us to rebuild our reserves a little, we do need to account for an outstanding pledge for help we have already made, and which we expect to fund mid 2011. Additionally, we have expanded our contact list during the year, mainly by being “found” or recommended, so we expect a further increase in applications in the future, from these new areas.

We now face the challenge of trying to further increase our funding, in order to finance this expected demand, while managing not to turn away any requests that we feel require our help.

With these objectives in mind, we need all the help possible to sustain our level of work. We continue to look for new fundraising ideas, and this year we held our first charity luncheon (details are on the centre pages). We are intending to repeat this on an annual basis, and thanks to the tremendous support we received, it was a great success, raising over £6,500. We hope that many who attended the first event will be able to come again, and our planning for next year has already started. If you missed the event, may we recommend consideration in 2011, although early booking may be required, as we soon filled all the available spaces this year.

Due to the generosity of Trustees and friends, in providing their time, and access to facilities, at no cost, we have again been able to operate with no overhead charges for the year, meaning that every penny given can be used for the purpose the donors intended. This helps us to make maximum use of the funding we have raised.

Last year we extended both our website, and the range of methods available for donations to us. We are particularly keen to try to further develop the funding raised by regular standing orders, as this method provides us with a more stable funding source, and one of our aims in the future is to try to increase this significantly, as we look for methods of consolidating our income.

Thank you for reading this, and I hope that you find the rest of this booklet interesting, and that you are able to gain an understanding of some of the activities and challenges with which we are involved, as we complete our seventh year of operation.

Chris Westwood.



Fundraising Activities During 2010

A selection of some of our Fundraising Activities/Donations received:

January: Oldswinford Primary School held a Carol Concert for us at Christmas. The final total raised was £627.00.

February: Our legal trustee Martyn Morgan organised an Xmas/New Year pledge, which covered abstinence from alcohol for the month of January. This raised £500.00.

March: We held our first luncheon event at Brockencote Hall. This included various fundraising activities including both raffles and an auction, for prizes kindly donated from a number of sources. The total raised was an excellent £6,526.00, and a second event is already being planned for March 2011.

May: We received the balance of the Gift Aid due, which amounted to £2632.39. We had already received £598.40 late last year for the donations online to Martyn's Cycle Ride (July 2009), which resulted in total Gift Aid payments of £3,230.79 for the tax year April 2009/April 2010. This shows how important this source of income is for us, and the need to ensure that wherever possible, donations are accompanied by a completed Gift Aid form.

July: We made two separate applications to the Yorkshire Building Society Charitable Foundation, one nationally, and the other to the local branch. These related to their "Small Change Big Difference" scheme to provide small grants to local good causes. In both cases we were successful, and we received a total of £200.00.

November: Sunrise Medical Staff have held collections and events throughout the year for us, organised by their social committee. This is the first full year of an association with them, and they collected £2127.96, which was a tremendous effort, and of vital importance to our funding. We received £150.00 from a sponsored runner in the Great Midlands fun run, and we launched a fundraising based on our September Progress Report. This has already raised £1,619.50, with a number of collections still in progress.

December: At the Talbots December Business Breakfast, a raffle raised £530.00, which was another excellent result. Pens Meadow School held a collection for us at their Christmas Production, which, together with a staff collection, raised £114.50.

For the Year as a whole: Standing Order donations have amounted to £980.00.

If you are able to help in any way, please contact us at:
Chris Westwood Charity for Children with Physical Disabilities,
For the attention of Martyn Morgan,
Talbots Solicitors,
63 Market Street,
Stourbridge,
West Midlands. DY8 1AQ.

Tel. 01384 445850



Funds Raised and Grants to Date.

Year Ending	Funds Raised (£)	Grants (£) made during the year	Grants (number) made during the year
31.12.04	1,501	600	2
31.12.05	6,810	500	1
31.12.06	1,435	3,375	3
31.12.07	5,075	5,644	5
31.12.08	9,558	8,998	9
31.12.09	19,846	19,421	18
31.12.10	19,434	15,399	18

Total funds raised to date have now reached £63,659.

Total grants made have now exceeded £50,000, reaching £53,937 by the year end.

This year, we have again approved applications to help 18 children, although the amounts requested per application have, on average, tended to be smaller than in previous years. This has temporarily allowed us to increase our reserves slightly.

As a result, although our accounts show a substantial balance at the moment, we made one pledge during the year to help a young man who had a serious accident on his BMX bicycle, and when he returns home from Oswestry during 2011, we expect to receive the final details. We also have two new starters at a special school in January, for whom we have approved the purchase, in principle, of new seating. Final details of the costs involved will be available once they start to attend school, and a full assessment can be made.

We have now completed our seventh year of operation, and have exceeded 50 children helped since we started, the current total for completed applications being 56. With further help and assistance, we hope to be able to continue this work in the years ahead.



Why consider a Donation to us?

With so many charitable causes needing help, it often becomes necessary to make the hard decision of which charities to support.

We suggest that there are four key points that differentiate our activities, which may help you to perhaps consider giving us a small part of your charitable donations.

Targeted:

We are a local charity, granting 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 we often operate. 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. We 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.



What Do We Do?

Background:

The Charity was founded on the 19th November 2003, specifically to help children and young people with physical disabilities. While our Trust Deed does allow us to operate throughout the UK, we initially confined our activities to Stourbridge and the surrounding areas.

The Charity is registered with the Charity Commission, registered no. 1101230, with the stated aims of covering 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 aims.

Typical Areas of Assistance Provided to date:

- Special exercise equipment to assist in regaining and maintaining mobility
- Wheelchairs, special mobility chairs, special car seats, mobile vehicles, and support and lifting equipment, to improve the quality of life.
- Contributions to Trust Funds set up for suitable specific purposes.
- Contributions towards the cost of home modifications, to improve access, or provide specialised facilities required.
- Contributions towards special holidays, particularly in the case of life limited children.

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 suitable professional person 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 the financial position of the family

Then, 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, the application can be approved. The grant is provided by a cheque payable 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 overhead operating costs.



Grants Made 2010

Name	Age	Grant	Details
	Yrs	£	
K	10	617	Severe autism & learning difficulties. Drug regime causing worrying weight gain. Grant purchased exercise equipment similar to that used at school.
L	10	1400	Rett Syndrome, and Profound & Multiple Learning Difficulties. Unable to sit up unaided. Grant provided balance for the purchase of a special bed.
C	8	672	Severe autism and learning difficulties, leading to behavioural problems. Funding provided to assist in equipping a sensory room to help in dealing with his problems.
D	2.3	210	Born with club feet, and has severe development delay and low muscle tone. Limited mobility and unable to assist when being put in/out of car seat. A special seat needed with a turntable base. Due to small size a "standard" turntable seat will be suitable. Grant provided.
Z	5	530	Kabuki Syndrome, and is wheelchair bound. Family wanted to provide a flat area with an artificial surface where he could learn to use his wheelchair outside, and have some freedom of movement. Cost £2,000, but £1,470 pledged by another charity. By providing the balance, work could proceed.
R	5	720	Severe development delay, microcephaly, anaemia, and severe visual impairment. Special chair requested for school use, which has a fitted tray that will help her to be involved in classroom work.
C	5	768	Severe delay in all her development, needing a high level of support to engage in activities. Special chair requested for school use to hold her in position, and with height adjustment and wheeled base, will meet the handling needs of the staff when in the classroom.
M	12	811	Brain tumour, wheelchair bound and with a number of severe problems. Grant to modify access downstairs so that he could access an area adjacent to the family lounge, which now has to be used as his bedroom.
A	5	370	Challenging behaviour and severe learning difficulties. Releases herself from car seat, and also her brother. Application requested a special restraint system to hold her safely and securely in place, when in the car. Worcestershire Extended Services contributed £100 towards cost, and grant approved for the balance.
Z	17	930	Profound and multiple learning difficulties, epilepsy, hydrocephalus, cerebral Palsy, not able to walk or bear his weight, and unable to make his needs known verbally or by signing. Fed by a gastrostomy and has a pump Implant to control muscle spasms. Has to spend time in his bedroom as there is not a suitable seat for him in the living room. Grant approved to purchase a chair so he can sit with the family.
S	6	124	Autism and challenging behaviour. Releases herself from child seat, and requires a suitable restraint system for transport. Harness purchased similar to one she uses on the school bus.
B	8	997	Autism, dietary and health problems. Requested help to purchase a climbing frame for the garden to improve exercise. Application supported by his consultant. Approved the funding of a basic frame to help him.
H	3	1595	He has Cerebral Palsy, and has just started in the Nursery Section of a special school. Requires a special seat for both correct positioning, and to provide needed support.
H	7	1675	She is deaf and has epilepsy. Also just joined a special school and needs a suitable support chair for correct positioning and support.
S	8	500	She has a fumarase deficiency, epilepsy, and is left with sight, speech, and hearing problems. She has outgrown her car seat, and the family needs help with the purchase of a new special needs seat. We funded the purchase.
H-L	3	850	Cerebral Palsy Spastic Diplegia. Problems with walking and balance, and a special exercise tricycle purchased to help strengthen her legs and allow her to move around outside without having to use a disabled buggy.
L	9	280	Profoundly deaf, learning difficulties and mild behavioural problems. Recently the home computer failed, beyond economic repair, and family not eligible for Home Access Computer Grant. Approved purchase of a low cost, new replacement, which will help to calm her and improve her coordination.
E & J	4.5 & 7.5	2350	Two boys, one with Cerebral Palsy, the other with Downs Syndrome & severe mobility issues have benefited greatly from the use of a special Acheeva LS learning station. This allows pupils with complex and continuing healthcare problems to be more easily included in classroom activities. The school is in a deprived area, and had managed to raise £1400. The balance granted funded the purchase.
Totals		£15,399	18 Grants made so far in 2010, plus a pledge of £4,000 to help the victim of a tragic BMX bike accident when he returns from treatment at Oswestry.

How a Donation can help (1).

We received a request to help two young children at Penn Hall School with special seating, to provide the support needed for them to fully participate in class work. The total cost came to £3,270, and we were pleased to be able to help by purchasing both items.

Part of the subsequent letter we received from the school is copied below, showing the children using the new seating. This equipment is very typical of the types of specialist support seating that we receive requests for help to purchase, as both of these seats are fully adjustable, provide both the required support and restraint, and can be adapted to the requirements of the activity in which the child is participating.

17 November 2010

Dear Mr Westwood

I am at last in a position to report that the seating systems you so kindly sponsored are now in school and in use by the young people. (copy invoices attached)

As you can see from the pictures both Hannah and Harry look very comfortable and in a good position for access to their learning resources.



On behalf of the two young people, their parents and of course the staff at Penn Hall School please accept my sincere thanks both to yourself and your trustees for making these purchases possible.

With kind regards


D N Parry
Head Teacher



How a Donation can help (2).

One case this year involved a 10 year old young lady called Lowri. She has Rett Syndrome, and profound and multiple learning difficulties. She has no mobility or ability to stand or bear weight, and is thus dependent on a wheelchair and hoists for her mobility needs. She lives with her parents, has multiple health and social care needs, and is totally dependent on her family and other carers.

At the time of the request for assistance, she was sleeping in a single divan bed, in her own bedroom, which was fitted with a sleep system for her postural requirements. It had recently been identified that she has a hip obliquity as a result of a spinal deformity, and postural care is of the utmost importance to reduce or delay any further movement in the spine.

On a family holiday, she stayed in a specially adapted unit for the disabled, and slept in a Volker bed. This was found to be extremely comfortable for her, as it had a special suspension system in the mattress. Additional facilities allowed her to sit up in bed using the profiling facility, and the bed could be raised or lowered as required, which was of particular benefit to carers. The retractable cot sides provided additional security, and the adjustability of the bed made it extremely easy to use. As a result, it was felt that Lowri would strongly benefit from having a similar bed in her home environment.

With some funding available, there was a shortfall of around £1,400 to meet the purchase price, and we were very pleased to be able to help, and provide the balance of funding required.



Printed with kind permission of Lowri's family

Lunch at Brockencote

This year, we held the first lunch event for the Charity, at Brockencote Hall, on Monday 8th March. The event was fully subscribed, with 80 guests, the maximum that could be accommodated in the Dining Room.

The Amount Raised:

The event was a great success, raising a total of £6,526, thanks to the generosity of a number of companies, and individuals, in contributing prizes, and particularly, both the enthusiasm and the generosity of the guests.

How the Day Unfolded:

After gathering in the Lounge, the guests assembled in the Dining Room at 12.45pm. Following the Grace by Mr. Graham Wood, one of the Charity Trustees, we settled down to an enjoyable three course lunch, punctuated between courses by two raffles, which made a healthy contribution to the total raised.

Unfortunately, our speaker Mr. Pat Murphy from Radio 5 Sports had been unwell over the weekend, but he made a very special effort for us, and arrived in time to give a speech enjoyed by all.

The Charity founder, Mr. Chris Westwood, then gave a review of the activities of the Charity, and the progress made to date.

Mr. Derek Spires presided over an auction in fine style, and further useful funding was raised, as well as the provision of some excellent entertainment with his asides to the audience during the bidding.

Finally, Mr. Martyn Morgan, our Legal Trustee, and who, with the help of his staff at Talbots Solicitors had organised the event, closed the day with a brief summary of the successful fundraising.

Plans for the Future:

We hope to be able to repeat this event on an annual basis, and, taking into account comments received from those present, we hope to be able to further enhance the enjoyment of the event at this beautiful location.

On the opposite page we have included a selection of photographs from the day.



Lunch at Brockencote

A selection of photographs taken on the day:



Two Trustees and our Speaker (centre) - Pat Murphy



One resident without a ticket on the day

The Organisation

The Charity has four Trustees, and formal Trustee meetings are held twice a year. There are no employees, and all the necessary work is done on a voluntary basis, so that there are no administration expenses incurred.

The Trustees are in regular contact for all routine management decisions, any additional meetings required can be arranged at short notice, and Talbots Solicitors (Stourbridge) provide office facilities, again at no cost.

With all this voluntary help, we are able to maximise the effectiveness of the funds we raise.

The Charity Trustees at a recent Trustee Meeting:



Martyn Morgan

Chris Westwood

Janine Barnes

Graham Wood



Online Donations.

Online Donations:

Online donations can be made either by debit or credit card to a donation website, or by an internet bank transfer direct to our nominated bank account.

We selected the Charities Trust website for debit or credit card donations. There are transaction charges on any donation to online sites, but we believe that this site has one of the lowest rates available. It is operated by a charity, for charities, with total deductions of only 4% of your donation plus the gift aid, with no other administration costs. This means that for every £1 donated (if gift aid can be reclaimed) we eventually receive £1.23 (Your £1 donation plus 28p Gift Aid minus 5p total charges).

The details for Credit/Debit Card Donation are:

Go to www.charitiestrust.org and then in the search box at the top right, enter the Charity name. This will find our main Charity webpage, which has a donation facility. Click on the donation button, amend the donation amount to the figure you wish to give, and proceed to the checkout, to donate by credit/debit card.

Alternatively, you can make a lump sum donation by internet banking, direct to our Charity account, avoiding any charges.

Our Bank details for Online Donation are:

HSBC Bank, Sort Code 40-43-17
Account Number 72275813.

Will you please use your name as a reference for the payment, so that we can track the payments into our account.

Could you please also complete a gift aid form, if you have not already done so, as this enables us to reclaim the tax at the year end. Gift Aid is explained on the next page, and a copy of the Gift Aid form is available towards the end of this booklet.



Standing Orders & Gift Aid.

Standing Orders:

This method of giving allows small sums to be donated regularly, with no transaction costs, thus maximising the value of any donation. It also has the advantage of giving us a more stable source of regular funding, which helps us to decide on the allocation of funds to the various grant applications that we receive.

Any amount from £2/month upwards is of great value to us, and only requires the completion of a Standing Order Mandate, which can be stopped, or changed, at any point in the future, should you wish. The Standing Order Mandate goes directly to your bank, so we never see it, or any of your bank details.

A copy of the required bank mandate is available towards the end of this booklet, and should you choose this method, could you please complete a gift aid form, if you have not already done so, as this enables us to reclaim the tax at the year end.

Gift Aid:

Gift Aid is tax relief on money donated to UK charities. HMRC treat donations as if the donor had already deducted basic rate tax from them, and the Charity can then reclaim this tax to increase the value of the donation.

Provided that the donor pays enough UK income tax and/or capital gains tax to cover the tax relief that the charity reclaims, a payment, currently amounting to 28.2p for every £1 donated, is paid to the charity by HMRC. With recent changes in tax rates this should have already been reduced to 25p, but the Government has granted transitional relief for three years, of 3.2p, until 2011, after which it will reduce to 25p.

Regrettably, this will reduce the income of all charities, and it is another challenge to our fundraising in future years. This is another reason why it is so important for us to maintain our administration costs as close to zero as possible.

If you are a UK tax payer, you can, therefore, greatly increase the effectiveness of your donation by completion of a gift aid declaration form, a copy of which is available towards the end of this booklet. If the third box down, of the three options on the form, is ticked, the completion of one form will cover all donations past, present and future. Would you please return any completed forms directly to Talbots Solicitors (address on page 3).



STANDING ORDER MANDATE

<i>To the Manager</i>	
<i>Name of Bank:</i>	
<i>Address</i>	
<i>Post Code</i>	

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 onto your bank.

Thank you.

giftaid it

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 reclaimed on your donation, you can further help us by using Gift Aid. This enables us to reclaim the tax and increase the value of your donation.

If you would like to help, will you please complete a Gift Aid form and return it to:
Chris Westwood Charity, C/o Talbots Solicitors, 63 Market Street, Stourbridge, West Midlands. DY8 1AQ.

Gift Aid declaration

giftaid it

Name of charity or CASC _____

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 6 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*

You must pay an amount of income tax and/or capital gains tax in each tax year at least equal to the tax that the charity or Community Amateur Sports Club (CASC) will claim from HM Revenue & Customs on your Gift Aid donation(s).

Donor's details

Title _____ Initial(s) _____ Surname _____

Home address _____

Postcode _____ Date _____

Signature _____

Please notify the charity or CASC if you:

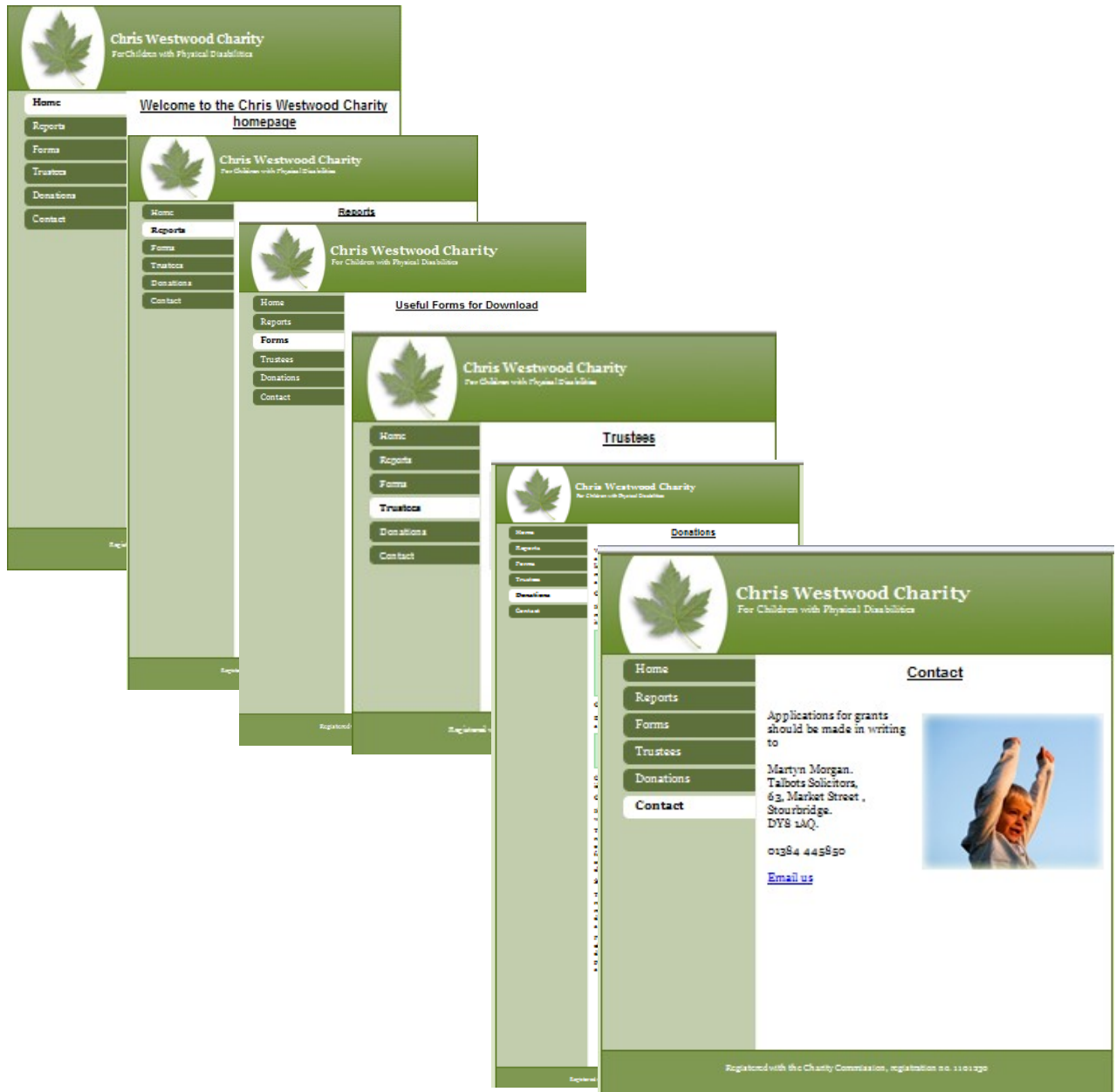
1. Want to cancel this declaration.
2. Change your name or home address.
3. No longer pay sufficient tax on your income and/or capital gains.

Tax claimed by the charity or CASC

- The charity or CASC will reclaim 28p of tax on every £1 you gave up to 5 April 2008.
- The charity or CASC will reclaim 25p of tax on every £1 you give on or after 6 April 2008.
- The Government will pay to the charity or CASC an additional 3p on every £1 you give between 6 April 2008 and 5 April 2011. This transitional relief for the charity or CASC does not affect your personal tax position.

If you pay income tax at the higher rate, you must include all your Gift Aid donations on your Self Assessment tax return if you want to receive the additional tax relief due to you.

Our Website



The website provides access to our latest published reports, the facility to download useful forms, and useful donation and contact details.

At the end of 2010, the Charity received a Trustee gift of the domain name: www.chriswestwoodcharity.info. A very simple (and very basic website) has been created, which is being updated monthly, so that you can follow our progress throughout the year. The main website will continue to be updated annually with our yearly progress reports, that work kindly being carried out by Conscious Solutions, at no cost to the Charity.



Our Accounts

Cash Balance brought forward at 01.01.10:	5,678.93
Income:	
(a) Fundraising Events	
<i>Oldswinford Primary School Carol Concert</i>	627.00
<i>New Year Pledge (organised by our Legal Trustee)</i>	500.00
<i>Brockencote Charity Luncheon</i>	6,526.00
<i>Yorkshire Building Society Charitable Foundation</i>	200.00
<i>Sunrise Medical Associates Collection (from events throughout the year)</i>	2,127.96
<i>Talbots Business Breakfast Raffle Collection</i>	530.00
<i>September 2010 Progress Report Fundraising</i>	1,619.50
<i>Other small fundraising events held for us</i>	264.50
(b) Gift Aid	
<i>Balance of Gift Aid for the tax year April 2009-April 2010</i>	2,632.39
(c) Standing Orders – Payments in the year to date	980.00
(d) Other Donations/Income	3,426.43
Total Income:	19,433.78
Expenditure:	
Grants made in the year to date (18 in total)	15,399.04
Other expenditure/costs/overheads	nil
Excess of Income over Expenditure:	4,034.74
Leaving a cash balance at 31.12.10 of:	9,713.67

Acknowledgements.

The following organisations have provided help to the Charity at no cost:

Talbots Solicitors: provision of office and webspace facilities.

Conscious Solutions: development and updating of the website.

Holmdale Print: provision of printing services.

As a result, the Charity has been able to continue to operate, for another year, with no overhead costs, resulting in all the funding being available for use where it is most needed, and where the donors intended.