

Application for Assistance

Funerals for children younger than 18, including babies later than 12 weeks gestation.

Please note: if the funeral account has been paid in full, please **DO NOT** submit an application as further assistance is not possible.

Please return completed forms to:

Children Are Butterflies
148 Beech Avenue
Northampton NN3 2JN

Email: admin@childrenarebutterflies.org.uk
Fax: 01604 791848



The information provided on this form is strictly confidential and will **ONLY** be used by the Trustees to assess and process this application. Your data will not be shared with any third party and will be handled appropriately.

Sections 1 to 3 must be completed by a parent or guardian of the deceased child and sections 4 to 7 by their Funeral Director. The Trustees of Children are Butterflies will assess all applications on an individual basis, based solely upon the information you provide here. Only forms completed **IN FULL** and submitted with a copy invoice from the Funeral Director will be considered by the trustees. **Any resulting grants are issued in the form of a cheque sent to the applicant which will be made payable to the Funeral Director.** Payment will not be made in any other way. The Trustees' decision on the application will be final and no further correspondence will be entered into.

Step 1: The Applicant

(Parent or Guardian of Child)

Title:	Full Name:		
Postal Address:			
Postcode:		Date of Birth:	
Your relationship to the child:		Are you the next of kin?	Yes / No

Please circle the option that best describes your:

Marital Status:	Single	Living with Partner	Married	Separated	Divorced
Employment Status:	Student	Employed	Self Employed	Unemployed	Retired

Other sources of assistance:

<p>If you are receiving any of the following benefits have you, or will you, be applying for the Government's Funeral Expenses Payment? (Up to £700 is available against funeral disbursements)</p> <ul style="list-style-type: none"> • Income Support • income-based Jobseeker's Allowance • income-related Employment and Support Allowance • Pension Credit • Housing Benefit • the disability or severe disability element of Working Tax Credit • Child Tax Credit • Universal Credit 	<p>Yes / No</p>
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Have you made a payment towards the funeral service prior to submitting this application?		Yes / No
If "Yes" how much have you paid?	£	
Have you applied for funding from another charity or source?		Yes / No
Have you received funding from another charity or source?		Yes / No
If "Yes", who or where?	£	

Step 2: About the Child

(To be completed by the Parent or Guardian)

Full Name of Child:		Male / Female	
Full Address of Child:			
Post Code:	Date of Birth:	Date of Death:	
Place of Death:			
Age of Child:	weeks gestation	years	months
Please tick this box if the child was stillborn:			
If you would like to share your story, please do so here:			

Step 3: Applicant Declaration

(To be completed by the Parent or Guardian)

Applicant Declaration I hereby confirm that all the information that I have provided on this Application for Assistance is correct and represents a full and truthful account of our situation at the time of completing the form. I understand that the Trustees decision on this application is final.	Name
	Date
	Signed

Steps 4 to 7 must now be completed by your Funeral Director

Step 4: About the Funeral Director

(To be completed by your assigned Funeral Director)

Please note: if the funeral account has been paid in full, please **DO NOT** submit an application as further assistance is not possible.

Full Name of Funeral Directors:	
Full Address of Funeral Directors:	
Postcode:	Telephone:
Email address of Funeral Director:	
Name of Funeral Arranger:	

Certain details in the following sections will be verified by Children Are Butterflies.

Step 5: About the Funeral Service

(To be completed by your assigned Funeral Director)

Day, Date & Time of Service:
Place of Service: (please provide full details of the service)
Full Address of Service: (If a combined service, please provide both)
Name & Telephone Number of Cemetery or Council Department:
Name of Vicar / Celebrant / Humanist officiating:
Additional Information:

Step 6: Funeral Fees Applied For

(To be completed by your assigned Funeral Director)

- It is the responsibility of the Funeral Director/Arranger to complete the fees section on this form.
- Children Are Butterflies will only contribute to a basic coffin, a single standard funeral vehicle, and standard funeral disbursements, so please only include expenses included in the categories on the following table.
- Children Are Butterflies will not cover other ancillary items deemed not necessary to a basic funeral, so please do not include these as part of the Application for Assistance. *Items we will not cover include (but not limited to): funeral printing, funeral catering, floral tributes, horse drawn or special hearses, balloons, doves, obituary notices or following cars etc.*
- Burials: The charity will only consider the cost of a single child's grave and we will be confirming these fees with the Cemetery/Burial Ground involved.

Please complete the following table with the fees being claimed for assistance.

Please complete all boxes, enter "N/A", "Waived" or "FOC" where applicable.

One standard funeral vehicle: £	Other fees you would like us to consider:	
Basic child's coffin: £		£
Coffin name and manufacturer/supplier:		
Crematorium fees: £		
Cemetery fees: £		
Church fees: £		
Churchyard fees: £		
Grave Digger fee: £		
Organist fee: £		
Vicar/Celebrant/Humanist: £		
Doctors fee: £		

Step 7: Funeral Director Declaration

(To be completed by your assigned Funeral Director)

Your Invoice Reference for this Funeral Account: (Please attach copy to this application)	Amount So Far Received: £ (Enter "Zero" if none received)
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Funeral Director Declaration I hereby confirm that all listed fees on this Application for Assistance are accurate at the time of completing this form, and the details given truly reflect the funeral arrangements being carried by our company on behalf of the applicant.	Name
	Date
	Signed

Step 8: Submit the Application

(To be completed by the applicant)

- Please ensure that you, the Applicant, have completed in full Steps 1 to 3.
- Please ensure that your Funeral Director has completed in full Steps 4 to 7.
- Please ensure you have a copy of your Funeral Account Invoice.
- Send this form and the copy invoice to the address at the top of the form.

We aim to process all applications within **5 working days** of receiving them. Any funeral grant issued will be made in the form of cheque, sent to you the Applicant, made payable to your **Funeral Director**. This is the only way that payments are made and is non-negotiable.

Step 9: Application Review

(For office use at Children Are Butterflies)

Application Received:	Date:	Name:	
Standard Funeral Costs Approved:		Other Funeral Costs Approved:	
One standard funeral vehicle:	£		£
Basic child's coffin:	£		£
Crematorium fees:	£		£
Cemetery fees:	£		£
Church fees:	£		£
Churchyard fees:	£		£
Grave Digger fee:	£		£
Organist fee:	£		£
Vicar/Celebrant/Humanist:	£		£
Doctors fee:	£		£
Total:	£	Total:	£
Approving Trustee #1	Name:	Date:	Signed:
Approving Trustee #2	Name:	Date:	Signed:
Cheque Issued:	No.	Amount: £	Date:
Applicant Response Letter Sent:	By:	Date:	