

# MISSION CHRISTMAS cash for kids



## Gift Application Criteria



Registered with  
FUNDRAISING  
REGULATOR

Registered Charity 1122062, SC041421 and SC003334

**Mission Christmas Gift Applications can be made by organisations and service providers who support children (aged 0 up to and including 18 years old) that are at risk of waking up to no presents on Christmas morning.**

The children **must** come from an underprivileged family or background or be living in difficult circumstances.

Applications on behalf of children must be made by a recognised referral source such as professionals within a governing body (e.g., social services, GP, teacher etc.) from a registered charity or community organisation with a formal constitution / governance document and safe-guarding policy. We accept applications from CICs for Mission Christmas Gifts.

Children who benefit from Mission Christmas **must live in the transmission area of the radio station** from which you are applying (contact your local team if you need more information).

**Individuals / families cannot self-refer or apply directly for support.**

Cash for Kids have experienced an ongoing increase in applications to the Mission Christmas Appeal. Priority is given to applications that are submitted from social services and other bodies of authority within the remit of caring for disadvantaged children. On this basis we **do not** grant to other toy appeals or Christmas parties.

## **Application Process**

Before applying please ensure your organisation can meet the following eligibility criteria:

- Professionals / Organisations nominating families **must** be able to guarantee to Cash for Kids that the children referred are at risk of waking up to nothing on Christmas morning.
- You confirm that the child/children you are requesting support for have not been referred to the **Mission Christmas Appeal** by any other organisation.
- Organisations / professionals nominating children must be aware of the individual family financial circumstances and confirm that they need the grant.

Once your application has been received, you will be held in a queue. Please be patient when awaiting confirmation that your application has been successful. Cash for Kids rely entirely on donations and therefore, we must ensure we have

gifts available before we can approve and distribute.

**Please note placing an application does not guarantee that Cash for Kids will be able to fulfil your application as we are reliant on donations to the appeal.**

If we receive enough gifts to fulfil part or all of your application, you will be contacted with details of your collection date and time. Please be prepared to collect your gifts at short notice on the date and time slot allocated as this is such a busy period. We have limited space to store applications once they have been picked by our volunteers.

Please be patient when awaiting confirmation that your gifts are ready, as Cash for Kids rely on gift donations from the public which must then be collected and sorted, and this process can take some time.

Cash for Kids sort gifts up to and including **22nd December** so please be aware you may need to collect your gifts on this date. Non-collection of gifts may result in your name and organisation being removed from the database for future campaigns.

Gifts will **only** be released to the representative of the governing body / charity making the application as per the application form. The gifts must be signed for by the authorised individual and relevant photo identification **must** be produced or collection will be refused.

If you are not collecting the gifts from the warehouse yourself, you will need to update the section on your tracking page to authorise additional collectors by entering the name of the person collecting your order.

When you collect the gifts they will be unwrapped and bagged or boxed.

Please ensure you read and follow all information in the '*Your Gifts are Ready for Collection*' email and bring a suitable vehicle to safely collect the volume of gifts for the number of children you've applied for!

If for any reason you no longer require the gifts you have applied for, please be sure to advise the Cash for Kids team as soon as possible so they can reallocate to another beneficiary organisation.

## **Gift Distribution**

As the organisation/professional making the application, you are responsible for

ensuring that the gifts are distributed to children who meet our eligibility criteria and used directly to benefit the child referred.

Donated goods must not be sold, cannot be used for fundraising purposes and are strictly non-transferable. Any unused donations **must** be returned to Cash for Kids for redistribution to support local underprivileged children.

Families should be made aware that the gifts have come from Cash for Kids.

Once the gifts have been received by your organisation, please provide a thank you letter on letter-headed paper or by email from an organisation address that can be shared with our supporters who donated to the campaign. Any images or case studies that you can share would be most appreciated. We will contact you in January to ask for this information.

## Completing the Application

- All applications must be made via the online application form.
- All sections must be completed.
- Ensure that staff members and area teams are aware that only the nominated contact should liaise with the Cash for Kids team.
- Once the application has been submitted you are unable to make any changes, so please ensure your application is completed correctly before submission.
- Each staff member that nominates a child must read the Conditions of Grant.
- Cash for Kids may contact you to ask for clarification on the number of children applied for.
- Please do not contact Cash for Kids to check on the status of the application. We will contact you in due course.