

APPLICATION FOR GRANT
Before completing please read the notes overleaf

FULL NAME: _____ **TITLE:**

ADDRESS: _____

POST CODE: _____ **TEL. No:** _____ **AGE:** _____

EMAIL ADDRESS: _____

DO YOU OWN OR RENT YOUR HOME?: _____

GRANTS WILL BE GIVEN TO INDIVIDUALS WHICH THE COMMITTEE CONSIDER MOST IN NEED. IN YOUR OWN WORDS PLEASE ADVISE WHY YOU ARE SEEKING FINANCIAL ASSISTANCE *(continue on a separate sheet if necessary)*

PROVISION OF FINANCIAL INFORMATION / INCOME

Please indicate why you are unable to afford the items required and as much information about your finances as possible, continue on a further sheet if necessary.

HAVE YOU APPLIED ELSEWHERE FOR A GRANT? IF YES TO **WHOM:**

PLEASE SUPPLY TWO REFERENCES WHO WOULD BE ABLE TO CONFIRM BOTH YOUR NEED AND THE NECESSITY OF A GRANT

(read notes overleaf on suitable references)

I CONFIRM THAT THE INFORMATION I HAVE PROVIDED IS CORRECT AND I WOULD BE HAPPY TO BE VISITED IN MY HOME BY TWO TRUSTEES OF BARNSTAPLE ALMSHOUSES AS PART OF THE APPLICATION PROCESS.

SIGNATURE:

DATE:

Thank you for applying to the Barnstaple Almshouses for a Grant. It is important that you understand the rules governing the provision of grant relief by the charity which must be met, these are set out below:

Beneficiary Area

The Charter stipulates a person seeking a grant must be resident in Barnstaple or within a 5-mile radius of Barnstaple (excluding Pilton which has a similar charitable body).

Financial Limitations

The amount of a grant is limited to £300, please take this into account when making your application. If you are successful you will not be eligible to apply for any further grants from the charity. Please be aware that the charity does not provide money directly to any applicant but will use an intermediate body to purchase goods or services on the charity's behalf. Grants are conditional upon receipts being provided. The Charity does not provide applicants with money directly but purchase goods or for services through intermediate bodies or directly by the charity.

Qualifications for Grant purposes and References required

Applications are favoured when substantiated by a secondary body such as an educational facility, case worker, GP, tertiary charity or local authority, the references required are listed below.

Grants are provided for two categories: -

Support with Education/Apprenticeships

Students/apprentices furthering their education who need assistance in the purchase of textbooks/tools/instruments, etc.

References required

Students/Apprentices must provide the names, address and contact details for references from either tutor, college head or other responsible person stating the grant is to assist the applicant's progression into further education or apprenticeship. A further reference is required from a responsible person within the community who knows and would be willing to vouch for the applicant. **Applicants must enclose a copy of the course acceptance documentation with the application.**

Persons in need of relief

This may cover several aspects:

- Provision towards furniture, bedding, clothing, food, fuel, heating appliances; radio or television sets for the lonely, bedridden or house bound; towards reasonable travel expenses.
- Grants may be made for other aspects where a person can prove to the Trustees satisfaction they are in need or such a grant would improve their well-being.

References

Applicants seeking a need of relief grant must provide the name, address and contact details of a reference from Social Services, a case worker, GP, secondary charity or local authority to substantiate the need which is unable to be

met under any existing social legislation. A further reference is required from a responsible person within the community who knows and would be willing to vouch for the applicant.

The Charity will take up all references as part of the grant application process.

Consideration of Applications

If the conditions outlined above are not met, or suitable references are not available the charity will be unable to consider your application.

When all references have been provided Trustees will consider your application. As part of the application process, the charity will arrange for two Trustees to visit you in your home. You will be advised of the Charity's decision within one month of receipt of all documentation. Emergency applicants will be given special consideration provided that all the documentation is in place. The charity's decision is final.

Please return your completed application form to: admin@barnstaplealmshouses.co.uk or by post to

Barnstaple Almshouses, The Boardroom, Penrose Almshouses, Litchdon Street, Barnstaple EX32 8NH

For official use only

Date Application Received	
References <i>Please attach references and course confirmation.</i>	
Name of Trustees Considering Application	
Grant provided Yes / No Justification If Yes Sum allocated Process for provision of grant Receipts obtained from	
Date	
Applicant notified	