

Streynsham's Trust

c/o The Benefice Office, St Dunstan's Church Hall, 80 London Road, Canterbury CT2 8LS TEL: 07485 781970

INDIVIDUAL GRANT APPLICATION FORM GUIDANCE & INFORMATION

	GUIDANCE INFORMATION / APPLICATION PROCESS
Completing your application form	Please use the guidance notes below and answer all questions, unless indicated answer only if relevant (these are in italics and marked with an asterisk). You should aim to give as much information as possible to help the trustees understand your situation properly, and take into account everything you feel is relevant to support your case. All information will be treated as confidential. For paper applications, please complete on an additional sheet if there's not enough space for your answers. Please write your name at the top and make sure you indicate what question you're continuing.
Privacy Statement	This is at the bottom of the application form – please read carefully.
For further help	If you need any further help completing your application, please contact the Clerk to the Trustees via email or call 07485 781970 (calls & text)
Send application asap / receipt / queries	Please don't email unless we've contacted you via email first, as unknown emails and attachments are not opened, as precaution against potential virus. We'll let you know we've received your application and date it will be considered. Please return as soon as possible as we may need to contact you again before the grants meeting if any queries or more information needed.
Scheduled grants meetings and application deadlines	Grants meetings are held in March, June, September and November. All applications must be received by the 7 th latest, to be considered at the meeting for that month; those received after will be discussed at the meeting after.
Outcome	You'll be contacted with the outcome shortly after the grants meeting. This may take a few days, but will be within a week. If successful, any necessary arrangements will be discussed and organised after this.
APPLICANT DETAILS	
Are you applying on someone's behalf – your name / capacity	Are you applying on behalf of someone else? Please answer yes or no If yes, please give your name and professional relationship with the applicant NB Please provide details of your organisation & contact details at end under 'Any other supporting information' Please complete the form using applicant's details
SUMMARY OF GRANT REQUEST	
Amount requested	Please say how much money you are asking for
What are you applying for	Please say what you're applying for (more details will be asked later) Eg "I'm applying for a new washing machine"

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Are you in financial need	Would meeting this cost yourself cause you financial hardship? Please answer yes or no
ABOUT ANY PREVIOUS GRANT AWARDS TO YOUR HOUSEHOLD	
Have you (or anyone in your household) had any grant/s from us before - give details	Have you, or anyone in your household, had any grants from us before? Please answer yes or no If yes, please give details - for each award say who, when, how much, what for
ABOUT YOUR HOME AND WHO YOU LIVE WITH	
Give details about your home	Please say how many bedrooms and if house/flat etc Please say if owned/mortgage/private rent/housing association/council <i>*Please give any other relevant info eg recently moved in / temporary accommodation / adapted housing / supported accommodation</i>
Who do you live with - info re any adults	Please say if you live alone If no, give details of any adults you live with Please give their name and your relationship with them Do they work – if so, what do they do / full or part time? <i>*Please give any other info if relevant to your circumstances / application eg disabilities, carer etc</i>
Who do you live with - info re any children	Do you have any children at home – if yes, please say how many and how old they are? Are there any other children you're supporting eg children at university? If yes please give details <i>*Please give any other info relevant to your circumstances / application eg any children with additional needs etc</i>
ABOUT YOU	
Do you have any disabilities / relevant health issues	Do you have any disabilities or health issues relevant to take into consideration to understand your circumstances / application? Please answer yes or no. <i>*Please give more information if relevant to your circumstances / application</i>
Do you work – provide info, or details of last work if relevant	Do you work – if so, what do you do / full or part time? If not working now, please say why and for how long <i>*Please give info on previous work if relevant to your circumstances / application</i>
ABOUT YOUR HOUSEHOLD FINANCES	
Any benefits received	Does your household receive any benefits? If yes, please say what they are.
Any other sources of income	Other than work or benefits, is there any other income your household gets eg private or state pension, rental or investment income etc? Please give details if so.

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Any significant debt or other outgoings	Please give info on any significant debt, repayments etc or other expenses that affect your finances. <i>*Please give any reasons for the above if relevant to consider eg details of difficult or exceptional circumstances that led to large debt</i>
Any significant savings, investments etc	Do you have any significant savings or investments, that are relevant to the trustees' proper understanding of your financial need for a grant award? Please answer yes or no, and if yes, give details.
FULL DETAILS OF YOUR GRANT REQUEST	
Details of your grant request, what you're applying for and why	This section is for you to explain in full what you need, why you need it, and why you're applying for a grant. <u>Please note re items / grants requested info</u> For items such as washing machines / white goods, please include any essential specifications in your request eg colour, width / height, spin speed, wash load etc. For laptops, please specify any essential specs eg minimum RAM etc. Please provide full details of item/s requested (including make/model if applicable), cost, and retailer plus any delivery charge. For items such as washing machines, that require installation / disposal of old machine etc, please list these costs as well. If you're applying for a grant for the total cost of a number of items, please provide a full breakdown listing each item, its cost, and the shop. Please note items cannot be purchased from Ebay or Amazon. Where possible, the Trust will purchase items directly, so if returning this form via email, please provide links to all items. For requests for carpets / flooring, please provide a quote from Carpets4Less, Simmonds Rd, Wincheap Industrial Estate, Canterbury, CT1 3RA. 01227 451888 For requests to help with bills, please provide a copy of the bill, showing amount due and cheque payment details. Please don't send originals as we can't return. <u>Please note re other information</u> Please explain your grant request as fully as you can. You should include all information, background or circumstances you think will help the trustees consider everything relevant to your case and request, when they discuss your application. Please continue on a separate sheet if needed.
Any other supporting information NB include full contact details / organisation here, if applying for someone else	Please use this space if there is any other information you would like to add in support of your application. If applying on someone's behalf in a professional capacity, please indicate here and provide full contact details for you/your organisation. Please also use this space to indicate your support for this application and any other supporting information.

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If applying yourself: Write your name and date to confirm you've read and understand the Privacy Statement	Please write your name and date to confirm you've read and understand the Privacy Statement
If applying for someone else: Write your name and organisation & date to confirm applicant has read & understands the Privacy Statement and consents to application	If applying on behalf of someone else, please write your name, position and organisation, and date, to confirm the applicant has read and understands the Privacy Statement, and consents to your application on their behalf
	FOR PAPER APPLICATIONS, PLEASE RETURN COMPLETED FORM TO STREYNESHAM'S TRUST, c/o The Benefice Office, St Dunstan's Church Hall, 80 London Road, Canterbury CT2 8LS FOR EMAIL APPLICATIONS, PLEASE SEND USING THE SUBJECT HEADING "GRANT APPLICATION - YOUR NAME"