**Salisbury City Almshouse and Welfare Charities**

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**GUIDANCE FOR GRANT SPONSORS ON THE COMPLETION OF**

**WELFARE GRANT APPLICATIONS**

Welfare(Relief in Need) Grants can be made to needy residents of the Salisbury area who are suffering temporary financial hardship to help them overcome their present difficulties. Grants are not given to top-up income, repay debts or to reimburse people for purchases already made. Repeat grants are discouraged. Our Charity Commission Scheme does not permit grants to be made in cases where there is an entitlement to a statutory benefit or allowance, although it does allow these entitlements to be augmented in special circumstances. It is important that sponsors check that applicants are in full receipt of all their statutory entitlements and, where this is not the case, to indicate in Part 2 of the application form what action has been taken to correct any shortfall.

Applications can be considered for household items including kitchen appliances, furniture, clothing and school uniform, beds, bedding and carpets, as well as specialist disability/mobility aids and equipment, hospital visits, removal costs and funeral expenses. It is recommended that quotations for items are provided wherever possible, but it should be noted we cannot reimburse an applicant for something that has already been ordered. The Charities encourage cost effective purchases (eg. a reconditioned washing machine with aguarantee from a reputable supplier. The Charities will require a pro forma receipt to be signed by successful applicants which must be returned, together with receipts for the item/s purchased. Failure to provide these documents may result in future applications being rejected.

**Part 1 - Personal Details**

a. Please check this section is completed correctly and in full in the presence of the applicant. The applicant’s NI number must be provided and the form signed by them.

b. Applicant’s contribution - Applicants may be able to make a contribution towards the total cost of the item required.

c. An interest freeloan may only be considered in exceptional circumstances. If a loan is requested, a suitable guarantor will need to provide a letter, on headed paper, guaranteeing that they will repay the loan in full in the event of non-payment by the applicant.

**Part 2 - Sponsor’s Justification andRecommendation**

a. This is the most important part of any application as it identifies the needs of the applicants and how best they can be helped to overcome their present difficulties.

b. The Justification should be comprehensive and provide a good amount of background information on the applicant (and their family if appropriate) and how they have arrived at their current difficulties. This will enable the Trustees to make an informed decision. The sponsor should state the reasons why the assistance or particular item is needed and how the quality of the applicant’s life would be significantly improved if it were to be provided. Information should also be given on what additional support the applicant is receiving and from whom (such as Citizens’ Advice, the Step Change Debt Charity, a money management service, medical or social workers etc).

c. The recommendation for a grant should provide the best way of helping the applicants over a difficult period and enable them to cope better with their circumstances.

d. Please give details of any other sources that have been approached for financial help, including the amounts requested and what has already been awarded. This can be useful if a high value item is required as we may be able to provide what is needed jointly with other funders.

**Part 2 - Authorisation and Payment Details**

All applications must be signed by the sponsor and countersigned by a senior colleague, giving full details of the sponsoring organisation to which any payment should be made.

NOTE: CHEQUES CANNOT BE MADE PAYABLE TO THE APPLICANT OR ANY OTHER INDIVIDUAL.

**Part 3 - Weekly Income and Expenditure/Savings and Outstanding Debts/Arrears**

We need to have the fullest possible information about the applicant/s and their household finances, weekly income and expenditure. Our resources are limited and we can only provide help to those most in need.

a. This should be completed in full by the applicant in the presence of the sponsor if possible. Ensure the figures are correct and that the totals are accurate. Please state if an expense item is payable monthly or four-weekly rather than weekly. All benefits received must be itemised.

b. Ensure the totals of weekly income and expenditure fully reflect the applicant’s financial circumstances realistically and sensibly.

c. If it appears the expenditure exceeds their income, this should be noted in Part 2 with an explanation of what is being done to correct this.

d. If it appears that an applicant’s income easily covers their expenditure, please explain in Part 2 why they are in need of a grant or an interest free repayable loan.

1. Debts should be itemised to show: • The original amount borrowed

 • From whom it was borrowed

 • What it was for/why it was borrowed

 • The amount outstanding

 • The weekly repayments

**General**

The Trustees meet to consider all applications on a monthly basis. However, if an application requires further clarification, is in an unacceptable form, illegible, or is considered to be of a low priority we will contact the sponsor prior to consideration. All Welfare Grants from the Charities are discretionary and subject to level of funds available. There is no automatic entitlement to a grant and all cases are assessed on an individual basis. The Trustees’ decision is final. No correspondence will be entered into with unsuccessful applicants

By signing the form, the applicant confirms that the information provided is complete and correct and that further information will be provided if requested. By signing the form, the sponsor confirms that, to the best of their knowledge, all the information provided is true and accurate, and that they are responsible for ensuring that the grant monies will only be used for the intended purpose.

**Data Protection**

The application and any further information provided will be kept in our filing system (in paper and/or electronic form). Details of applications and any subsequent information will be recorded on our computer system, together with details of any subsequent correspondence and/or grants awarded. We may disclose personal information as necessary to third parties who supply goods or services to applicants as part of the grant making process or similar. We may also disclose information to third parties where necessary to comply with applicable laws and regulations and/or for the purposes of obtaining professional advice (e.g. legal advice).

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