

## Grants Guidance Notes

Grants are made to people who are in need and live in the town of Guildford. The area we cover is shown on our website - [www.guildfordpoylecharities.org](http://www.guildfordpoylecharities.org). Grants are given in the form of cheques or vouchers for suppliers with which we have arrangements, or a cheque made out to the agency which referred you.

### What you can apply for

We can give grants for things such as:

- Kitchen items and appliances
- Second-hand furniture
- Household items
- Baby equipment
- Clothing
- Second-hand computers
- Holiday playschemes

These are just examples – other things will be considered but please contact us to check if you are unsure. Grants are not usually given for basic items such as food, rent, utility bills, debt or arrears.

### References

Your grant application is more likely to be successful if it is supported by a letter from a professional (for example a health visitor, social worker, home school link worker or housing support officer) who knows your circumstances; we may contact them to discuss your application. They may also apply on your behalf.

### Data Protection

Guildford Poyle Charities stores the information you give us securely and will use it to help assess any future grant applications; we will destroy it 6 years after the last contact with you.

We will not disclose your information to anyone else without your signed consent.

### Information for Referees

In order to help us understand whether a grant has had the intended effect and helped your client to move on we may contact you for an evaluation 3 months after any award.

Guildford Poyle Charities, 208 High Street, Guildford GU1 3JB  
Telephone/Fax: 01483 303678  
E-mail: [admin@guildfordpoylecharities.org](mailto:admin@guildfordpoylecharities.org)  
[www.guildfordpoylecharities.org](http://www.guildfordpoylecharities.org)

## Grant Application

Please answer all the questions on **both** sides of this form

Title	First Name	Last Name
Address		
Post code		E-mail address
Telephone number		Date of birth
Do you live in a House <input type="checkbox"/> Flat <input type="checkbox"/> Bed-sit <input type="checkbox"/> Hostel <input type="checkbox"/>		
Is it owned by? You <input type="checkbox"/> Private Landlord <input type="checkbox"/> Housing Association <input type="checkbox"/> Council <input type="checkbox"/> Other <input type="checkbox"/>		
Are you? Married or with partner <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/>		
How many people live in your home?	Dates of birth of children	
Are you? Employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Student <input type="checkbox"/> Carer <input type="checkbox"/> Unable to work due to illness/disability <input type="checkbox"/>		If employed how many hours do you work each week?
Are any other members of the household employed or on benefit?		
If yes, please give names and relationships		
What are you applying for?		
Estimated cost		
Please give the names of any other charities applied to		

**Referee** (please see guidance notes)

Name	Job title
Telephone number	E-mail address

I confirm that the information I have given is accurate and true to the best of my knowledge. I understand that information may be shared with third parties in relation to the provision of the grant.

Signed by applicant ..... Date .....

Signed by referee ..... Date .....

Please return the completed form by e-mail or post to the address below.

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Telephone/Fax: 01483 303678 E-mail: [admin@guildfordpoylecharities.org](mailto:admin@guildfordpoylecharities.org)  
[www.guildfordpoylecharities.org](http://www.guildfordpoylecharities.org)

## Household Financial Information

Show **MONTHLY** amounts even if you receive or pay them weekly or fortnightly. If not applicable put £0.

	You	Others in household	Total
<b>What savings do you have?</b>	£	£	£
<b>Monthly personal income:</b>			
Wages (net)	£	£	£
Income Support / Job Seeker's Allowance	£	£	£
Employment Support Allowance / Incapacity Benefit	£	£	£
Tax Credits (Working / Child)	£	£	£
Universal Credit	£	£	£
Disability Living / Attendance / Carers Allowance or Personal Independence Payment	£	£	£
Child Benefit	£	£	£
Pension payments	£	£	£
Other income e.g. other benefit, child maintenance	£	£	£
<b>Total personal income</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Monthly household outgoings:</b>			
Monthly rent or mortgage (after benefit)			£
Council Tax (after benefit)			£
Gas / electricity / water			£
TV / telephone / internet			£
Debt or loan repayments			£
Food			£
Other regular payments - give details below			£
<b>Total household outgoings</b>			<b>£</b>
<b>Difference between income and outgoings</b>			<b>£</b>

Please tell us why you need a grant, for example problems with disability, sickness, relationship breakdown or unemployment