



INSTRUCTIONS FOR COMPLETING GRANT APPLICATION FORMS

1. Write clearly using blue or black ink.
2. If a question or section of the form is not relevant for you, please put "n/a" (not applicable) or enter a line in the box.
3. Check that all your income for all adults in your household is included in the income box.
4. "All adults" means persons over 18 with whom you normally live. Do not include temporary visitors. For lodgers, include their contribution to household costs in the income section (eg rent, contribution to telephone or food costs). You do not need to include the *personal* income or outgoings of lodgers unless they are a member of your family.
5. If you are paid weekly, or receive benefits weekly, multiply the amount you receive each week by 52 and then divide by 12 to get your actual monthly payment. Do the same thing for items you pay for on a weekly basis.
6. If you are paid fortnightly, multiply the amount by 26 and then divide by 12 to get your actual monthly payment. Do the same thing for items that you pay for on a fortnightly basis.
7. If you receive or make occasional payments, estimate the cost per month over the course of a year. For example, if you spend around £500 on clothing over the course of a year, divide this by 12 to get your monthly expenditure of £41.66.
8. Check that all the amounts add up to the number in the "total" box.
9. If the amount of the income total is significantly larger or smaller than the amount of the expenditure total, please briefly explain why.
10. Remember to enclose a copy of your bank statement, a pay slip, or letter setting out your benefit entitlements so that we can verify your income.
11. If you are applying for carpets or for works to be carried out at your home, please supply two written quotes from suppliers.
12. If you are applying for assistance with course fees, please supply details of the course you have applied for including the fees payable, and an offer letter from the College or course provider if you have one.
13. If you are applying for several items, please list them and indicate what you think the cost of each item will be. If you are unsure, leave the "amount requested" box empty.
14. Don't forget to sign and date the form, and to stamp the envelope.
15. The Trustees meet every 6 weeks to consider General Grants and approximately every 3 months to discuss Educational Grants and Pensions. You will be notified of the outcome of your application usually within one week of the meeting.