



The Magdalen & Lasher Charity

Unit 27, The Innovation Centre, Highfield Drive
St Leonards-on-Sea, East Sussex TN38 9UH
E-mail: admin@mandlcharity.org.uk

Reg. Charity No 211415 & 306969

GRANT APPLICATION FOR AN INDIVIDUAL

PLEASE READ THE NOTES AT THE END OF THE FORM BEFORE COMPLETION.

SPONSORING AGENCY DETAILS (IF APPLICABLE)

Agency Name: _____ Contact Person: _____

Address: _____

_____ Tel: _____

Email: _____

APPLICANT'S DETAILS

Full Name: _____ Date of Birth: _____

Tel No: _____ Type of accommodation: **(tick one ✓)**

☐ Homeowner ☐ Privately Renting ☐ Housing Assoc Tenant ☐ Supported Accom ☐ Homeless

Applicant's Address & Postcode: _____

Is the Applicant: ☐ Employed (full or p/t) ☐ Job-seeking ☐ Registered Disabled ☐ Retired

☐ In education (full or p/t) ☐ Not working due to caring/parenting role ☐ Other (please detail).

Have you lived in the Borough of Hastings for the past three years? YES ☐ NO ☐ (*see note 1*).

Date (month/year) applicant moved into the above address: _____

Please list all addresses and dates where the applicant has lived for the past **three years**

Address:

Dates lived at this address:

Full names & dates of birth of **all others (adults & children)** living permanently in the same household. *Do not include visitors:*

DETAILS OF GRANT BEING APPLIED FOR

What would the Grant be used for? (eg furniture) _____

How much is being requested? £ _____

Please attach a written quote from supplier/tradesperson if the application is for carpets or works to your home.

What are the reasons for this application? *(Continue on separate sheet if necessary)*

If you are awarded a Grant, payment will be by cheque to the supplier of the goods or services or to an organisation only, NOT to the applicant personally. Please provide the name of the supplier or organisation to which any cheque should be payable:

Have you applied to this or any other Charity / Social Fund in the past three years? If so, which?

NOTE: Incomplete or unclear forms will be returned to the Applicant for further information.
I declare that the above particulars are true.

.....
Applicant's signature

.....
Sponsoring Agency signature (if applicable)

.....
Date

.....
Date

NOTES – TO BE READ BEFORE COMPLETING FORM

1. **To be eligible for a Grant, applicants must have lived in the Borough of Hastings for the past three years.**
2. Applications by individuals will normally be considered only if supported by a recognised sponsoring agency.
3. Applications for grants of up to £500 may be considered by the Chairman – usually within 28 days. Larger applications up to £2,000 are considered by the Grants Committee which meets approximately every 6 weeks. The Main Board of Trustees which meets quarterly will approve any Grant award of over £2,000. An application should always be accompanied by any relevant papers or invoices which will be needed to facilitate a decision.
4. All applications are means tested. **All adults living in the household must include on the form their income, expenditure, full name and date of birth.**
5. The Trustees employ the services of a Visitor who they may ask to call on the applicant to verify the circumstances of the application.
6. Payment of any grant will usually be made to the sponsoring agency or the supplier of goods/services, who will be responsible for ensuring that the grant is spent only for the authorised purpose. **A receipt for the grant should always be sent to the Trustees.**