

INSTRUCTIONS FOR COMPLETING GRANT APPLICATION FORMS

Before filling out the form:

- Check that **you are eligible** for a grant. You must have been living in the Borough of Hastings for at least three years, and be resident in the Borough now.
- Check that your **application is for an eligible item or purpose** (see overleaf for the list of purposes for which the charity will **not** award a grant).

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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. If someone is in receipt of disability payments, please indicate who in the family/applicant group is disabled.
 11. For **works** to be carried out at your home, you will need to supply a written quote on headed paper from an appropriate contractor. If you are applying for **carpets** please supply a written quote from **Kiley's Carpets** 107 Sedlescombe Rd N, Hastings, St Leonards on Sea TN37 7EJ (tel 01424 438 032). **The maximum grant award for carpet is for ONE ROOM only.**
 12. Tenants of Optivo properties seeking domestic appliances and white goods should apply in the first instance to Optivo, which operates a rental scheme for these items.

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. If you are applying for a cooker, please state whether this is **electric or gas**.
15. If you are applying for assistance with course fees, a bursary or other educational grant, this should be submitted on an **Education Grant** application form. You will need to 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.
16. Don't forget to sign and date the form and check you have answered all the questions and supplied any additional documentation required. Please **stamp the envelope with sufficient postage. Incomplete or improperly completed forms will be returned for amendment.**

What happens next?

- 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.
- Grants are (with very few exceptions) payable to a supplier of goods or services and not direct to the applicant.

Grants are not made for the following:

Purchase of minibuses, cars etc.

Improvements and repairs to properties owned or rented by the applicant, other than in exceptional circumstances. This includes fences, gardens, driveways, and outbuildings.

Legal fees or passport applications.

School fees for children aged under 18. [Note: college/course fees and bursary applications should be submitted on the appropriate form to the Education Committee. See No.15 above.]

Repayment of debts or loans, or payment of fines or other legal penalties.

Reimbursement of expenditure already incurred (exceptions may be made in the case of emergencies).

Rent, mortgage payments or rental deposits.

Funeral expenses (other than for costs of attending a funeral).

Open-ended commitments such as club/society membership fees, driving lessons, or salaries.

Non-essential elective surgery; alternative therapies; private medical treatment or therapy.

The Charity does not and cannot make loans as we are not registered as a Lender by the FCA.

NOTE: The remainder of any Grant not used or claimed, in whole or in part, within ONE YEAR of the date of award will be written off.



Reg. Charity No 211415 & 306969

The Magdalen & Lasher Charity

Old Hastings House, 132 High Street, Hastings, East Sussex TN34 3ET

Tel: 01424 452646 Fax: 01424 438475 E-mail: mlc@oldhastingshouse.co.uk

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: _____

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

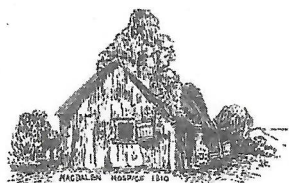
.....
Sponsoring Agency signature (if applicable)

.....
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.**



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Old Hastings House, 132 High Street, Hastings, East Sussex TN34 3ET

Tel: 01424 452646 Fax: 01424 438475 E-mail: mlc@oldhastingshouse.co.uk

FINANCIAL DETAILS

YOU ARE STRONGLY ADVISED TO READ THE ACCOMPANYING INSTRUCTIONS BEFORE COMPLETING THE FORM.

A COPY OF YOUR LATEST BANK STATEMENT AND EVIDENCE OF INCOME MUST BE SUBMITTED WITH THIS FORM.

Full Name:

Address & Postcode:

Telephone No:

Date of Birth:

MONTHLY INCOME

Please include income for ***ALL ADULTS*** living at the above named property at the time of the application:

	£	
Income Support / Jobseekers Allowance		per month
Disability Allowances (indicate recipient)		per month
Housing Benefit		per month
Council Tax Benefit		per month
Working Tax Credits		per month
Child Tax Credits		per month
Child Benefit		per month
Other state benefits		per month
Universal Credit		per month
Pension(s) including State Pension		per month
Wages from employment (after tax)		per month
Any other income (state source of this)		per month
TOTAL	£	

MONTHLY EXPENSES

Please include expenses for **ALL ADULTS** living at the above named property at the time of the application:

£	
Rent or mortgage repayments:	
per month	
Are you a: Home-owner <input type="checkbox"/> Tenant <input type="checkbox"/> Lodger <input type="checkbox"/> Tick one box ✓	
Council Tax	
per month	
Water Rates	
per month	
Utilities (gas and electric)	
per month	
Telephone / Mobile / Internet / TV	
per month	
House Insurance /other insurance	
per month	
Motor Costs / Travel costs (bus/taxis/train)	
per month	
Food (not including tobacco or alcohol)	
per month	
Loan repayments (include formal loans eg from a bank or credit union, and informal loans from friends or family)	
per month	
Any other expenses (please provide full details)	
per month	
TOTAL	£

NOTE: Incomplete or unclear forms will be returned to the Applicant for further information.

SAVINGS

Please include savings for **ALL ADULTS** living at the above named property at the time of the application:

£	
Cash including money in Banks, Building Societies and National Savings	

I declare that the above particulars are true.

..... Signed Date
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PLEASE INCLUDE A COPY OF YOUR LATEST BANK ACCOUNT STATEMENT AND EVIDENCE OF YOUR INCOME WITH THIS FORM.