

Grant Application Guidelines



Manchester district nursing
Children's relief in need
Relief in need

www.reliefinneed.co.uk

Please note that an application to any of the Trusts is an application to them all. Individual Applicant Guidelines. Please read before completing an application

Who may apply?

Please check the following criteria of the group of Trusts. If your client(s) meet any of these criteria then please continue reading the guidelines on how to then complete and submit an application. Applies to all the Trusts:

- Applicants must be in financial need and unable to provide the items themselves.
- Applicants must have legal status to live in the UK or prove that this is in process.
- Applicants must not have received a grant in the last 12 months from any of the Trusts.

Manchester Relief In Need:

- Residents must live in one of the 32 wards of Manchester.

Manchester Children's Relief In Need:

- Residents must live in one of the 32 wards of Manchester.
- Beneficiaries must be under 25 years of age.

Manchester District Nursing Fund (Including The Levenshulme Trust for the Relief of Sickness and Suffering):

- Residents must live in one of the 32 wards of Manchester, one of the 20 wards in Salford or Trafford.
- Applicants must be in financial need and have a medical condition or be recovering from a condition which impacts on their ability to provide the items requested for themselves.

What do we support?

- Trustees are flexible in what they award a grant for. The need must be specific and a grant must help to alleviate the effects of poverty.
- Specific items may include for example a household item, essential clothing or equipment, or help with funding towards purchasing furnishings for a new or existing tenancy.
- The request for funding must help the person(s) making the claim in an identified manner.

What can we not support?

- Residents based out of the geographical areas detailed above.
- Grant requests to pay rates, council tax, taxes, fines or other public costs.
- Grant request towards utility bills, for example electricity and gas
- Grant requests towards mortgage costs.
- The Trustees do not award grants towards funeral costs or memorials.
- Fund items for residences other than where the claimant lives.
- The Trustees do not generally provide the same item to an applicant more than once.

Submitting an Application

- Applications must be completed by the support worker who is working most closely with the client. This can be a Social Worker, Health Visitor, or any other professional from a statutory or voluntary organisation. Any award is expected to be used as part of a plan to improve the applicant's situation.
- It is assumed that the sponsoring agency will have given consideration to other sources of help including specialist charities and statutory monies where appropriate. You must demonstrate that the need derives from particular

circumstances and indicate how effective the assistance is likely to be in averting future crises.

- Applications must be typed. Blank forms are available to download from the website.
- Completed applications and supporting papers should be emailed to **grants@reliefinneed.co.uk** for consideration at the next Trustees' meeting.
- Please do share the form and guidelines with all your colleagues.
- Please complete ALL sections of the form, including full details of the names and date of births of all household members. Where families have an absent parent, details of any additional financial support must be provided. If a parent is not providing this support, an explanation must be given.
- The income and expenditure must be consistent, comprehensive and accurate. Any large difference between the income and expenditure must be explained in your report. Debt instalments must be included and correspond to the information given in the 'Debts' section including loan amounts and sources. Where it is a loan, please indicate for what purpose the loan was used.
- The client name should only be mentioned in the application twice, under applicant section and finances. If the applicant's name is mentioned in the text, the application will be returned.

The Report Section

- Use the subheadings in the report section as a guide but please keep information relevant to the applicant's current need.
- Please take your time to complete the report section as this provides the Trustees with the most important information in helping them to reach an informed decision. You may continue this on a supplementary sheet if needed but please keep the information succinct and on point.
- ***Background / Brief History:*** Include any historic family details which are relevant to the family or person now. Trustees do not require a full family history.
- ***Current Circumstances:*** Briefly summarise the applicant's personal circumstances and status which has resulted in their need for assistance at this time. Include details about their financial circumstances where these require a further explanation, for instance if they have significantly more income than expenditure or alternatively how they may be funding a shortfall in income each week or month. Explain any legal or health issues which currently impact the applicant's ability to provide for themselves.
- ***Help Requested:*** Explain what items are requested and give guarantees where appropriate that items will be taken to a new property for example if the applicant is due to be re-housed. Trustees are unlikely to provide a household appliance without such an assurance.
- ***Impact this help will have:*** Explain what benefit this award would make to the applicant.
- ***Wider Support in place:*** Include any other information which you may think pertinent to the application including details of other agency involvement and any ongoing support plans for this person or family.

- **Your organisation and role:** In no more than 1 or 2 sentences explain your role, organisation and involvement including how long you have supported the applicant.
- The Trustees have a number of preferred suppliers for many general items but the sponsor must provide quotes in writing for any unusual or specific requests.

What Happens Next

- Check the application form is complete and then (e)sign and date it. The Trusts have limited resources and so cannot chase for missing information. Incomplete forms will be returned to the sponsor. This could delay any potential support.
- Attach any additional information such as supplementary report sheets or quotes for costs.
- Email it to the Trusts' Secretary as detailed on the form. Applications must be received by the 15th of the month to ensure the Trustees can consider the request that same month.
- All information contained in the application is treated as confidential.
- The Trustees' decisions are final.
- The Trustees may recommend you seek assistance for a particular request from an alternative agency. You would be advised of any such recommendations directly after the Trustees have met.
- You must **not** give out the names and telephone numbers of any Beyond Profit staff to your clients.
- Cheques are only ever made payable to the provider of the goods requested and are not made retrospectively. Please do not ask for cheques to be made payable to your clients or your organisation.
- You are responsible for ensuring that grants are used only for the purpose agreed by the Trustees and for ensuring that receipts are provided, if requested.

Please return the completed application form by email to:

[**grants@reliefinneed.co.uk**](mailto:grants@reliefinneed.co.uk)