

## **INDIVIDUAL FUNDING PROGRAMME APPLICATION GUIDELINES**

Applications to St John's will only be accepted if submitted by referral partners via the online portal. Applications are not accepted directly from individuals looking for support. Referral partners are approved by the funding team; these include charities, health professionals, local authority and other third sector organisations.

### **HOW TO REGISTER AS A REFERRAL PARTNER**

To register as a referrer, please visit [www.stjohnsbath.org.uk/funding-support](http://www.stjohnsbath.org.uk/funding-support) and click 'Apply Now' to register as a user of our Funding Portal and access the application form. You will be sent a link to set your own password which will give you access to your own secure area of the applications system through which you can submit applications.

### **EVIDENCE OF CLIENT'S INCOME AND EXPENDITURE**

We need to see evidence of the client's income and expenditure uploaded with the application. This can be in the form of one or more of the following documents:

- Universal Credit screen shots
- and/or Bank statements & Benefit Statements

If we are to pay utilities arrears, rent arrears or any other bill we will need to see:

- Copies of bills (ie Council Tax bill or utility bill)
- Rent statements
- Other bills (documentation must contain payee information to accompany a cheque)

Income & Expenditure boxes must be completed with monthly figures. Disposable monthly income should ideally be less than £215 per month, but we can accept a higher figure in certain circumstances.

Previous financial assistance from St John's within the last 3 years is checked. Any sum already awarded will be deducted from their allowance. We cannot fund the same item more than once.

### **HOW TO COMPLETE AN APPLICATION**

There are five sections to complete an Individual Application Form, these are:

- 1. APPLICANTS**
- 2. APPLICANTS ADDRESS**
- 3. APPLICANTS CIRCUMSTANCES**
- 4. IMPACT**
- 5. APPLICANTS FINANCIAL CIRCUMSTANCES**

**Please note:** All mandatory fields must be completed and the relevant documents uploaded before submission, or the submission process will fail. However, you can 'Save For Later' if you do not have all the documents at hand.

### **1. APPLICANT(S)**

Please give details of all those living in the household including children and other dependants, starting with the main adult.

### **2. APPLICANT(S) ADDRESS**

Complete the current address details. If they are moving, click on the 'Add New Address' button and enter the details of the address they are moving to and the date of the move.

### **3. APPLICANT(S) CIRCUMSTANCES**

Q1. In order for us to be able to make an informed decision we need all the relevant information so please complete the form as fully as possible. Please explain the difficulties faced by the applicants, the reasons for needing the grant and how it will benefit them. Failure to do this will result in a delay to processing the application.

Q2. Please list the help required. This needs to be kept concise (any explanation should have been addressed in the previous question).

List items in order of priority as we may not be able to help with everything requested.

We have regular suppliers for household goods so please just list the type of item required in this case. Eg. Cooker, carpets, wardrobe, curtains x4 etc.

For payment of arrears or services please upload a copy of account or bill which includes payment details. The document upload facility is in the 'Applicant(s) Financial Circumstances' section. Payment will be made by cheque or BACS directly to the supplier. We do not make payments to the recipients of the funding.

### **4. IMPACT**

We have identified areas of need within our community and this is something we hope to address through our grants programmes. It is helpful for us to identify which social issues are being addressed and we have therefore asked you to identify those that apply to the applicant/s. You must select at least 1 but can select up to 3. We realise there may be more than this but please select the 3 most relevant.

### **5. APPLICANT(S) FINANCIAL CIRCUMSTANCES**

List income from everyone living in the household, including partners and children if relevant. This should include wages, benefits, maintenance, contributions from adult children/lodgers etc.

**Important** - You **must** also include proof of income such as a recent bank statement or benefits statements. Please also ensure that the Income and Expenditure boxes are completed with monthly amounts, and that the income/benefits figures match the income on the uploaded statements. If there is a bill to pay, this must be uploaded too.

**Failure to do this may result in an application being declined.**

If you have any questions about completing our application form please do not hesitate to contact our Funding and Impact Officers on 01225 486452 or 01225 486407, email [grants@stjohnsbath.org.uk](mailto:grants@stjohnsbath.org.uk)