

ST JOHN'S FOUNDATION – INDIVIDUAL FUNDING PROGRAMME
GUIDANCE NOTES FOR APPLICANTS

If you have any questions about completing our application form, please do not hesitate to contact our Funding Officers:

Tel: 01225 486452 or 01225 486407

Email: grants@stjohnsbath.org.uk

There are five sections to complete an Individual Application Form:

- 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 the client is 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 support and how it will benefit them. Failure to do this will result in a delay to processing the application.

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

Please 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. Cooker, carpets, wardrobe, curtains 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 support.

4. IMPACT

We have identified areas of need within our community and this is something we hope to address through our funding 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.

Supporting documents

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 and Benefit Statements

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

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

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 provide the relevant supporting documents may result in your application being declined.