

ST JOHN'S FOUNDATION – CRISIS FUND

GUIDANCE NOTES

If you have any questions about completing our application form please do not hesitate to contact our Funding Officers on 01225 486452 or 01225 486407, or email grants@stjohnsbath.org.uk

There are five sections to complete in the Crisis Fund Application Form. These are:

- 1. APPLICANT(S)**
- 2. APPLICANT(S) ADDRESS**
- 3. APPLICANT(S) CIRCUMSTANCES**
- 4. IMPACT**
- 5. APPLICANT(S) 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 applicant(s), 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 required 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, e.g. cooker, washing machine, carpets, wardrobe, etc.

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

4. IMPACT

We have identified areas of need within our community and this is something we hope to address through our Crisis Fund. 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 one, but can select up to three. We realise there may be more than this but please select the three 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 benefit 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 also be uploaded.

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