

## St John's Foundation

### Crisis Programme Application Guidance Notes

If you have any questions about completing our application form, please contact our Funding Officers on 01225 486452 or 01225 486407 or email [grants@stjohnsbath.org.uk](mailto:grants@stjohnsbath.org.uk).

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' and return to your draft application 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**

Please 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**

In order for us to be able to make an informed decision we need all the relevant information about the individual or family's circumstances and the kind of help they require, so please complete the form as fully as possible. Failure to do so will result in a delay to processing the application.

In this section we ask you to:

- Explain the difficulties faced by the applicant(s), the reasons for needing support and how it will benefit them;
- List the help the applicant requires. List items required in order of priority as we may not be able to help with everything requested. Please note, 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 and so on);
- Tell us whether your client has applied to the local Welfare Support scheme;
- Provide details about their housing situation.

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.

Please note we do not make payments to the beneficiaries of the funding.

#### **4. IMPACT**

It is helpful for us to identify which social issues are being addressed through our funding 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.

We also ask you to answer questions on:

- The status of the family
- Your ongoing contact with the main beneficiary
- Whether or not we may contact the beneficiary directly in the future if their application is successful

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

The monthly household income and expenditure figures you provide are used to calculate a 'disposable monthly income' figure - the amount which remains when the total essential monthly expenditure is deducted from the total monthly income.

In order to be considered eligible for support, the overall monthly disposable income of the household should not exceed:

- £250 for a household with no dependent children
- £275 for a household with up to two dependent children
- £300 for a household with three or more dependent children

This can be flexible at the Funding team's discretion if the family is larger or has some other extenuating circumstances.

### **INCOME**

When providing details about monthly household income, please list income from everyone living in the household, including partners and children if relevant. This should include:

- Wages
- Benefits
- Maintenance payments
- Contributions from adult children/lodgers
- Any other income coming into the household

### **EXPENDITURE**

Please provide details of the total essential monthly expenditure of all adult members of the household. Essential expenditure may include:

- Rent or mortgage payments
- Utility bills or meter payments
- Council tax
- Food and essential toiletries
- Essential clothing
- Mobile phones
- Internet
- TV licence
- Essential public transport
- Car costs (including tax, fuel, insurance, MOT and maintenance)
- Essential childcare costs

The following items are considered non-essential expenditure, and should typically be disregarded from the disposable monthly income calculation:

- Alcohol and tobacco

- Entertainment streaming services (such as Netflix, Amazon Prime, Spotify etc)
- Games consoles
- Hobbies, leisure and sports (except where the costs are essential to the individual, such as for physical rehabilitation, or if the activities form part of a child's social and emotional development)
- Haircuts and other 'personal' costs
- Pocket money for children
- Lottery
- Gifts
- Costs associated with pets (including pet food, vets' bills, insurance etc)

### **SUPPORTING EVIDENCE**

In order for us to process the application you must provide the following evidence of household income:

- A recent bank statement
- A recent benefits statement (if applicable)

Failure to provide this evidence may result in the application being delayed or declined.