**Hertfordshire Children’s Fund**

**Application Form**

Before completing this application form, please tick this box to confirm you have read an understood the Hertfordshire Children’s Fund Guidelines and the Terms and Conditions

*All of the blue boxes are compulsory – if they are not completed the application will be rejected.*

*Please rest assured, all information submitted will be kept in the strictest confidence.*

Once complete please submit by email to [grants@hertscf.org.uk](mailto:grants@hertscf.org.uk) or

By post to Hertfordshire Children’s Fund, Hertfordshire Community Foundation, Foundation House,

2-4 Forum Place, Fiddlebridge Lane, Hatfield, AL10 0RN

**Section 1 – Referring Organisation**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Organisation |  | | |
| Address |  | | |
|  | | |
| Town |  | Postcode |  |
| Website address: |  | | |
| Charity No (if applicable) |  | | |
| Bank account name: |  | | |

**Section 2 – Referrer Contact Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First Name |  | Surname |  |
| Position |  | | | Staff or volunteer |  |
| Team Name (if appropriate) |  | | | | |
| Office telephone |  | | Mobile |  | |
| Email |  | | | | |
| Name of Line Manager |  | | Line Manager Contact No |  | |

|  |  |
| --- | --- |
| Have you made an application to the Hertfordshire Children’s Fund before | YES/NO |
| If not, how did you hear about the Hertfordshire Children’s Fund? | |
|  | |

**Section 3 – Applicant Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of applicant(s) |  | | | |
| Home Address |  | | | |
| Post Code: |  | | | |
| Home Phone Number |  | Mobile | |  |
| Mobile |  | | | |
| Details of children: | Name | | Date of Birth | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
| Is there anyone else living in the household? If so, please give details below: | | | | |
|  | | | | |

|  |  |
| --- | --- |
| Have any of the family ever been in care | Yes/No |
| If yes, please give more information below | |
|  | |

**Section 4 – Item(s) Requested**

Hertfordshire Children’s Fund grants are up to a maximum of £300. Wherever possible, we prefer to fund the total cost of an item(s) but will consider making a contribution to a larger item if required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Make and model** | **Supplier** | **Price** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total cost** |  |
|  |  | **Amount needed from HCF** |  |

|  |
| --- |
| **If requesting a contribution towards a larger item, please give details of where the remaining funding will come from and if it has been secured at the time of application** |
|  |

**Section 5 – Financial Information**

Please complete the below Income and Expenditure Chart, including income from all members of the household and being as accurate as you can.

**PLEASE ENSURE ALL FIGURES ARE WEEKLY OR MONTHLY – NOT A COMBINATION OF THE TWO**

|  |  |  |  |
| --- | --- | --- | --- |
| **Income** | **£** | **Expenditure** | **£** |
| **Earned Income:** |  | **Housing Costs:** |  |
| Wages |  | Mortgage |  |
| Maintenance/CSA |  | Rent (after any housing benefit) |  |
|  |  | Council tax (after any Council Tax benefit) |  |
| **Benefits:** |  | Gas |  |
| Child Benefit |  | Electricity |  |
| DLA Care - Adult |  | Water rates |  |
| DLA Care - Child |  | Building/Contents insurance |  |
| DLA Mobility - Adult |  | TV Licence |  |
| DLA Mobility - Child |  |  |  |
| Employment Support Allowance |  | **Living costs:** |  |
| Incapacity Benefit |  | Food |  |
| Income Support |  | Clothing/Nappies |  |
| Jobseekers Allowance |  | Satellite/cable charges |  |
| Pension |  | Mobile phone |  |
| Pensions Credit |  | Broadband |  |
| PIP - Child |  | Prescriptions / health costs |  |
| PIP - Adult |  | Recreation/Leisure Costs |  |
| Universal Credit |  | Pets (insurance/food etc) |  |
| Working Family Tax Credit |  |  |  |
|  |  | **Travel:** |  |
| **Any other income** *(please specify):* |  | Car payments |  |
|  |  | Car Tax |  |
|  |  | Car insurance |  |
|  |  | Petrol |  |
|  |  | Bus fares |  |
|  |  | Train fares |  |
|  |  | Taxi fares |  |
|  |  |  |  |
|  |  | **Debts:** |  |
|  |  | Loan repayments |  |
|  |  | Rent Arrears |  |
|  |  | Credit / store cards / catalogues |  |
|  |  | Fines |  |
|  |  |  |  |
|  |  | **Any other expenditure** *(please specify)* |  |
|  |  |  |  |
|  |  |  |  |
| **Total income** |  | **Total expenditure** |  |

**Section 6 – Supporting Information**

This is an essential part of the application. Grants are made primarily for the benefit of the children/young person so please give full details about them and the issues they are facing.

Please note - due to the number of applications received, we will not request further information or clarification, the decision will be made based purely on the information provided.

**Which child/children is the grant for and what social issues or recent crisis are they currently facing?**

|  |
| --- |
|  |

**How long have you been supporting the applicant, who referred them to your service and why?**

|  |
| --- |
|  |

**What other support is being provided/accessed (e.g. from other agencies, family, friends etc.)?**

|  |
| --- |
|  |

**How is the applicant currently managing without the item requested and how is this impacting on the well-being of the child/young person?**

|  |
| --- |
|  |

**Please explain their current financial situation and why they cannot fund the item themselves.**

|  |
| --- |
|  |

**Have any other funding sources been approached? If so, please give details of who you applied to and any known outcomes.**

|  |
| --- |
|  |

**Section 7 – Declaration**

**The referrer:**

By signing below, the referring worker confirms the following:

* I have read, understood and accept the Hertfordshire Children’s Fund Guidelines and Terms and Conditions
* That the information provided is accurate to the best of my knowledge and belief
* That my organisation is willing and able to receive the payment, administer the grant and provide evidence of how the money has been spent e.g. copy of receipt/invoice
* That all information submitted can be stored on Hertfordshire Community Foundation’s database in line with their data protection and confidential information policies

Name: …………………………………………………………………………………………..

Position/Organisation: …………………………………………………………………………………………..

Signature: …………………………………………………………………………………………..

Date: …………………………………………………………………………………………..

**The applicant:**

By signing below, the applicant confirms the following:

* I have read, understood and accept the Hertfordshire Children’s Fund Terms and Conditions
* That the information provided is accurate to the best of my knowledge and belief
* That all information submitted can be stored on Hertfordshire Community Foundation’s database in line with their data protection and confidential information policies

Name: …………………………………………………………………………………………..

Signature: …………………………………………………………………………………………..

Date: …………………………………………………………………………………………..

**What happens next?**

Once an application has been submitted, the referrer will receive confirmation of receipt along with an application reference number. Please make a note of this number and use it in any related communications.

Applications to the Hertfordshire Children’s Fund are considered on a monthly basis. The decision on whether to award a grant is at the discretion of HCF and there is no guarantee a grant will be made.

Once the application has been considered, the referrer will be notified of the outcome via email or letter.

**Demographic Information**

This section is voluntary, but completing it helps us to monitor the effectiveness of our work.

Please can you tell us which ethnic community the child(ren) or young person who needs help belong to?

|  |  |  |  |
| --- | --- | --- | --- |
| **White** | | | |
| British |  | Eastern European |  |
| Irish |  | Gypsy/Roma |  |
| Other White |  | Traveller of Irish Heritage |  |
| **Mixed** | | | |
| Black Caribbean & White |  | Asian & White |  |
| Black African & White |  | Asian & Black |  |
| Other Mixed |  |  |  |
| **Black or Black British** | | | |
| Caribbean |  | African |  |
| Other Black |  |  |  |
| **Asian or British Asian** | | | |
| Indian |  | Bangladeshi |  |
| Pakistani |  | Other Asian |  |
| **Chinese or Other Ethnic Group** | | | |
| Chinese |  |  |  |
| Other (please specify) |  |  |  |

**Hertfordshire Children’s Fund Terms and Conditions**

**USE OF FUNDING:**

* Hertfordshire Children’s Fund grants are made for specific items and any funding awarded should be spent on those specific items only.
* Any alterations or requests to change what the grant can be spent on should be submitted in writing to [grants@hertscf.org.uk](mailto:grants@hertscf.org.uk). Only if you receive written confirmation with approval for these changes can you make any variation in spend or duration of the grant.
* Referrers/applicants are to inform Hertfordshire Community Foundation as soon as possible if they receive funding from another source for the same items as the HCF grant.
* HCF cannot fund any items that have already been purchased. The grant should not be used to reimburse families who have already paid for the items requested.
* Any portion of the grant not used for the purposes specified, or unspent by the end of the grant period must be returned to HCF.
* No items funded by the Hertfordshire Children’s Fund should be sold on or disposed of within their working life.

**ADMINISTRATION AND MONITORING:**

* By submitting the application, the referrer confirms that their organisation is willing to administer and supervise the grant including receiving payment, purchasing the goods on behalf of the applicant and providing HCF with proof of purchase.
* Payments will be made to the referring organisation. We will not make payments to the individual applicants. If the referring organisation is unable to receive payment for the item, a cheque may be made payable direct to the supplier but the referrer/organisation will still be responsible for administering the grant and providing proof of purchase.
* Referrers must confirm:
  + Receipt of funds within two weeks of the payment being made
  + Proof of purchase (e.g. copy of receipts/invoices) as soon as the items have been purchased and within two months of the payment being made at the latest.
* Referrers can only have one active application at any one time. Further grant requests will not be processed until monitoring for previous grants have been submitted.
* Failure to submit sufficient monitoring without a satisfactory explanation will affect the success of future applications.

**DATA PROTECTION & CASE RECORDS**

Much of the information that you have provided in this form is personal data as defined by the Data Protection Act 1998 (the 1998 Act) which places certain obligations on us to protect your personal data when it is in our control and only use it for specified purposes. Hertfordshire Community Foundation will process the Personal Data of the referrer, applicant(s) and any children for whom a grant application is made for the following purposes:

* administering your application for a grant or grants
* maintaining records of the application and any awarded grants
* keeping you informed about the activities of Hertfordshire Community Foundation;
* as a case study to show how the Hertfordshire Children’s Fund can assist others, in such cases we will consult with you in advance and will not use names/locations without the grant recipients express permission.
* confirming that the information supplied is accurate
* monitoring the demographic information of grant applicants

Personal Data may be retained by the Trustees whether or not a grant is made and, if a grant is made, following the end of the grant period.

The data will stored securely and will not be shared with any third parties.

**DISCLAIMER:**

* The items funded by this grant are chosen and sourced by the referrer/applicant. As such, Hertfordshire Community Foundation will, under no circumstances, be liable for damage, injury or loss of any kind whatsoever to any property or persons occurring as a result of items purchased with Hertfordshire Community Foundation funding.