

Small Grants Programme Guidelines & Application Form

The Wimbledon Guild of Social Welfare is one of the most active local charities in the UK. Independent since 1907, it grew out of the Charity Organisation Society, which dates back to 1870. It exists to support those in need, primarily in Wimbledon but can extend to other parts of the borough. The Guild responds to issues and demands as they arise, and offers a range of services and activities to the community.

The Casework Committee

The Casework Committee of the Guild meets regularly to discuss the allocation of funds which are held and administered by the Guild. Some funds are specifically for people residing in Wimbledon, whilst others cover the whole of the borough of Merton. Funds are limited, so in order that the grants are given to those whose need is the greatest, the committee must have the relevant information about the applicant.

The Committee is composed of members of the Guild, its staff, and representatives of various agencies in the locality such as the CAB, Education Welfare and Social Services. The information required will be discussed in that meeting, but will remain confidential to that committee, unless prior permission to approach other funding agencies is obtained from the applicant.

Applications may be made by individuals or by their social / health worker etc with their consent. Applications must where possible be supported by a care professional (whose name and contact details should be included on the form) or by the Guild's social worker.

Guidelines for small grant applications

The Guild grants programme is designed to assist people who are in need and have exhausted all other avenues of help; grants are generally modest (up to about £250 for white goods and about £75 for school uniforms). The committee may, also, approve a contribution towards a larger request providing that balances are forthcoming from other funders. Examples of recent awards include replacement cookers, children's clothing, essential school field trips etc.

The Guild frequently has available donated second hand goods which can be offered to people in need via the same application form.

1. Please note that there is a considerable demand for grants and it is therefore vital that you give us all the relevant information regarding an application so that we can prioritise the allocation of funds.
2. Funds are only available to residents of the LB Merton. At any given time, specific funds will be restricted to particular areas or needs. That may limit our ability to help.
3. It may help us to access funds if the applicant has been directly involved in or is a dependent or a descendent of someone connected to a war effort (e.g. WW2, Falklands, and Iraq) or in the case of WW2 a reserved occupation such as teaching, fire-fighters etc.
4. Similarly it may help if the applicant or a related beneficiary has a breathing disorder.

5. Continuing funding including on-going debts and arrears will not be considered nor will improvements to Council and privately rented property.
6. Grants will not normally be given to anyone who has been a recipient in the previous year.
7. All other sources of statutory funding and assistance (Social Fund or Community Care Grant, etc.) must have been explored and why help is unavailable detailed on the application form.
8. Supporting care workers etc. should provide a letter detailing their involvement, the applicant's circumstances e.g. degree of vulnerability/social exclusion and the reasons why they support the application. Please include evidence of financial situation such as relevant bills, benefits and bank statements.
9. We need the exact cost and source of items and if appropriate a list of second hand goods required.
10. The Committee meets on a bi-monthly basis and application forms should be submitted in good time, at least a week before the date of the next meeting. Please note dates of meetings on the Guild website: <http://www.wimbletonguild.co.uk/grants.htm>
11. Cheques will normally be made payable to the supporting organisation e.g. charity or social services.

Application Form

The following information is **Private and Confidential**
(please complete all sections)

Personal Details					
Title:		First Name:		Surname:	
Address:					
				Postcode:	
Tel No:			Mobile No:		
Marital Status:					
DOB:					
Accommodation Details					
Council		Privately Rented		Owner Occupied	Other: Please state
Others in Household					
Name	Age	School/Occupation		Relationship	
Finance					
Please submit either <i>Weekly</i> or <i>Monthly</i> and ensure all figures conform to this.					
Total Income:			Total Expenditure:		
Weekly/Monthly Income	£		Weekly/Monthly Expenditure	£	

Wage/Salary		Rent/Mortgage	
Child Benefit		Council Tax	
Child Tax Credits		Water	
Working Tax Credits		Electricity	
State Pension		Gas	
Occupational Pension		Food	
Income Support		Insurances	
ESA		Telephone/Mobile/Broadband	
Incapacity Benefit		Television (Rent/Licence)	
Housing Benefit		Car/Travel expenses	
Disability Living or Attendance Allowance		HP/Catalogue/Other Arrears	
CarersqAllowance		Rental Arrears	
Other Benefits		Mortgage Arrears	
Other Income		Council Tax Arrears	
		Loans	
		Other	
TOTAL:		TOTAL:	

Please submit copies of bank statement, Benefit letters, Tax Credit notification and Utility bills (see Note 8 of Guidelines).

Have all state benefits / grants been applied for in the past 12 months? (i.e. Social Fund, Community Care Grant etc.) (see Note 7 of Guidelines)	Yes		No	
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Please give details:

Have any other funders been approached?	Yes		No	
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Please give details:

Has the applicant or a close relative served in the armed forces or had a restricted occupation (e.g. Fire-fighter, Teacher etc.)? (see Note 3 of Guidelines)	Yes		No	
If yes, please state service rank and number.				
If yes, please give details.				
Has the applicant or family member who will be a beneficiary suffered from a breathing disorder? (Asthma, Obstructive airways disease etc) (see Note 4 of Guidelines)	Yes		No	
Name of family member:				
Any other information which you feel might help your application?				
Type of assistance required?				
<ul style="list-style-type: none"> • Please note grants will not be given for fixtures and fittings or rent arrears. • List all items in order of priority. • When asking for cookers, etc., please specify gas or electric. 				
Total cost:				
I/We understand that confidential information may be required and discussed at the Guild's Casework Committee Meeting. I/We agree to this on the understanding that it remains confidential to the committee.				
Signed:		Date:		

Supporting information to be completed by any involved care professional.

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Name in capital letters:

Job Title:

Place of Work:

Contact number/E-mail:

I have read and understand the Notes on Guidelines. Please tick here

Signed:		Date:	
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Please return to:

Helen Marti
Social Welfare Department
The Wimbledon Guild of Social Welfare
Guild House, 30/32 Worple Road, Wimbledon SW19 4EF

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