

# Small Grants Programme Guidelines & Application Form

Wimbledon Guild is a dynamic charity with a longstanding heritage that aims to improve the lives of people in Merton by empowering the development of mental, physical and emotional wellbeing. Wimbledon Guild provides support from the heart of the community with a range of services. These include: small grants programmes, a long-established talking therapies service, befriending, pre-and post-bereavement support and a variety of activities that encourage older people to get the most from life and live independently and confidently.

## Welfare Grant decision making

The Guild Welfare team regularly submits Small Grant Applications for approval and allocation of funds which are held and administered by the Guild. Some funds are specifically for people with certain conditions; young people or people with armed-forces connections. Funds are limited, so in order that the grants are given to those whose need is the greatest, the Welfare team must have all relevant information about the applicant.

The information required will be discussed by the Welfare Team, but will remain confidential to them, unless prior permission to approach other support 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 this professional or other key worker (whose name and contact details should be included on the form).

## 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 £300 for white goods and about £75 for primary school uniforms). The Welfare team may also approve a contribution towards a larger request, providing that balances are forthcoming from other funders. Examples of recent awards include replacement cookers, beds, children's clothing etc.

The Guild occasionally has available donated second-hand goods which can be offered to applicants via the same 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 can help us to access funds if the applicant has been directly involved in or is a dependent or a descendant 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. Continuing funding, including on-going debts and arrears, will not be considered nor will improvements to Council and privately rented property.
5. Grants will not normally be given to anyone who has been a recipient in the previous year.
6. All other sources of statutory funding and assistance must have been explored and why help is unavailable detailed on the application form.
7. Supporting key 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 (minimum one month).
8. The applicant must state the cost and source of items and whether or not second-hand goods would be considered.
9. Application forms are processed as quickly as possible. The turnaround of an application is usually within a week of the application form arriving. However, it is dependent on all relevant supporting information having been supplied and any additional enquiries having been promptly resolved.
10. Cheques will normally be made payable to the supporting organisation e.g. charity or social services, rather than to an individual applicant.
11. The Wimbledon Guild is committed to equal opportunity and applicants are encouraged to complete the statement on the final page. This will be removed on receipt and processed. It has no bearing on the decision-making process of the application itself. Data collected will be analysed for the benefit of the Guild and its funders to ensure we are reaching all sectors of Merton's population.
12. Should an application be successful, the beneficiary should expect to be contacted by the Wimbledon Guild as part of the follow up process; usually within 3 months of receipt of the grant.

### **Data Protection – to be completed by any involved care professional**

We are committed to protecting the privacy and security of personal information, in accordance with the EU General Data Protection Regulation (GDPR) and UK's Data Protection Act 2018.

We collect personal data for several reasons, including to find out and understand how applicants need support, assess their eligibility for a small grant, for equality monitoring, to work out practical ways we can help and to keep in touch.

I confirm that the applicant has been given or been read a copy of our Privacy Notice entitled '**How we use your information**' for a more detailed explanation of what information we collect, why, when we may share their information and how we store it securely.

# Small Grants Application Form

*Please complete all sections*

Personal Details					
Title:		First Name:		Surname:	
Address:					
				Postcode:	
Tel No:		Mobile No:			
Email:					
Gender:					
Marital Status:					
Religious Group:					
Year of birth:					
Accommodation Details					
Council		Privately Rented		Owner Occupied	Other: <i>Please state</i>
Others in Household & Dependents					
Name	Date of Birth	School Name/Occupation		Relationship	

## Finance

Please submit either *Weekly* or *Monthly* and ensure all figures conform to this.

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/JSA		Telephone/Mobile/Broadband	
PIP (personal independence payment)		Television licence	
Housing Benefit		Car/Travel expenses	
Disability Living Allowance		HP/Catalogue/Other Arrears	
Attendance Allowance		Rental Arrears	
Carers' Allowance		Mortgage Arrears	
Universal Credit		Council Tax Arrears	
Other		Loans	
		Other	
<b>TOTAL:</b>		<b>TOTAL:</b>	

Please submit copies of bank statements (for all current accounts), Benefit letters, Tax Credit notifications and Utility bills (see Note 7 of Guidelines).

Have all state benefits/grants been applied for in the past 12 months? (e.g. Budgeting loan, hardship payment, benefit advance) (see Note 6 of Guidelines)

Yes

No

Please give details:

Have any other funders been approached?	Yes		No	
Please give details:				
Has the applicant or a close relative served in the armed forces or had a restricted occupation (e.g. Firefighter, Teacher etc.)? <b>(see Note 3 of Guidelines)</b>	Yes		No	
If yes, please state service rank and number.				
If yes, please give details.				
Any other information which you feel might help your application?				
Type of assistance required				
<ul style="list-style-type: none"> <li>• Please note grants will not be given for fixtures and fittings or rent arrears.</li> <li>• List all items in order of priority.</li> <li>• Please be specific about items required e.g. double or single bed; gas or electric cooker</li> </ul>				
Total cost:	£			

Supporting information - To be completed by any involved care professional  
*Please remember to complete Data Protection tick box on Page 2 of application form*

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Name in capital letters:

Job Title:

Place of Work:

Contact number:

E-mail:

*Completed forms to be returned to:*

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

**Tel:** 020 8946 0735

**Direct Tel:** 020 8739 2925

**Email:** [hmarti@wimbledonguild.co.uk](mailto:hmarti@wimbledonguild.co.uk)

**Website:** <http://www.wimbledonguild.co.uk/>

# Small Grants Programme

## **CONSENT AND PRIVACY FORM (to be completed by applicant)**

We are committed to protecting the privacy and security of your personal information, in accordance with the EU General Data Protection Regulation (GDPR) and UK's Data Protection Act 2018.

We collect personal data for several reasons, including to assess your eligibility for a small grant, to find out and understand how you need support, for equality monitoring, to work out practical ways we can help you and to keep in touch.

Please refer to the accompanying sheet '**How we use your information**' for a more detailed explanation of what information we collect, why, when we may share your information and how we store it securely.

### **Your acknowledgements and consents**

- I give consent for Wimbledon Guild to use relevant health information to understand how I need support, and work out practical ways to help including assessing eligibility for a small grant.
- I acknowledge that Wimbledon Guild will also need to use my personal information (including details from this form) for the purposes of carrying out equality monitoring, and for other reasons as described in the "How we use your information" sheet.
- I give consent for Wimbledon Guild to exchange information about me (which may include health details) with other organisations involved in the activity, grants programme or service I have asked for support with. This may include support charities such as Foodbank, Citizens Advice, SSAFA, Faith in Action and Christian CARE.
- I give consent for Wimbledon Guild to exchange information about me (which may include health details if relevant) with companies delivering items purchased through this grants programme.

### **Notes about consents**

If you choose not to give us consent to use relevant health information we will not be able to assess the practical ways that we can help and whether you are eligible for a small grant.

*Please turn over*

If you choose not to give us consent to exchange information with other organisations, we may only be able to provide a more limited service to you. We may still share your details with other parties in exceptional circumstances where we have reason to believe that this will help to protect you or someone else at risk.

If you choose not to give us consent to exchange information with companies delivering items purchased through this grants programme then we will not be able to make these purchases on your behalf.

You have the right to withdraw consent at any time.

We'd like to keep in touch and want to make sure we communicate with you in the right way.

**I am happy to be contacted about:**

- The Wimbledon Guild's services
- The Wimbledon Guild's fundraising activities and events, e.g our comedy nights and our Christmas carol service.

I am happy to be contacted by:

- email
- text message
- telephone
- post

**Name:** .....

**Signature:** .....

**Date:** .....



# EQUAL OPPORTUNITIES MONITORING

*Please complete the following details*

## Ethnic Group

How would you describe your ethnic group? (Please tick)

<b>Black or Black British</b>		<b>Asian or Asian British</b>		<b>White</b>		<b>Mixed</b>	
African	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	British	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Irish	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>
Other	<input type="checkbox"/>	Indian	<input type="checkbox"/>	European	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>
		Korean	<input type="checkbox"/>	African	<input type="checkbox"/>	Other	<input type="checkbox"/>
		Pakistani	<input type="checkbox"/>	Other	<input type="checkbox"/>		<input type="checkbox"/>
		Tamil	<input type="checkbox"/>				
		Other	<input type="checkbox"/>				
Other	<input type="checkbox"/>						
Unknown	<input type="checkbox"/>						
Do not wish to disclose	<input type="checkbox"/>						