

INDIVIDUAL APPLICATION

PLEASE READ THESE GUIDANCE NOTES BEFORE COMPLETING THE APPLICATION FORM

Applicants are advised that details provided will be held on a Computer Database for record purposes. You are asked to complete the application form to establish that you are eligible to be assisted by the Fund. An applicant can request the removal of their personal information anytime after the application has been processed.

QUESTIONS 5, 9 & 10

The Fund is limited to helping residents HYTHE AND DIBDEN, FAWLEY AND MARCHWOOD, with Hythe and Dibden having first priority. Applicants are normally expected to have lived in one of these parishes for 12 months before making an application.

QUESTION 14

Service, Regimental and British Legion assistance is available to ex-service personnel and their dependants.

QUESTION 15

You should apply to all other statutory or charitable bodies which provide assistance to persons in your situation before making application to this Fund. You are advised to seek the assistance of the local Citizens' Advice Bureau if you are unsure what other assistance is available to you. The Bureau provides advice and information on many subjects – e.g. benefits, housing matters, debt counseling etc. etc.

QUESTION 16

So that the Fund may assist as many applicants as possible within the limits of its income from invested capital, Trustees will not normally grant further aid to an applicant who has received assistance from the Fund during the previous 12 months.

QUESTION 17

Savings will not exclude consideration of a grant.

QUESTION 18

You may apply to the Trustees for relief if you think your personal circumstances come within the primary objects of the Fund - the relief of hardship, need or distress as laid down by the Charity Commissioners. Successful applicants may be supplied with appropriate goods or equipment from local suppliers (please see overleaf). Such items are supplied for the personal use of applicants who must take reasonable care of them. It is unlikely the Fund will meet the cost of goods already purchased or replace items already provided within what manufacturers would reasonably expect their life span to be.

QUESTION 20

Wherever possible your application needs to be supported by someone who knows you (not a family member) and is aware of your personal circumstances. A suitable person for a medical condition would be a health visitor, therapist or other health professional, although your doctor may make a charge for this, whereas other problems might be supported by social or educational workers. If you are unable to find a suitable person to support your application, please submit it in the normal way but in such circumstances it may take longer to process your request. The Trustees are bound to make enquiries necessary to establish the validity of your application. By signing the application you are agreeing to the Charity contacting the Supporter of your application to validate the support.

QUESTION 21

Full and truthful answers to questions on the application form will give Trustees the information they need to make an early decision on whether your application can be fully or partly met. Incomplete or inaccurate information, particularly in regard to financial details, will delay consideration of your application and may even prejudice the outcome. Information supplied by you will be dealt with in the strictest confidence

WHAT NEXT

Send your completed application form to the Clerk to the Trustees of the Fund who will place it before the next meeting of the Trustees.

PLEASE DO NOT TELEPHONE THE CLERK TO CHECK ITS PROGRESS OR OUTCOME AS THIS MAY DELAY ITS CONSIDERATION. YOU WILL BE INFORMED BY LETTER AS SOON AS A DECISION HAS BEEN MADE BY THE TRUSTEES.

Your application will be fully and sympathetically considered by the Trustees. Although Trustees will try to grant in full or in part an applicant's request, its decisions are governed by the objects of the Trust laid down by the Charity Commissioners, policy issues and available funds. Decisions of the Trustees are final and discussion will not be entered into regarding individual cases. The Charity Commission Trust document creating the Fund is available for inspection by members of the public.

On occasions the Trustees may wish to meet an Applicant and therefore reserve the right to visit them at their application address.

The income of the Fund depends very greatly on the level of general interest rates in the economy; it can therefore rise or fall. Because of this successful applicants should not necessarily expect future requests to be met and similarly unsuccessful applicants should not be deterred from applying in the future. Grants must be taken up within one month, unless otherwise arranged.

If you are making an Application for Funding towards Rent and/or Deposit the Trustees will need you to provide the following information along with Bank Statements covering two recent months:-

- A letter from the Landlord confirming the address of the property, which must be within the Waterside Area and the amount of your monthly rent
- Details of all the advance payments the landlord will require
- If you are not paying the whole of the monthly rent yourself we will need information from New Forest District Council confirming the amount of Housing Benefit you will be entitled to for the new property.

Application for funding towards rent and deposit of a new property can only be considered by a full meeting of Trustees which takes place on the 4th Wednesday of each month

The Trustees are unable to make retrospective awards and therefore any payments made prior to the Trustees decision are unlikely to be approved. We would therefore encourage applicants to make sure that all parties are made aware of the date your application will be considered by the Dibden Allotment Fund Trustees.

<u>PREFERRED SUPPLIERS OF GOODS</u>	
<u>ELECTRICAL APPLIANCES</u> Expert Domestic in Holbury	<u>HOUSEHOLD ITEMS</u> Argos B & Q Asda
<u>BEDS & BEDDING</u> Bells of Hythe Argos	<u>FOOD VOUCHERS</u> Tesco
<u>FURNITURE</u> Argos Bells of Hythe Waterside Furnishings	<u>CLOTHING & SHOES</u> Asda Shoe Zone in Shirley and Southampton W J French in Bedford Place, Southampton Chance (Clarks Shop) in Lymington & Totton

DIBDEN ALLOTMENTS FUND	7 Drummond Court Prospect Place, Hythe Southampton S045 6HD		Charity Reg No 255778
1. Full Name	APPLICANT		PARTNER
2. Date of Birth			
3. National Ins No.			
4. Working? If YES please show occupation.	YES/NO		YES/NO
5. Address including Post Code & Email			
6. Is this home?	COUNCIL RENTED / PRIVATE RENTED / OWNED / LODGINGS / TEMPORARY/HOUSING ASSOCIATION/B & B		
7. How many people live there?			
8. Telephone Number			
9. How long have you lived there?			
10. If less than 5 years what were your previous addresses including Post Code?			
11. How long did you live at each address?			
12. Are you	MARRIED OR LIVING WITH A PARTNER/ SEPARATED/DIVORCED/SINGLE/WIDOWED		
13. Do you have any dependent children living with you? If YES please show:	YES/NO		
Name(s)	Age(s)	School/College or job	
14. Are you a dependent of or a member/former member of the Armed Forces? (Please see Note 14)	YES/NO		
15. Have you, or your partner asked for, or received, goods or money from the Social Fund or any other Charity? If YES when was this? (Please see Note 15).	YES/NO		
16. Have you, or your partner, previously applied to Dibden Allotments Fund? If YES when was this? Grants will not normally be made if assistance has been given during the previous 12 months. (Please see Note 16).	YES/NO		

17. Do you have any savings? If YES please show the total amount. (See note 17).	YES/NO Amount
18. Please tell us what you need AND why you need it. Please show the approximate cost of each item . (Please see note 18).	
19. Have you given details of your <u>weekly</u> income and expenditure using the attached sheet	YES/NO
20. Have you attached a Supporting Statement and two months Bank Statements?	YES/NO
21. Do you confirm the truth on all the information you have given to the Fund on this form.	YES/NO
22. How did you find out about The Dibden Allotments Fund?	
<p>22. PLEASE SIGN HERE</p> <p>By signing you agree to Dibden Allotments Fund using and storing this information provided as support to your application. Please see our Privacy Notice for further information.</p>	
DATE	

WEEKLY INCOME & EXPENDITURE

If you get or pay any items on a monthly basis please show one quarter of the monthly amount.

The Application will not be considered unless you enclose 2 months recent bank statements or Post Office Account statements to confirm expenditure and show wages and benefits received for yourself and your partner.

HOW MUCH I (& MY PARTNER) GET EACH WEEK	£	HOW MUCH WE SPEND EACH WEEK	£
Wage/Salary Self		Mortgage/Rent	
Wage/Salary Partner		Electricity & Gas	
Works Pension		Water Rates	
Attendance Allowance (AA)		Council Tax	
Carer's Allowance (CA)		Building/Content & Personal Insurances	
Child Benefit (CHB)		Telephone/Mobile	
Child Support Allowance (CSA)		Car Costs - Tax/Fuel/Insurance etc	
Child Tax Credits		Travel Costs – Bus Fares etc	
Disability Living Allowance (DLA)		TV & Digital (Sky)	
Employment & Support Allowance (ESA)		Food	
Income Support (IS)		Clothes	
Job Seekers Allowance (JSA)		Arrears	
State Retirement Pension (SRP)		Court Fines	
Working Family Tax Credits (WTC)		Loans	
Work and Child Tax Credits (WCT)		Other (Please List)	
Housing Benefit			
Personal Independence Payment (PIP)			
Universal Credit			
Other (please specify)			
TOTAL <u>WEEKLY</u> INCOME		TOTAL <u>WEEKLY</u> EXPENDITURE	

