

## **Guidelines for applications for grants by individuals or families**

1. The Town Charity Trustees are willing to consider applications for support from individuals or families who live in the village of Girton in Cambridgeshire. Applications might also be considered at the Trustees' discretion from those who the Trustees consider have a strong link to that village. In the case of applications by persons under the age of 18 the Trustees may require that the application be made on their behalf by a Parent or Guardian.
2. Potential applications may be discussed in advance of a formal application with any Trustee of the Town Charity but no Trustee or group of Trustees can commit the Charity to making support available other than after formal consideration of an application by a full Meeting of the Trustees.
3. The Town Charity Trustees will normally take into account the financial situation of the applicant(s) when deciding whether or not to make a grant. Financial information may be supplied with the application but in some cases the Trustees might wish two Trustees to meet the applicant(s) to assess the financial position in detail and to evaluate evidence. All information supplied by the applicant(s) will be treated in the strictest confidence by the Trustees.
4. Applications may be submitted either on the forms issued from time to time by the Trustees or in the form of a letter. In either case the applicant(s) should sign the application and agree to accept the Trustees' decision on the application as final.
5. The application should:
  - a) detail the help needed. This should include the costs of any goods or services that the applicant(s) wish the Town Charity to help provide. The names and addresses of the supplier(s) should be included where possible. For requests of over £300, as much detail as possible should be given. The Trustees have a policy of not providing support for extended warranties.
  - b) state the reasons why help is needed from the Town Charity. Awards are made on the basis of need and the application should indicate why the applicant(s) have insufficient resources to pay for all or part of the goods and/or services needed.
6. If the recipient Trustee or Trustees on reviewing the application or a meeting of the Trustees decides that further information is required then this will be sought from the applicant(s). In the event of the information not being provided to the satisfaction of the Trustees in a Meeting within two months of the request for information being made the application will lapse and the reasons for the lapse notified in writing to the applicant(s) and be recorded in the minutes of the Meeting.

7. The Trustees will endeavour to consider applications in a timely manner and inform applicants if there is likely to be a delay of more than three months between receipt of a formal application and its consideration by a Meeting of the Trustees. The Trustees aim to meet once per month but normally a minimum of one week is required between receipt of an application and its consideration by the next meeting.
8. The Charity has powers to make emergency grants and applicants should make clear at an early stage if there is a need for urgent help. The Trustee who is approached with such a request will assess the urgency with the applicant(s) and another Trustee and will give written reasons if it is not agreed by those Trustees that the matter is urgent. A matter will not be considered to be urgent if the applicant(s) could reasonably have made an application for assistance in good time. Refusal to consider making an emergency grant does not prevent the application being considered by the normal route.
9. Support for an application by an appropriate professional can be supplied in confidence to the Trustees. Any such confidential advice with respect to an application will not be divulged to the applicant.
10. In considering whether or not to make a grant available the Trustees will take account of the objectives of the Town Charity, the agreed policies of the Trustees put in place from time to time and the financial resources available to the Charity at the time the application is considered.
11. In refusing a grant the Trustees may indicate whether or not they would be willing to consider a re-application.
12. All decisions of the Trustees shall be notified in writing to the applicant and reasons for a refusal shall be recorded in the minutes of the Trustees' Meeting. A summary of awards made shall be contained in the Annual Report of the Charity submitted to the Annual Meeting of the Parish of Girton but not in such a way that individual recipients might be identified.