

Taunton Heritage Trust

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GRANTS TO PROVIDE “RELIEF IN NEED” - GUIDANCE FOR REFERRAL AGENCIES

Please read these guidance notes carefully before completing the application form. Any queries please pick up the phone.

Grant enquires: info@tauntonheritagetrust.org.uk

1. Who can apply?

Approved referral agencies registered with Taunton Heritage Trust (previously submitted grant applications) may apply on behalf of applicants, who must be living in Taunton Deane. Applicants must not complete the form.

All referral agencies must be registered with Taunton Heritage Trust prior to completing the online grants application form. If you have not submitted a grant application within the last 12 months you may need to contact the grant administrator to be added to the system. The Grants Administrator will need details of your organisation, the service that you provide and how you heard about Taunton Heritage Trust.

2. How to submit the application form:

To submit a grant application this must be done via the following link: or visit our website.

<https://www.tauntonheritagetrust.org.uk/grants/form/>

3. Application forms will be rejected if:

- Old format forms will not be accepted as of Autumn 2023
- Referrers **MUST** tick the box to say the details provided on the form are correct and agree to comply with GDPR regulations for the sharing and handling of personal information.
- Completed by the applicant.
- Incomplete – **Missing information.**
- Insufficient supporting information / essential need not demonstrated.
- The details provided are unclear.

4. Who can benefit?

Persons living in Taunton Deane who are in conditions of need, hardship, or distress and who have not had an application submitted on their behalf in the previous 12 months (unless the grant is for school uniform, when the Trust will consider a second grant).

Grant applications will not be considered for current or ex-Residents of Taunton Heritage Trust who are in arrears to the Trust or who owe money to the Trust.

5. The Trust will not give grants:

- To take the place of public/statutory funds. The Grants Panel may consider supplementing individuals in receipt of benefits provided need is proven.
- For school trips, school bags, stationery or other non-essential school items.
- For retrospective applications.
- For further/higher education course fees or books/materials.

- For deposits for accommodation.
- For funeral expenses.
- For bankruptcy costs.

6. How to apply:

6.1 Referrer (and not applicant) to complete the application form online.

6.2 The individual/family circumstances should be described in detail. The need and how the grant would benefit the applicant should also be fully explained. The Grants Panel must be satisfied that the request is for an **essential need**. **The referral agency is responsible for checking the applicant's income and savings and providing these details on the form.**

6.3 Referral agencies must cost all items and where possible provide a quote except for white goods and furniture, which the Trust will cost.

6.4 If the request is for a contribution towards an item, please explain fully how the balance would be met.

6.5 The referrer **must** get the applicant to read the Data Protection Statement. This is available to on the website.

7. Specific items must be itemised and costed and the following noted:

7.1 Furniture – will be costed by us via the Furnitrust. If successful, a voucher letter will be sent to the applicant via the referrer and the Furnitrust will invoice us direct. There is a three-month limit for obtaining the goods.

7.2 Free standing white goods (fridges, freezers, cookers and washing machines etc)

We will usually only consider one white goods item per applicant.

White goods items will be supplied and installed by the Trust through Hatchers of Taunton – we will cost these items. If a cooker is required, please state if it is electric or gas.

7.3 Any type of flooring

We will consider requests for flooring for one room only. Please specify the room size with measurements. We will grant a set amount depending on the size of the room which is automatically calculated.

- **Small - £200.00**
- **Medium - £300.00**
- **Large - £400.00**

The form will require a photo of the room to be uploaded.

7.4 Disability aids, home adaptations for disability, mobility scooters – please give details of applications made to other agencies/charities and any applicant savings.

7.5 School uniform – basic clothing essentials only, (including school shoes, PE kit and PE shoes) will be considered.

- Please cost all items from the Southwest Schoolwear in Taunton. Referrer to obtain prices via the website (www.swschoolwear.co.uk). Successful applicants will receive a voucher letter, to be taken to the shop to obtain the goods.
- If uniform is to be obtained from another source eg. a supermarket/other retailer please list the items required including prices.
- A maximum of 2 of each item requested, per child, will be considered unless there are exceptional circumstances, which must be fully explained on the application form.

- The Southwest Schoolwear shop will NOT supply football/hockey boots/School shoes. Please cost from another reliable source.
- Swimwear would only be considered if a compulsory part of the school curriculum.
- The Trust **will not consider** the following school items:
 - Stationery
 - Lunch boxes and water bottles
 - Book bags
 - Optional school wear items
 - School socks (PE socks will be considered)
 - Shin pads/guards/gum shields
 - Any other non-clothing school items

8. Other items:

8.1 Laptops/PC's – will only be considered in exceptional circumstances clearly explained on the form.

8.2 Respite breaks - May be considered in exceptional circumstances.

8.3 Nursery fees – May be considered if circumstances are explained in detail.

8.4 Any other items – List items requested and provide a quote if necessary.

9. Equality & Diversity

The Taunton Heritage Trust is committed to equal opportunities. Our aim is to ensure that anyone applying for a grant does not receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics) and must not be disadvantaged in any way.

10. Data Protection

Taunton Heritage Trust will treat all personal and sensitive information on the form as confidential and will make appropriate measures to ensure this information is held securely. We will never give your information to anyone else for marketing purposes but may need to share your information with the following organisations to facilitate the administration of the grant:

- Hatchers (Electrical goods) – www.hatchersdepartmentstore.co.uk
- Furnitrust (Furniture) – www.furnitrust.org.uk
- Southwest Schoolwear shop www.swschoolwear.co.uk

Any other supplier that the Trust may use in the future.

Grant application forms will be held for a maximum of 2 years on a secure system and then permanently removed.

11. When will applications be considered?

The Grants Panel normally meets on the first Wednesday of every month. **The deadline for receipt of applications is 5pm on the previous Thursday.**

12. How will I be notified of the outcome of my grant request?

The referrer will be emailed after the Grants Panel meeting, via the secure email system Egress Switch, to protect personal data. You will need to have an account with Egress to open the email. It is free and very easy to set up an account. Please visit <https://switch.egress.com/ui/registration/AccountCreate.aspx>

13. How will payment be made?

If successful payment will be made via bank transfer to the referrer's organisation, using the details supplied by the referrer on the application form.

Grant contributions: The funds will be released once the Grants Administrator has been notified from the referrer that the balance has been secured.

We will not make a payment to the applicants or other third parties. We are unable to issue gift cards/vouchers.

Please note: Grants are made at the Panel's discretion. There is no appeals process.