

# Taunton Heritage Trust

Huish Homes Magdalene Street Taunton Somerset TA1 1SG

Tel: 01823 335348 (9am – 12 noon)

E: [info@tauntonheritagetrust.org.uk](mailto:info@tauntonheritagetrust.org.uk)

---

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

May 2018

### ***Who can apply?***

Recognised referral agencies only may apply on behalf of applicants, who must be living in the Borough of Taunton Deane. Applicants must not complete the forms.

### ***Who can benefit:***

Persons living in the Borough of 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 request if it is for **different children** in the family).

### ***The Trust will not give grants:***

1. To take the place of public/statutory funds. The Trustees may consider supplementing individuals in receipt of benefits provided need is proven.
2. For school trips, school bags, stationery or other non-essential school items (see paragraph on specific items below).
3. For retrospective applications.
4. For further/higher education course fees or books/materials.
5. For deposits for accommodation.
6. For funeral expenses.
7. For bankruptcy costs.

### ***How to apply:***

1. Complete the application form which can be downloaded from our website [www.tauntonheritagetrust.org.uk](http://www.tauntonheritagetrust.org.uk). **Applicants must not complete the forms.**
2. Application forms must be typed for ease of reading and photocopying.
3. Please give the applicant a reference number that you will recognise if we need to email you with a query. This will mean that we will not be putting names or other personal data in the email, to allow us to comply with the General Data Protection Regulations.
4. Referral agency must check the benefits the applicant and household members are receiving and provide details on the form of the type and amount of benefits and/or other income (including savings and income from employment).
5. The individual/family circumstances should be described and the need fully explained. The Trustees must be satisfied that the request is for an essential need.
6. The referral agencies must cost all items and ensure that the totals add up correctly otherwise the application will be returned.
7. If the request is for a contribution towards an item please explain fully how the balance would be met.

8. The form must be signed by the referral agency officer responsible for submitting the form and for monitoring the use of any grant awarded. For this reason we are unable to receive emailed forms.
9. The referrer **must** get the applicant to read the Data Protection Statement at section 8 on the form and sign to give their consent. Without this consent we are unable to consider the grant request. The Data Protection Statement is also given at the bottom of this document.
10. Include the previous address or name of applicant if this has changed in the last 12 months.
11. Ensure applicant's correct telephone number is included – essential in order to arrange delivery of white goods.
12. Make sure both the Referrer and Applicant have signed the form.

***Specific items must be itemised and costed and the following noted:***

1. ***Furniture*** – will be costed by us via the Home Furniture Store (HFS). If granted, a letter of introduction will be sent to the applicant via the referrer and the HFS will invoice us direct. There is a three month limit for obtaining the goods.
2. ***Free standing white goods (fridges, freezers, cookers and washing machines etc)*** - 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 gas or electric.

A microwave combination oven would normally be considered as an alternative to a cooker if the applicant is a single person with no dependents. We would also consider a mini counter top oven with hot plates but referrers would have to source and price this themselves and indicate to whom a cheque is to be made payable. Please make it clear on the application form which cooking appliance is requested for a single person.

\*A washing machine would only be considered if there were no communal laundry facilities or access to a laundrette.

\*A tumble dryer will only be considered if proven exceptional need is clearly explained on the application form.\*

The following sizes of appliance **only** will be considered unless there are exceptional circumstances that must be fully explained on the application form, and in **white only**:

	Width
Washing machine	60cm (see* above)
Tumble dryer	60cm (see* above)
Under counter larder fridge	55cm
Under counter freezer	55cm
Fridge freezer	55cm
Gas cooker	50cm
Electric cooker	50cm

3. **Any type of flooring** – please supply two written quotes on carpet shop headed paper specifying cost for supply and fitting. The quotes must be broken down on a room-by-room basis and the Trustees will only consider funding two priority rooms. **Important:** one of the quotes **must** be from our preferred supplier Somerset Flooring , Unit 1M, Castle Road, Chelston Business Park, Wellington TA21 9JQ. Tel: 01823 666640. Email enquiries@somersetflooring.eu. The quotation from both Somerset Flooring and one other carpet store must be for carpeting from the Big Hit Stain Safe Range only or similar approved. All carpet stores should be able to supply this range.
  
4. **Disability aids, home adaptations for disability, mobility scooters** – please give details of applications made to other agencies such as TDBC, or other charities etc. Applicant’s savings and amount they are to contribute must be shown. The Trust will only give a contribution to mobility scooters dependent on the applicant’s circumstances. If granted, a cheque will be released once the balance has been obtained.
  
5. **School uniform – basic clothing essentials only**, (including school shoes, PE kit and PE shoes) will be considered.
  - please cost all items from the Taunton Uniform shop in East Reach, Taunton. Referrer to obtain a price list from the shop, and tick items requested and attach to form. Please total all amounts, ensuring totals are correct. Successful applicants will receive an introductory letter, with the supplied price list, to be taken to the shop to obtain the goods (with a one month deadline). The shop will invoice us direct.
  - if uniform is to be obtained from another source, as it is not supplied by the Taunton Uniform shop, please make this clear on the application form. Attach a list from the supplier with the items requested clearly marked, costed and the amount requested totalled. Please indicate to whom a cheque is to be made payable to if successful - either the referral agency of the uniform supplier (if they are happy to receive a cheque from us). We **do not** make cheques payable to the applicant.
  - 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 Taunton Uniform shop will supply football/hockey boots and PE shoes but does not supply school shoes. If school shoes are requested please cost from another reliable source and indicate to whom the cheque is to be made payable. We **do not** make cheques payable to the applicant.
  - The Trust would not normally grant both a blazer and school coat for one child.
  - 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
    - Book bags
    - Water bottles
    - Name labels
    - Optional school wear items
    - School socks (PE socks will be considered)
    - Any other non-clothing school items

6. **Home Computers** – will only be considered if proven exceptional need, eg disability/impairment as clearly explained on the application form.
7. **Respite holidays** - request for contributions towards holidays for respite will be considered on their merit. If a request is for a couple the Trust would only pay for the holiday for one of them.
8. **Nursery fees** – will only be considered if proven exceptional circumstances are clearly explained on the application form.
9. **Any other items** – a request for any other items not listed above must be costed from a reliable source (such as Argos or other large store) and it must be made clear to whom a cheque should be made payable. We **would not** make a cheque payable to the applicant.

***How to submit the application form:***

**Four copies of the signed form must be posted, not emailed, to the address at the top of the application form by the deadline given below.**

***Application forms will be rejected if:***

- Handwritten
- Emailed
- Not signed by the referrer
- Completed by the applicant/signed by the applicant
- Incomplete (eg no carpet quotes, details of income, etc)
- Insufficient supporting information
- Not correctly totalled
- Unclear

**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.

**Data Protection**

Taunton Heritage Trust will treat all personal and sensitive information on this form confidentially 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 – a supplier of electrical goods

Taunton Uniforms – a supplier of school uniform

Any other supplier that the Trust may use in the future

Grant application forms will be held for a maximum of 2 years in secure storage and then will be shredded.

***When will applications be considered?***

The Trustees normally meet on the first Wednesday of every month. The deadline for receipt of applications is 12 noon on the previous Friday.

Grants are made at the Trustees' discretion. There is no appeals process.

c:\users\jan peake\dropbox\grants\grants - general\guidance notes for referral organisations\may 2018 guidance notes for referral agencies.docx