



Trustees regularly consider grant application from those who live within the boundaries of the catchment area shown overleaf with the criteria being those "**who are in conditions of need, hardship and distress by making grants of money or providing or paying for items, services or facilities, calculated to reduce the need, hardship and distress of such persons**".

Examples of where funding has been provided include;

**For Individuals/Families**

Redecoration – Carpeting – Curtains & Furnishing – Furniture & Kitchen Goods – Toys – Counselling for Adults / Children – Children to attend residential camps/holidays/trips – Subscriptions for Clubs – Specialist Equipment & Training – Transport to Hospital – Basic Essentials

**For Organisations**

Toys and cooking equipment – Activity Days – Laptops – Community Projects / Events / Outings

*Please note that Trustees are unable to consider outstanding debts, or in the relief of rates, taxes or other public funds and may not commit themselves to repeat or renew relief granted on any occasion in any case.*

Where grants are agreed, trustees can make payment by several different methods

- By BACS payment or by cheque to your organisation
- Card payment to the supplier
- By cheque to the supplier

*Payments are not made payable to the applicant or his/her family*

**Applications can be submitted at any time using this simple application form – preferably by email – and must be made via an appropriate agency and not directly from individuals/families.**

*Important points to remember*

Q8. – please ensure you detail how much money you are requesting. Estimates are generally needed and should be emailed / sent with the application form to support the request. Carpet estimates (2) are essential and where stairs/landings are being considered must include and show fitting costs.

Q9. – an important section where you make your case and outline the reasons why you feel trustees should consider this application.

**Terms and Conditions**

- *Once a grant has been received, if it is eligible it will be considered by the trustees who will inform you if this has been successful. Additional information may be requested as necessary.*
- *Where possible the John Dorkin Charity will be acknowledged on publicity / annual reports etc.*
- *All staff / volunteers working with children / vulnerable adults will have appropriate checks carried out including an enhanced DBS disclosure. Organisations will have a Safeguarding Policy/Procedures.*
- *If the trustees have concerns regarding safety of vulnerable persons they will inform the appropriate authorities.*
- *It is the responsibility of the applicant to ensure that any grant is used solely for the purpose for which it was applied for. In the event of this funding not being needed for the purpose of grant the grant will be returned to the Trustees.*



## John Dorkin's Charity - Grant Catchment Area



This map is available electronically at [www.johndorkincharityipswich.co.uk](http://www.johndorkincharityipswich.co.uk)

**Grant Application Form 2017**



John Dorkin Charity  
Ipswich

1.	Full name of Applicant	
2.	Full address of Applicant <i>(including postcode)</i>	
3.	Applicant's Date of Birth	
4.	Applicant's Email / Telephone	
5.	Names and date of birth of any children involved	
6.	Name of person completing this form if different from the applicant. Relationship with applicant.	
7.	Contact details of the person completing this form if different from the applicant. <i>(Address / Postcode / Email / Telephone)</i>	
8.	Details of grant application including - how much is being requested - what is being requested and for what purpose  <i>Please be specific and where possible provide written quotes or estimates (will always require 2 for carpets)</i>	
9.	Please provide examples of hardship and distress. <i>Outline to the trustees why they should consider this application.</i>	
10.	Has the applicant received any grants from this Charity before?	
11.	Have any other organisation been approached for a grant in relation to this, and if so to whom and with what result?	
12.	Trustees may know of other parties who could give assistance. Are you willing for details to be shared with them?	YES / NO      signed.....
13.	If the application is successful, who should payment should be made to?	

I confirm that to the best of my knowledge that the above information is correct, and have read and understood and agree to abide by the terms and conditions as detailed on this form.

(Signed)..... (Dated) .....



John Dorkin Charity  
Ipswich

**Payment**

Full name of Applicant	
Your name	

If the grant is successful and you wish for payment to be made by **BACS**, please provide the following information

Bank	
Account Name	
Sort Code	
Account Number	
Reference Number to Quote	

If the grant is successful and you wish for payment to be made by **CARD**, an estimate/proforma invoice with reference number will be needed so that we can ring the supplier to make payment.

If the grant is successful and you wish for payment to be made by **CHEQUE** this can be made payable to your organisation or to a supplier – please check though that they would accept payment via this method though.

[www.JohnDorkinCharityIpswich.co.uk](http://www.JohnDorkinCharityIpswich.co.uk)