



**Community
Foundation**
Tyne & Wear and Northumberland

GRANTS FOR INDIVIDUALS APPLICATION FORM HELP NOTES

These notes will help you complete your grant application and make sure you give us all the information we need.

You should only make an application for a grant for an individual in response to a live call for applications published on our website. We do not accept unsolicited requests for support for individuals at any other time.

You may apply as the person who will benefit from the grant, or you may apply as a parent, guardian, carer or other professional on behalf of the person who will benefit.

Please note the following.

- If this is your first ever application to us for a grant for an individual, all the answers will be blank, and you will need to complete them all.
- If you have made an application for a grant for an individual (not for an organisation) since 2016, some of the answers may be complete from information we already have on our old system, but you must check these and complete any that are blank.

Answers you have completed previously may be greyed out so they cannot be changed. If you need corrections to any of these, please contact us.

If there is anything about the form or our process that you do not understand, please contact us on 0191 222 0945 or at general@communityfoundation.org.uk.

Q1. Contact details of the person completing this form. You can complete this form either:

- as the person who will benefit from the grant yourself, or
- on behalf of the person who will benefit from the grant – for example if you are their parent, guardian, carer or a professional who supports them.

Tell us if the person completing the form has any communication needs that we need to know about before contacting them.

Q2

Are you applying on behalf of someone else? If you are a parent, guardian, carer or a professional applying for a grant for someone else, you must select yes here. Then give the details of the person who will benefit from a grant. Tell us if the person named has any communication needs that we need to know about before contacting them.

Are you under the age of 18? If you are applying for yourself, but you are under 18, you must select yes here. Then give us the details of a second contact person who should be over 18 and would normally be your parent, guardian or carer. The grant will be paid to this person on your behalf. Tell us if the person named has any communication needs that we need to know about before contacting them.

Q3. Date of birth of the person who will benefit from the grant. We need to know the age **of the person who will benefit** so we can make sure they meet any eligibility criteria for the fund, and so we can monitor who we help with our grant-making. Click on the date box and use the << >> arrows to move back or forward years, and the < > arrows to move months until you can select the correct date. **If you are completing the form on behalf of someone else, please remember to give their date of birth, not yours.**

Q4. Tell us about the status of the person who will benefit from the grant. We need to know the employment, education or training status of the person who will benefit so we can make sure they meet any eligibility criteria for our fund, and so we can monitor who we help with our grant-making. Please select one option from the drop-down list. **If you are completing the form on behalf of someone else, please remember to give their status, not yours.**

Q5. We need to monitor who is benefitting from our grants to make sure we are meeting our aims. So, we ask for some additional information about the person who will benefit. Please give us any details that you are able and happy to provide. The information given **does not play any part in the assessment** of the application and you may leave any sections blank. **If you are completing the form on behalf of someone else, please remember to give their information, not yours.**

Q6. What do you want the funding for? Please briefly summarise what you want our funding for, making sure your request fits the criteria set out for the fund. You have up to **100 words** for this answer. You can give more detail in your supporting statement.

Q7. How much money in total do you need for this work? Tell us the **total cost** of what you need funding for from **all** sources, including us. For example, if you want funding for equipment and training, but the total for both here.

Q8. What are you applying for from us? Write out what you need in total as separate items. For each item, give the total you need and how much of that you are requesting from us. For the numbers, write them as figures (e.g. 2000) not words. For example, separate items could be equipment, training, travel costs etc. You can add lines by clicking 'add another response'. The boxes at the bottom will automatically total up your figures.

Q9. Is the total you need more than you are applying for from us? If you click 'yes', a section will appear where you can tell us where the rest will come from. Include money from other funders as well as any contribution from yourself or other people. List each separately and click 'yes' or 'no' to tell us whether you have already secured that money. You can add lines by clicking 'add another response'. The boxes at the bottom will automatically total up your figures.

Q10. Please give us the details of the bank account to which a grant should be paid. We normally pay grants by electronic transfer (BACS).

If you are applying for yourself and you are **over 18**, you should give your own account details. If you are applying for yourself and you are **under 18**, you should give the account details of your parent, guardian or carer.

If you are applying on behalf of someone else and they are **over 18**, you should give their account details. If you are applying on behalf of someone else and they are **under 18** you should give the account details of their parent, guardian or carer.

We recognise that in some exceptional circumstances it might not be possible to use a bank account in the name of either the person who will benefit or their parent, guardian or carer. In such cases, please contact us to discuss whether there is a suitable alternative account for the grant to be paid into.

Bank account numbers should be written as eight figures (e.g. 12345678). Your sort code should be written in the following way: 123456.

Q11. Supporting documents.

For us to consider your application, you must upload copies of the following documents.

- A **supporting statement** of not more than 2-sides of A4 in 12-point text setting out how the application meets the criteria for the fund to which you are applying. Please read the guidance carefully and give us all the information we need.
- A copy **bank statement** which must be less than 6 months old.