

GUIDANCE NOTES FOR REFERRING AGENCIES

- The Fund is to help the sick poor residents of the area of benefit and currently that area is a five mile radius of St Mary's Church Taunton.
- Grant applications should be made and signed by recognised referring agencies writing on behalf of the applicant. Grants will be paid by cheque to the referring agency.
- The recognised form – which should be downloaded from this website – is to be used so that all relevant information is provided to the Trustees. Any applications to other organisations and charities should be brought to the notice of the Trustees so that a balanced judgement can be made. Details of the type and amounts of benefits being paid into the applicant's household should also be provided. The completed form should be signed by the recognised agency.
- The applicant must sign the application form as well as the recognised agency to comply with GDPR regulations.
- Grants cannot be made on a recurring basis.
- Specific items of basic need should be costed and the actual amount required should be given. Electrical goods should be sought from reputable outlets.
- The range of aid can include holidays, travel costs, outings, laundering, furniture, food for special diets, help with childcare costs and many other benefits for the sick people in need. The Fund cannot be used in place of public/statutory funds but can be used as a supplement to support those where need is proven. The Trustees are not limited to assisting people who receive state benefits.
- The referring agencies have responsibility for administering any money allocated and ensuring that it is used for the specified need applied for.
- The Trustees reserve the right to make whatever grants they feel fit based on the Scheme, and the guidance given by the Charity Commission in the booklet "Charities for the Relief of Sickness".
- Advice about grants can be obtained from the Clerk and all completed applications should be returned to the Clerk c/o A C Mole (address as shown on the application form).

03/12/2018