

DARTMOUTH UNITED CHARITIES

Reg. Charity No. 203399

Guidance for Applicants Requesting Grant Funding Issued October 2022

Who can apply?

- Individuals/families resident in the parish of Dartmouth (applicants must be supported by a recognised professional agency worker eg social worker, health visitor, family support worker).
- Organisations providing services to individuals within the parish of Dartmouth (organisations do not need to be based in Dartmouth).
- In *exceptional* cases applications will be considered from people resident immediately outside the parish if there is a strong connection to the parish.

What can funding be requested for?

- The relief of resident's need, hardship or distress (as set out in the Dartmouth United Charities Scheme date 20th July 1987).
- Vulnerable individuals/families in crisis on low incomes can request one off grants up to £500 which if successful will be payable to nominated suppliers or via support agency. Items that will be considered include essential household items, washing machine, electric cooker, fridge/freezer, beds and bedding, flooring, specialist disability/mobility aids and equipment, hospital visits, removal costs (within the area). Please provide quotes for items where possible. Receipts will need to be supplied for items if a grant is awarded.
- Organisations must deliver projects that directly benefit individuals in need hardship or distress living in Dartmouth. This may include helping vulnerable beneficiaries into work, promoting independent living, preventing and alleviating isolation and projects aiming to improve the situation of those with a poor quality of life. You should evidence that there is no duplication of work and expenditure with other agencies.

Restrictions

- Applications will not be considered for costs which should be met by statutory provision/public funds.
- Grants to individuals/families are not given to top-up income, repay debts (including rent arrears), bankruptcy petition fees, funeral costs, holidays or to reimburse people for purchases already made.
- The DUC cannot commit themselves to repeat or renew grants. Only 1 application per organisation/individual in any 12 month period.
- Funding for organisation's core costs such as office costs and staff costs is restricted to the proportions of those costs directly linked to delivering the grant activities.

How to apply

- All applications must be made using the forms provided and can be submitted year round.
- Forms should be submitted to the address or email below with the documentation requested.
- Organisations are encouraged to get in touch to informally discuss your proposal in advance of making an application.

Letters of support from sponsors

- All applications for individuals/families MUST be accompanied by a letter from a professional who is supporting you and knows your family situation (including your household income).
- It is important that sponsors check that applicants are in full receipt of all their statutory entitlements and, where this is not the case, state what action has been taken to correct any shortfall.
- The letter should be comprehensive and provide a good amount of background information on the applicant (and their family if appropriate) and how they have arrived at their current difficulties. This will enable the Trustees to make an informed decision. The sponsor should state the reasons why the

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assistance or particular item is needed and how the quality of the applicant's life would be significantly improved if it were to be provided.

- Information should also be given on what additional support the applicant is receiving and from whom (eg. Citizens' Advice, Dartmouth Caring, CAP, a money management service, medical or social workers etc).
- Please give details of any other sources that have been approached for financial help, including the amounts requested and what has already been awarded. This can be useful if a high value item is required as we may be able to provide what is needed jointly with other funders.

What happens next?

- Applications that meet the scheme criteria are considered by Trustees at quarterly meetings unless you have ticked the box requesting an emergency decision within 5 working days.
- The manager will contact you by email or letter to confirm the outcome.
- If funding is granted, you will need to agree to the specific terms of the funding and supply details for payment before payment can be made.

Terms and Conditions

- The DUC may ask for extra information to support your application.
- The grant must be spent in accordance with what has been applied for.
- The DUC may request to receive written updates and reports on progress including the impact the funding has had, proof of spending and photos where appropriate.
- Any publicity to be agreed jointly in advance.
- If you do not spend all the money awarded, you must return unspent funds within 12 months of receipt
- The DUC can insist on the repayment of a grant if the terms and conditions are breached, and the matter may be referred to the Charity Commission.

For further information please contact: Dartmouth United Charities,
T. 01803 835006 E. info@dartmouthunitedcharities.org.uk
From 2.3.23 our address is 38 Victoria Road, Dartmouth, TQ6 9SA