



## Welcome to the Chauncy Foundation Limited Grant Application Pack

This page includes guidelines to help with your application and prevent delays in processing your request.

Chauncy Foundation may be able to assist individuals who need support with completing their application.

When applying for a grant, the following information must be provided to Chauncy Foundation Limited. Please be assured, that any information received will be treated in the strictest confidence in accordance with the Data Protection Act 2018

1. A fully completed application form
2. Assurance that no statutory organisation can meet the applied for need
3. Circumstances leading to grant application
4. Copies of the last 3 months Bank Statements (All accounts)

Please Note: Chauncy Foundation are unable to consider retrospective grants.

### **Successful Applications**

If your application is successful, a confirmation letter will be sent.

In certain circumstances, cheques can be made payable to the provider of the goods and sent directly to them.

### **Unsuccessful Applications**

Chauncy Foundation reserves the right to decline grant applications without providing reasons to the applicant or entering into communication about the decision. A grant declined on one occasion does not mean that future applications will be declined. Unsuccessful but eligible applicants are encouraged to re-apply again at a later date. Chauncy Foundation will, when possible, offer assistance and guidance to all applicants concerning the criteria for a fundable and successful application.



# Chauncy Foundation Limited

## Grant Application Form for Individuals



STRICTLY PRIVATE AND CONFIDENTIAL

Please complete this form clearly in ink and answer all the questions as fully as possible

Please complete **all** sections of the application form and include appropriate financial information

### Section One

Name of person to benefit: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone no: \_\_\_\_\_ email address: \_\_\_\_\_

### Section Two (to be completed if applicant is different from person to benefit)

Name of applicant or person completing this application \_\_\_\_\_

Relationship to the beneficiary \_\_\_\_\_

Telephone no. Day: \_\_\_\_\_ Eve: \_\_\_\_\_

E-mail: \_\_\_\_\_



### Section Three

Amount of grant requested: £ \_\_\_\_\_

How will the grant be spent? *(Please give as much information as possible, continuing on a separate sheet if necessary)*

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If you require help in purchasing equipment will the beneficiary be able to pay any running costs involved? Yes / No

If the answer is "No" please explain how the running/maintenance costs will be met

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**Please Note:** Chauncy Foundation Limited reserve the right to have any proposed work inspected by an Assessor appointed by Chauncy Foundation.

Have you requested help from any other voluntary or statutory organisation? Yes / No  
If 'Yes' please complete the following:

Organisation	Date of request	Awarded Yes/No	Amount awarded	Date of award	If request was refused, please give reason if known
Social Services					
Local Health Authority					
Other					



## Section Four

### Statement of Financial Circumstances

**Income:** Please send last 3 months Bank Statements (All accounts)

<b>Source of Income</b>	<b>Monthly</b>
State Pension	£
War/Occupational Pension	£
Attendance Allowance	£
Pension Credit	£
Any other benefits	£
Savings/Investments: Total Amount	£
Income from any other source including Earnings	£

### **Expenditure:**

<b>Housing Costs</b>	<b>Monthly</b>
<b>Tenant</b>	Yes or No
Rent Payable to	Stevenage Borough Council or Private
Amount of Rent paid	£
<b>Homeowner</b>	Yes or No
Amount of Mortgage Paid	£
Gas	£
Electric	£
Fees for Residential or Nursing Home	£
Any other regular expenditure	£



## **Section Five**

### **DECLARATION**

**Please tick the boxes to complete the following. Failure to do so will cause a delay in processing your application.**

- 1. I hereby certify that the information given is correct to best of my knowledge
- 2. I have enclosed the last 3 months Bank Statements (All accounts)
- 3. I have enclosed quotes/estimates for equipment or services for which grant is requested

***Please Note: If this Grant is approved, we reserve the right to publish details of the request on our web site. Please be assured, your Identity **will not** be disclosed.***

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

Please return the completed form, including appropriate financial information to:

**Chauncy Foundation Limited  
c/o 32 Douglas Drive  
Stevenage  
Herts.  
SG1 5PF**

**Or email to: [hello@chauncyfoundation.org](mailto:hello@chauncyfoundation.org)**

One last question!

For our information only, can you please tell us how you heard about Chauncy Foundation Limited?

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*Thank you.*

