

Wellfield Trust

Application form for individual aid

PAGES 1, 2 AND 3 TO BE COMPLETED BY THE APPLICANTS (IN BLOCK CAPITALS PLEASE)

Applicants (all adults living in the household)		Adult 1	Adult 2
Surname			
First name			
Previous surname (if applicable)			
Marital status			
Date of Birth			
Current Address, including PostCode			
Telephone Number(s)			
How long resident at current address?		How long resident in Hatfield (both applicants)	
Previous addresses in the last 5 years (both applicants)			
If there are more than 2 adults in the household, please give the above details here			
How many children in the household		Dates of birth of each child	
Usual previous occupations of applicants (specify person's name)			
If not working, jobs in last 5 years with dates (specify person's name)			
Have you or your partner served in HM Forces? (please specify)			

WEEKLY HOUSEHOLD INCOME (all occupants of household)

Employment (Nett Pay)	£	Name of person working	
JSA/Income Support	£	Deductions, i.e social fund loan/arrears.	£
Tax Credit	£	Please specify reason here	
Child Benefit	£		
Child Maintenance	£	If not in receipt, please give reason	
Retirement/Widows Pension	£		
Occupational Pension	£		
Disability Living Allowance or Attendance	£	Please specify whether Care or Mobility rate	
Incapacity Benefit	£		
Regular help	£	Are you receiving any regular financial help from relatives, friends or another source, e.g. housekeeping	
Any other benefits	£	Please specify	

WEEKLY HOUSEHOLD EXPENDITURE (all occupants of household)

Rent/Repayments	£	State NIL if covered by Housing Benefit	
Council Tax	£	State NIL if covered by Housing Benefit	
Gas/Electricity	£		
Water	£		
Household expenditure	£	Average amount for a week	
Home Help	£		
Travel	£	Essential public transport/car expenses.	Public Transport ? Private Car ?
Debts	£	Please list totals/names of outstanding debts	
Other essential total expenditure e.g. House/Contents Insurance, etc.	£	Description	£
		Description	£
		Description	£

Application and Signature

Have you any savings?	£	Please specify amount	
Have you applied to the Wellfield Trust before?	YES / NO	If yes, please state when and whether or not you were successful	
Have you contacted the Furniture Scheme at FReSch, 26-28 Hyde Way, Welwyn Garden City, Tel 01707 395635 office@fresch.org.uk to see if they can help? If NO and the item needed can be obtained via the Scheme, you will need to approach them first.			YES / NO

The Wellfield Trust will communicate all correspondence through your sponsor and neither trustees or officers should be approached concerning your application.

Should your application be successful, the trust may wish to make a visit to ensure that the item provided is being used for the purpose intended.

Application forms must be accompanied by a shopwritten estimate (compliment slip acceptable) unless applying for white goods or carpets (please contact wellfield trust for further details).

It is important that you read the consent at the bottom of the page.

Amount Requested	£	Purpose of Grant	
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If needing more than one item, please list in order of priority. If the application is for carpets and more than one room has been estimated for, then please give rooms in order of priority :-

1 st	2 nd	3 rd	4 th
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Can you contribute towards the item needed? £.....

In accordance with GDPR Regulations, the Wellfield Trust states that all the information contained within this application form remains strictly confidential and for the knowledge of the applicant, sponsor and Wellfield Trust only. Please indicate by signing that the information you have provided is correct to the best of your knowledge and that you agree to the details provided being used for the purpose stated above.

By signing this application form you give your permission for your contact details to be shared with the Trust's suppliers.

Applicant's Signature (and Consent)		Date	
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Details in support of this application

This page to be completed by the Sponsor in Block Capitals, please.

Please read the information on Page 5 before completion

Name of Sponsor		Occupation	
Address			
Phone number(s)			
Have you applied elsewhere for a grant on behalf of this client? (If YES) please specify.			
Have applicants been visited in their own home?	YES / NO		

Please provide details as to the family's personal circumstances, which should include state of health, living conditions, any special needs and any information which would support their case for a grant from the Trust. We also need to know why the applicants are applying for a particular item (please use space provided & attach extra sheet if necessary) :-

If you are satisfied that the application form has been completed to the best of your knowledge please return it (with necessary estimates) to :-

Wellfield Trust, Birchwood Centre, Longmead, Hatfield, Herts, AL10 0AN
Tel/Fax. 01707 251018

Office hours :- Monday to Friday 9 am to 2 pm

Guidelines for sponsors when completing the Application Form

Please take a moment to read these notes, which are intended to help you when applying for a grant from the Trust for help for an individual. Sponsors may be required to demonstrate how an applicant's situation was assessed and, if successful, what measures are available to ensure the aid is used for the purpose intended.

The Trustees are bound to comply with the terms of a scheme approved by the Charity Commission in 1990. The scheme provides that grants may be made to relieve individual persons who are in condition of need, hardship or distress and resident in the parish of Hatfield and to grant relief to persons who are resident immediately outside the parish but in the opinion of the trustees ought nevertheless for sufficient reason be treated as if resident.

The provisions of the scheme give trustees wide discretion about the extent of the relief that they can give out of the income of the charity, so long as the need is clear. The relief must be reasonable in circumstances, taking into account what relief is available from other sources.

Grants cannot be made towards statutory fines. No commitment to repeat or renew any particular grant can be given. In case of doubt, the Trust Manager will, on preliminary enquiry, be glad to try and help with advice.

Applications should normally be sponsored by a statutory or voluntary organisation or by a responsible person familiar with the circumstances of the applicants. Grants are made at the discretion of the trustees and their decision is final.

The trust works closely with the furniture scheme in Welwyn Garden City and applicants should see if their needs can be met through the scheme before applying to the Trust. (FReSch, Tel 01707 395635, office@fresch.org.uk)

All contact is made through the sponsor, applicants should not be encouraged to approach Officers or Trustees of the Wellfield Trust direct.

If an applicant has received a grant within the last two years then they will not usually be considered for a further grant at this time.

Applications WILL NOT be considered for items already purchased.

The Trustees are not obliged to give a reason should an application be declined.

The Wellfield Trust has arrangements with local suppliers for white goods and carpets. Please contact the Trust for further information.

The Wellfield Trust reserves the right to arrange to visit successful applicants to ensure aid has been and is being used for the purpose intended.

Wellfield Trust, Birchwood Centre, Longmead, Hatfield, Herts. AL10 0AN