

# 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)	
Do you live in a	House <input type="checkbox"/> Flat <input type="checkbox"/> Bed-sit <input type="checkbox"/> Hostel <input type="checkbox"/> Other (specify) <input type="checkbox"/>		
Is it owned by	You <input type="checkbox"/> Council <input type="checkbox"/> Private Landlord <input type="checkbox"/> Other (specify) <input type="checkbox"/> Housing Association <input type="checkbox"/>		
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) (*take home after tax)	£	Name of person working	
Universal Credit	£	Deductions from UC (rent arrears, advance payments etc)	£
Pension Credit	£	Please specify reason here	
Child Benefit	£		
Child Maintenance	£	If not in receipt, please give reason	
Retirement/Widows Pension	£		
Occupational Pension	£		
DLA / PIP / Attendance / Carer's Allowance	£	Please specify whether Care or Mobility Component & what rate	
ESA / Incapacity Benefit	£		
JSA/Income Support	£		
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 including food	£	Average amount for a week	
TV / Telephone / Internet	£		
Travel	£	Essential public transport/car expenses.	Public Transport <input type="checkbox"/> Private Car <input type="checkbox"/>
Debt / Loan repayments	£	Please list totals / names of outstanding debts	
	£		
Any other expenditure (please specify)	£	Description	£
		Description	£
		Description	£

Application and Signature			
Have you any savings?	YES / NO	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	

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 shop written 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	

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 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>

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	

## 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 **TICK IF READ**

Name of Sponsor		Occupation	
Address			
Phone number(s)		Email	
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 or via email: [wellfieldtrust@aol.com](mailto:wellfieldtrust@aol.com)

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.

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.

If a grant for a carpet is agreed, it is the applicant's responsibility to make sure of following:

- All areas should be totally free of furniture, any breakable or valuable items, such as vases, lamps and decorations should also be removed.
- Electrical items such as televisions or computers should be disconnected and removed from the area if possible.
- Ensure that any possible hazards such as cables, wires, or pipes, which could cause injury or damage are brought to the supplier's attention.

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