The Oxted Rotary Charitable Trust

Single Parent Grant Application Form

The Oxted Rotary Charitable Trust is currently offering immediate needs grants of up to £250 for single parent families to enhance their daily lives.

Applications

We will accept applications directly from individuals and from support agencies such as social and support services, housing associations, refuge and rehabilitation organisations. Where applicable, support agencies must have personal, ongoing knowledge of you and your family's situation. Applicants must have already applied to a local welfare scheme, where available, and received a decision. Individual applications will be considered from single parents with a child under the age of eighteen but the application must be for the benefit of the family as a whole.

If you believe that you meet the eligibility criteria, please complete this application form or ask someone to complete it on your behalf. If you complete the application form yourself, you must ask a Proposer to support your application. Your Proposer can be a friend or relative, a helper or support worker but they must have first-hand knowledge of your family circumstances.

Eligibility criteria

Our current priority areas are single parent families living with;

- mental health issues
- some kind of disability or chronic illness
- a very low income

Applications can only be from those who live in areas where the Rotary Club of Oxted & Limpsfield operates. These are Oxted and Old Oxted, Limpsfield and Limpsfield Chart, Hurst Green & Holland, Tandridge and Titsey

Grants

Grants generally do not exceed £250. We can consider grants for anything that will enhance the living experience of parent and child. This may be in the form of essential household items, children's clothing, cots and bedding, mobility equipment, weekend breaks for those in desperate need of a holiday, a particular element of capital building works, or general costs towards a special anniversary event. Indeed, almost anything that will enhance the life of the family. It will be up to the applicant to put his or her case and the worthiness of all applications will be assessed by the Trust.

We cannot consider

- applications from organisations providing 'one-off' or 'drop-in' support or advice
- requests for items that fall outside our criteria – e.g. debts, payment of utility bills, etc.
- items that have already been purchased

How to apply

Applications can be submitted at any time and we consider applications on a monthly basis, depending on what funds are available. If your application is successful we will be in touch to discuss the conditions on which the grant has been made.

Applicants should either send;

- a scanned copy of their completed application form to the ORCT Grants Administrator by Email to grants@oxtedrotary.org.uk, or
- a hard copy by Post to Stella Clare at Tandridge Voluntary Action, 14 Gresham Rd, Oxted RH8 0BQ.
Guidance Notes

Before completing this form, please ensure that your application meets the Eligibility Criteria outlined above and that you have a Proposer to support your application, and please remember – **we want you to succeed in your application, so if you have any difficulty in filling out this form or you find it at all daunting, please contact the Grants Administrator by email at grants@oxtedrotary.org.uk or ring Stella Clare at Tandridge Voluntary Action on 01883 722593 and she will be pleased to help with any queries relating to your application.**

1. **Applicant**
   
   Only parents who live with a child or children under the age of eighteen and who do not have a husband, wife or live-in partner should apply. You may apply if you have more than one child, in which case please include their first names and ages in the box provided, but we cannot increase the maximum sum offered under this grant scheme.

2. **Proposer**

   This may be a relative, a friend or an organisation such as your social worker but they must have first-hand and ongoing knowledge of your living circumstances in order to support the applicant’s worthiness as a recipient of an ORCT community grant.

3. **Proposer’s Details**

   If the Proposer is simply supporting the Applicant’s application, they should sign the declaration **after** the form has been completed to ensure they are fully aware of what the Applicant is asking us for and why.

4. **Applicant’s Circumstances**

   Any information that you can give us that helps to support your application will be appreciated. This can include details of financial hardship, illness or long term disability that is affecting you and your family’s quality of life. We need you to show us that you are deserving of our help and we will, of course, keep anything you tell us completely confidential. If you need more space to complete any section of the application form, please attach additional sheets making sure that you use the applicable Section number and heading to identify your answers.

5. **Item or Project details**

   Let us know exactly what you are proposing to spend the funds on. We really don’t mind what this is, just so long as it provides you with something that you would not otherwise be able to afford and that will enhance the quality of your life and that of your child.

6. **Effect on Lifestyle**

   We’d like to know just how you believe that any funds that we give you will enhance your lifestyle and that of your child. We may ask you to confirm the success of your venture once it is completed.

7. **Project cost**

   Please tell us what you think the whole project will cost. For example, you might ask us to part fund a holiday that is costing £500.00 or you may wish us to fund a playpen for your child that is only going to cost £100.00. Either way, we’d like to know to help us judge the level of funding that we provide.

8. **Project completion**

   Finally, please tell us when you think you may be spending any funds that we give you.

10. **Data Protection**

    We will keep this application form until such time as it has been decided whether or not you will receive funds from us. Whether you are successful or not, we will destroy all information relating to your application once that decision has been made. By signing the declaration, you agree to this.
### Section 1 – Applicant’s Details
See Guideline 1

<table>
<thead>
<tr>
<th>Name</th>
<th>First Name</th>
<th>Surname</th>
<th>Address Line 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td></td>
<td></td>
<td>Address Line 2</td>
</tr>
<tr>
<td>Child’s first name and age</td>
<td></td>
<td></td>
<td>Town or Area</td>
</tr>
<tr>
<td>Telephone</td>
<td>Landline</td>
<td>Mobile</td>
<td>Email Address</td>
</tr>
</tbody>
</table>

**Applicant, please note: Now go to Section 3**

### Section 2 – Proposer’s Details
See Guidelines 2 & 3

<table>
<thead>
<tr>
<th>Name of Individual or Organisation supporting this Application;</th>
<th>Address Line 1</th>
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<tbody>
<tr>
<td></td>
<td>Address Line 2</td>
</tr>
<tr>
<td>Describe the your relationship with the Applicant;</td>
<td>Town or Area</td>
</tr>
<tr>
<td></td>
<td>Post Code</td>
</tr>
<tr>
<td>Telephone</td>
<td>Landline</td>
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**Brief statement of you or your organisation’s main objectives;**

Please explain briefly why you are supporting the Applicant’s application for a grant;

**Declaration by Proposer:** I/we* confirm that I/we* (* strike out as applicable) have first-hand knowledge of the Applicant’s life experiences and support this grant application as written;

**Signed:**

**Dated:**
### Section 3 – Funding Request Information

<table>
<thead>
<tr>
<th>Applicant’s Circumstances (see Guideline 4);</th>
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<tr>
<td>Details of the item or project for which funding is requested (see Guidelines 5);</td>
</tr>
<tr>
<td>Please describe how you believe this will enhance your family’s life (see Guidelines 6);</td>
</tr>
<tr>
<td>What is the total cost of this item / project, inc. VAT? (see Guidelines 7);</td>
</tr>
<tr>
<td>If you receive a grant from us, when will it be used? (see Guidelines 8);</td>
</tr>
<tr>
<td><strong>Declaration by Applicant:</strong> To the best of my knowledge and understanding, everything I have told you is true. I understand that the Trust will keep everything I have told you completely confidential until it has been decided whether or not I will receive a grant (see Guidelines 10).</td>
</tr>
<tr>
<td>Signed:</td>
</tr>
</tbody>
</table>