



GUIDANCE NOTES FOR REFERRING AGENCY

Please read these guidance notes carefully and ensure that the agency is able to follow this grant application through to its conclusion.

1. The Charity requires that the agency is responsible for the following:
 - Acting as the main point of contact for all parties during the grant administration process.
 - Ensuring that the application is accompanied by a supporting statement.
 - Ensuring that the applicant has provided copies of their most recent bank statement, any other savings account statement, benefits statement and, if the applicant is employed, latest pay slip.
 - Ensuring that the agency is capable of accepting and processing a grant cheque from the Charity.
 - Ensuring that the grant cheque is acknowledged by returning the receipt card to the Charity.
 - Ensuring that any grant awarded is used for the purpose stated on the application form. Any misuse of funds will result in the Charity seeking reimbursement from the agency. It may also jeopardise any future applications.
 - Ensuring that store receipts for the purchases made are forwarded to the Charity within 28 days of the date of purchase.

If there are any doubts about the above responsibilities then your organisation should not act as referring agent. However, if you would like to discuss any of the aspects listed above please contact the Grants Administrator before proceeding with this application.

2. Please check that the applicant has applied for all relevant state benefits. Westminster Amalgamated Charity cannot give money for a need which could be covered by local or national state funds.
3. Grants are not given for TVs, CD/DVD players, computers/software, games consoles, mobile phones, etc.
4. We do not make payment to the individual applying. Requests for furniture, white goods, kitchen equipment and small household items will be provided through our chosen supplier (C Supplies Ltd.) and delivered direct to the beneficiary. If the request is for flooring, a cheque will be made payable to the referring agency or a selected retailer. **Two separate quotes** for the total cost of the flooring should be included with the application.
5. The supporting statement is an essential part of the application. Applications without a supporting statement will not be considered.
6. Please also include a signed, covering letter on your agency's headed paper.
7. Applications typically take up to 4 weeks to be processed. If the applicant's needs change, regarding the items requested, during the application process please let us know as soon as possible.

