



GUIDANCE NOTES FOR INDIVIDUAL

PLEASE READ BEFORE COMPLETING THE APPLICATION FORM

- Please ensure you have read and understood all the eligibility criteria as detailed on the Grants for Individuals page on our website.
- Your application will need to be referred to us through a recognised agency, such as Social Services, Citizens Advice Bureau, Housing Association, Hostel or any registered charity working in Westminster. Your agency acts as the main point of contact for all parties during the grant administration process. Your agency will also be responsible for ensuring that any grant awarded to you is used for the purpose stated on the application form.
- Please provide copies of your latest bank statement, any savings account statement, benefits statement and, if you are employed, your latest pay slip.
- The Charity makes awards up to £400 and does not award grants retrospectively.
- If you have requested white goods or a large item of furniture, these will be ordered through and delivered by our designated supplier, C Supplies Ltd.
- No individual grant is paid direct to the beneficiary. For any requests that are not deliverable through C Supplies Ltd, a cheque will be made payable to your referring agency.
- Applications can take up to 4 weeks to be processed. If your needs change after your application has been submitted, you should let us know as soon as possible.

