



# Foundation Grant Scheme

2018 / 2019

## Guide for Applicants

W0083

delivering promises, improving lives



## Application Form Guidance Notes

**Before completing the application form, please read the 'About the Grant' document carefully and ensure that you understand the terms and conditions of the scheme.**

In particular, you should ensure that you are eligible to apply and able to fulfil the criteria. If you are unsure whether you would be eligible, please complete the checklists at the bottom of this form which will assist you in making an initial assessment of your project against the criteria.

There are some guidance notes provided below to help you answer the questions, however, if you have any queries, need help in completing the form or have any communication needs, please contact our Customer Insight Team:

- by phone: 01977 788647  
or
- by email: [foundation@wdh.co.uk](mailto:foundation@wdh.co.uk)

Completed forms, and all supporting documentation, should be returned either:



by post

WDH, Corporate Services,  
Merefield House, Whistler Drive,  
Castleford, WF10 5HX



by email

[foundation@wdh.co.uk](mailto:foundation@wdh.co.uk)

### Notes to assist in completing the form

Please make sure that you answer all the questions on the form and provide any supporting evidence requested.

## Section 1 Contact Information

Please provide the contact information requested, including details of the main contact for the grant application. This will help us in making sure that you are kept up to date with the progress of your application.

In order to be eligible for a grant you must be a tenant or be living in a WDH home and you will be required to provide two forms of identification as proof of your current address.

## Section 2 Tell us what the funds are needed for

In completing this section please provide a detailed explanation of what you intend to use the grant for. It is important for the Foundation Panel to have as much information as possible to allow them to assess whether your application meets the criteria and demonstrates value for money.

Please read the information provided in the 'About the Grant' booklet on the assessment criteria and wherever possible please try to explain why you think your application meets the requirements of the scheme. Consider how the course or project demonstrates value for money, how it will help you in the future and what you hope to achieve after completion of the course / project.

## Section 3 Costs

Please provide details of the grant amount you are applying for, together with an itemised list of how you want the grant to be spent.

If the grant application will not cover the total cost of the proposal, please advise us of the overall cost and provide details of any other grants received or applications made and the items they relate to.

Please note you will not be eligible to apply to the Foundation Grant Scheme for any course or items for which you have already received a grant for, or where you have made an application for funding previously and are awaiting a decision.

If your application is successful, payment will be raised to pay the third party supplier, therefore it is important that you provide their full contact details.

## Section 4 Declarations

### **Relationship Declaration**

Please tell us if you are related to a WDH officer, Board member or employee and provide details of the relationship.

### **Signatures authorising this application**

The completed form must be signed by the individual applying for the grant who agrees to the terms and conditions of the scheme and give approval for information to be shared under the Data Protection Act.

## Section 5

### **How did you hear about the WDH Foundation Grant Scheme?**

Please advise us how you heard about the WDH Foundation Grant Scheme to enable us to monitor the effectiveness of the publicity of the scheme.

## Section 6 Supporting Documentation

Two forms of identification are required; documents such as letters or wage slips must be dated within the last three months. The following are acceptable forms of identification (please do not send original copies).

- Driving licence.
- WDH rent statement;
- Letter from the Department for Work and Pensions.
- Wage slip showing your address.
- Credit card or bank statement.

The following information about the course or project is required.

- Course content.
- Cost of the course / project / materials.
- Name and address of the provider or supplier.

Any hand written quotations must be on business headed paper, and please note that pages from catalogues will not be accepted. It is recommended that you contact the provider or supplier and ask them to provide a formal written quotation, or alternatively you may provide links to the provider's website which shows the above information.

Where your grant application will be used to purchase materials any quotation provided must breakdown the materials and their individual cost.

**Please note, failure to provide the requested information will delay your application.**

To help you, please complete the following checklist before returning your application.

	Yes	No
I am a WDH tenant or reside in a WDH property.		
I have enclosed two forms of identification as proof of my address		
I have enclosed quotations and evidence in support of my application		
I agree to work with a WDH Community Employment Advisor (where appropriate) if I am successful in obtaining funding		
I have enclosed details of the course provider or supplier		

If you have answered 'No' to any of the questions, your application cannot be considered until the above criterion has been met or the required evidence has been provided.

By answering yes to all the questions does not guarantee eligibility or that your grant request will be successful.



## Eligibility to Apply for a Foundation Grant

Before completing the application, please answer the following questions (ticking as appropriate).

If you answer 'yes' to any of the questions, we regret that you are not eligible for a grant according to the criteria of the scheme and therefore recommend you do not apply.

	Yes	No
I am / I represent a group looking for financial support.		
I am a sole trader.		
I am part of a commercial business and / or registered company, partnership or mutual.		
The activity for which I request funds promotes a political party or view.		
The activity for which I request funds promotes a single religion or view.		
I am an individual that: <ul style="list-style-type: none"> <li>• has access to funding from a regional or national 'umbrella' or 'parent' organisation; or</li> <li>• pays or contributes part of an annual subscription or membership charge, or other funds, to an 'umbrella' or 'parent' organisation.</li> </ul>		
Part of a statutory or government funded organisation.		
The project has already commenced.		
The activity or event raises money for another fundraising organisation or activity.		

Please note that this is not an exhaustive list of those organisations which cannot be funded but is intended to be an initial guide to eligibility. Answering no to all the questions does not guarantee eligibility or that your grant request will be successful.