

THE SHEPHERD STREET TRUST

Charity N° 222922

(Governed by Revised Deed of Trust made on 13th March 1990)

GRANT APPLICATION FORM Guidance for applicants

Before completing this application please read these guidelines carefully.

Purpose of the Trust

The Trust can assist persons under the age of 21 residing within a radius of 50 miles of Preston Town Hall:

- (a) in relieving the need, hardship or distress of such persons;
- (b) in promoting the educational, social and physical training needs of such persons;
- (c) in providing financial assistance, outfits, clothing, tools, instruments, equipment or books to enable such persons on leaving school, or other educational establishment to prepare for, or to enter a profession, trade or calling;
- (d) in providing or assisting in the provision for such persons of facilities for recreation or other leisure time occupation in the interests of social welfare with the object of improving the conditions of life for such persons;
- (e) in making grants or donations to charitable institutions or organisations having for their object the benefit of such persons;
- (f) in providing financial assistance to enable such persons to receive specialist medical attention both in the United Kingdom and abroad;
- (g) providing financial assistance for the children's ward at Royal Preston Hospital.

The Trustees are not authorised to apply income of the Charity directly in relief of rates, taxes or other public funds but may apply income as supplementary relief or assistance provided out of public funds.

Policy

Grants made by Trustees will be directed towards implementing the purposes of the Trust. It will not be the practice to make grants simply to augment income or subsidise deficits.

Applications made by individuals must be accompanied by supporting references from responsible referees (such as schools, colleges, social services, Vicar, Priest, Minister or such authority as the Trustees may accept).

Applications submitted for grants of £500 and over will be considered by the Trustees at meetings held every two months, unless deemed to be urgent by the Trustees. Applications submitted for grants of under £500 will be considered by the Trustees within 4 weeks of receipt. Each request for a grant must be made on an official application form.

The Trustees may at their discretion insist on a full reporting back procedure to ensure that grants have been expended in accordance with the application. The Trustees will in all cases require receipts for the funding.

**PLEASE RETURN THIS FORM WITH A STAMPED SELF-ADDRESSED
ENVELOPE TO THE SHEPHERD STREET TRUST, P O BOX 658, LONGRIDGE, PRESTON PR3 2WJ**

Lawful, fair and transparent processing: -To ensure its processing of data is lawful, fair and transparent, the Charity shall maintain a Register of Systems. The Register of Systems will be reviewed annually. Individuals have the right to access their personal data and any such requests made to the charity shall be dealt with in a timely manner. Individuals also have the right to ask that any personal data held by the Trust is destroyed.

THE SHEPHERD STREET TRUST – INDIVIDUAL GRANT APPLICATION FORM

Please type or print clearly. Complete ALL sections.

<p>1 Your Name Mr/Mrs/Ms/Dr (delete as appropriate)</p> <p>.....</p>	<p>Address</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Postcode.....</p>
<p>Your Organisation/Group (if any)</p> <p>.....</p> <p>Position in Organisation/Group (if any)</p> <p>.....</p>	<p>Telephone Number</p> <p>Daytime</p> <p>Evening</p> <p>Email</p>
<p>Is the application for a person or organisation within a 50 mile radius of Preston? YES/NO</p>	
<p>How did you learn about the Trust?</p> <p>.....</p> <p>Have you previously had a grant from the Trust? YES/NO</p>	

<p>2 Name of Individual to be Helped</p> <p>.....</p> <p>Date of Birth of Individual</p> <p>.....</p>	<p>Address of Individual</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Postcode.....</p>
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3 Describe as simply as possible what you want to do; how and where will the grant be used.

Which of the trusts objectives does this application satisfy (see guidelines)

(a)	(b)	(c)	(d)	(e)	(f)	(g)
When did/will it commence?			When do you expect to complete it?			
.....					

4 Expenditure

What is the total cost of the project or purchase? £

How much are you seeking from the Trust? £

Dates finance required by

Does the project depend on the full grant sought from the Trust? **YES/NO**

How much money have you already raised?

From what sources?	Amount £
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How much money do you hope to raise from other sources?
(e.g. Government or Local Authorities, fund raising events, other trusts, subscriptions, sponsorships, Is anything promised?)

From what sources?	Amount £
.....
.....
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MUST BE COMPLETED

Financial Information Sheet

Application by/for an individual

Please print or type clearly. Complete ALL sections. If supporting documents are not provided the application may not be successful.

Total Weekly or Annual Income – Please attach copies of evidence for all household income to include

- a copy of a P60 for the latest tax year or self assessment tax return for income from self employment
- a copy of all pages of a tax credits award or universal credit
- a copy of a child benefit letter,
- a copy of all pages of a letter from the Jobcentre to include a breakdown of the type and amount of benefits received

	<u>Applicant (£)</u>	<u>Mother (£)</u>	<u>Father (£)</u>
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Any other sources of income, e.g. savings, income from property etc., at date of application. Please attach copies of evidence

	<u>Applicant</u>	<u>Mother</u>	<u>Father</u>
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Essential monthly outgoings – Please attach copies of evidence (including mortgages, rent electric/gas bills, and outstanding student loans)

	<u>Applicant</u>	<u>Mother</u>	<u>Father</u>
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The Trustees will normally base their decision on the financial information given above. If supporting documentation is not supplied the application may not be successful.

Check List

- All boxes have been completed as fully as possible**
- A suitable payee has been provided**
- Copies of quotes, price lists or similar have been provided for the requested item(s)**
- Copies of all finance documents have been provided**
- Supporting letters have been included where appropriate**
- A stamped addressed envelope has been included**

Declaration

I have read the Guidelines for Grants of the Shepherd Street Trust and confirm that the information given is correct to the best of my knowledge. I have enclosed all the relevant documentation. I accept that the decision of the Trustees of the Charity is final.

Signed Dated