

Relief in Need Guidance Notes

1. All recipients of relief in need grants must be in extreme social need.
2. The Charity gives grants only within our beneficial area which is the North East of England between the rivers Tweed and Tees.
3. Applications must be made on behalf of the client by a welfare agency, ie, social services, probation service, citizen's advice bureaux, victim support, health, disability and housing projects and other such organisations. Applications must be made on the common application form.
4. The applicant and a professional person submitting the form must sign the application.
5. The agency must strictly vet the form to ensure that all information is correct.
6. The agency must be willing to receive a cheque from Sherburn House Charity on the applicant's behalf and to ensure that the money is spent for the purpose stipulated.
7. The application form must be typed or completed clearly in black ink so that the form can be photocopied to trustees.
8. **All sections** of the application must be completed in full.
9. All income and expenditure must be shown on a weekly basis.
10. A significant excess of income over expenditure must be explained.
11. Lack of information may render the application invalid.
12. Be consistent in your report and explain why your client needs the item/s requested
13. Please prioritise item/s required and explain why your client needs the item/s requested.
14. If the application is approved only **one item** will be awarded.
15. Agencies will be given **one month only** to take up a grant otherwise the grant will be deemed as withdrawn.
16. Applications are normally assessed on a monthly basis.
17. **Incomplete** applications will be delayed.
18. Further copies of the form are available from Sherburn House Charity or our website www.sherburnhouse.org.

Exclusions

1. Where individuals have been awarded a grant or refused a grant within the last 24 months.
2. Where there is a significant excess of income over expenditure.
3. Applications for central heating.
4. Applications for a driving licence.
5. Applications for a telephone and/or telephone arrears.
6. Applications for specialist medical equipment.
7. Funeral expenses (unless there are exceptional circumstances).
8. Holidays (unless there are exceptional circumstances).

This information was issued in April 2009 and will be reviewed periodically.