

THE DEMPSTER TRUST
Guidance notes to complete application form

Box 1

The applicant should complete this section in full giving full name, address and telephone numbers. An e-mail address is also preferred for contact purposes by the Dempster Trust.

Box 2

It is important to state the type of assistance required. The Trustees would expect some effort to be made with regards to size and type of goods as well as their estimated costs. For example if school uniforms are requested then the Trustees would expect an itemised list of items together with their costs.

The Trustees do not give cash grants to individuals or settle individual debts.

The second part of this section requires a clear description of the need for the application. This may require details of household or financial circumstances including health issues to support the application.

Box 3

The Trustees need to know about any relevant household financial details including weekly income and expenditure, if the applicant receives State benefits and the household details including the number of adults and dependant children.

It is important to tell the Trustees if you have had help from the Dempster Trust before.

Box 4

The applicant needs to sign and date this section and confirm that all the details are correct.

Box 5

Applications are generally not considered unless they are supported by a referee. This could be a Social Worker, GP, Social Services, Home School Link Worker, HeadTeacher, Health Visitor, Nurse or a Voluntary Organisation.

The referee should know about the applicants situation and be able to verify the details. Where appropriate a covering letter could accompany the application.

The referee should state their name and occupation and provide a telephone number for contact purposes. The Trustees may contact the referee to verify the details.

The application form must then be sent to the address provided or e-mail to the e-mail address provided.

All information provided is treated with the strictest confidence.