

Women's Resilience Fund Application Form



The form should be completed as part of the assessment process for each application.

Applicant name

Applicant Unique Identifier (number)

Eligibility Criteria

1. Which of the four aims will the grant support?

- The grant would support the individual's financial stability and relief of hardship Yes
- The grant would support the individual's employment pathways Yes
- The grant would support the individual's housing needs Yes
- The grant would support the individual's mental health and well-being Yes

2. To be eligible for a grant a woman must meet the following criteria and answer Yes for all:

- Be aged 18 or above Yes No
- Has the right to reside and is living in the UK including NRPF Yes No
- Is in receipt of all benefits entitled to, (including migrating onto Universal Credit) or has an income below the Minimum Income Standard threshold Yes No
- Has savings under £4,000 Yes No
- Has debts under £10,000 Yes No

2.1 Women are excluded from applying if any of the following describes their situation:

- A student (studying 16 hours a week or more)
- Living in a residential or nursing home


Can you confirm the Applicant is none of **2.1** above? Yes No

See Grant-Making Policy and Criteria for full eligibility

Notes

I confirm the Applicant meets the eligibility Yes No

3. If Applicant is in receipt of benefits and working or solely working, fill in calculation spreadsheet: (Annex 1)

 See Grant-Making Policy and Criteria for how to calculate income for women who are living with other adults

3.1 Income threshold eligibility


From the calculation spreadsheet, provide the following:

Disposable income amount £

3.2 Is the Applicant below the threshold?

Yes No

4. What documentation has been provided to evidence the eligibility criteria?

 See page 11 for guidance on checking evidence. You do not need to keep copies

One month's recent bank statement from main current account in Applicant's name Yes No

Copy of benefits letter(s) showing all entitlements Yes No

If working, copy of one month or three weeks wage slips or as evidenced on Universal Credit statement Yes No

In line with the Grant-Making Policy, if the grant is being awarded in a crisis/emergency situation, and other such cases where where all the above evidence cannot be provided, Support Worker confirms Applicant satisfactorily evidences their eligibility Yes

I confirm that the Applicant has provided satisfactory documentation to evidence their eligibility, that this has been reviewed and that they are eligible for a grant Yes No

Notes

5. Grant purpose

What will the grant be used for?

5.1 Please provide more detail on how the grant will meet the aims of the Fund:

5.2 Grant amount £

The Applicant qualifies for a grant from the Trust

Yes No

6. Is there any conflict of interest to be noted in relation to the application?

Yes No

If yes, please give details and explain how this has been managed

7. Declarations

7.1 Applicant

I declare that to the best of my knowledge and belief that all of the information given in this application is correct and I wish to apply for this grant.

Name.....

Signature..... Date.....

7.2 Applicant

I give permission for my information to be shared with representatives of CoLab Exeter and the Smallwood Trust for data purposes.

Name.....

Signature..... Date.....

7.3 Support Worker

I confirm the Applicant is eligible and I recommend a grant as detailed above.

Name.....

Signature..... Date.....

Women's Resilience Fund

Payment Form - Grant approval process



The form should be completed as part of the assessment process for each application and should always be accompanied by a copy of the Applicant's bank statement showing their details

Applicant name

Applicant Unique Identifier (number)

Grant amount £

Grant purpose

Grant payment method *(complete one section)*

Please consider that whilst wherever possible grants should be paid direct to the Applicant's bank account, the method chosen should always be the most appropriate in for each individual.

- | | | | |
|-------------------------------|--------------------------|--|--------------------------|
| A) Direct to Applicant | <input type="checkbox"/> | Direct to Applicant's bank account or building society | <input type="checkbox"/> |
| | | Cheque | <input type="checkbox"/> |
| | | Cash | <input type="checkbox"/> |

! If being made by methods, B, C or D, receipts and invoices must be kept

B) By voucher

C) Direct purchase of goods

D) Direct to external organisation

This section should be filled in if payments are made direct to Applicant's bank account or building society.

Please note the account should be one with instant access i.e. a current account with a bank or an ordinary share account with a building society. Payments cannot be made to a National Savings Bank account (sometimes called a Post Office Savings Bank account) or the new Post Office Card account which is used for the payment of pensions and benefits. If in doubt, please ask the bank or building society if payments can be made into the account by BACS.

Payments will only be made to an account in the Applicant's name - we cannot make them to a joint account or an account in the name of a friend or family member. In order for the payment to be made, please provide the following details.


Name of account holder:

Name of Bank, or Building Society

Account Number

Sort code

Reference Number (If required)

 If any details are changed on this form at any time then all details must be checked against the original documents and signed again.

Payment details entered by Support Worker

Date

Senior staff member check and authorise for processing (Please tick box and sign once completed)

Application form completed

Grant amount recommended is within grant bandings

Bank details of Applicant checked and match Payment Form

I confirm that this grant should be processed for payment

I confirm that the Applicant's documentation has been checked and verified

Date

Finance staff member enters payment for processing and check (Please tick relevant box and sign once completed)

I confirm that the payment details have been checked against the bank statement and the payment entered onto relevant financial systems to be processed

I confirm method B, C or D is being used and the payment has been entered for processing

Date