

HENRY SMITH CHARITY

(Reg No 25435)

ST PAUL'S WALDEN SHARE

INFORMATION LEAFLET AND APPLICATION FORM

This leaflet has been prepared by St Paul's Walden Parish Council (who are trustees of the Charity) in order to help those who wish to apply for assistance.

1. WHO CAN APPLY?

Any resident of the Parish, whatever their age, who is on "low income". This usually means that the applicant receives a "low income" benefit such as Income Support, Family Credit, Housing Benefit or Council Tax Benefit – OR – has an income slightly above the levels qualifying for these benefits.

An application may be made at any time of the year *but only one application will be considered per year*. The applicant may re-apply in following years, whether successful or not.

2. HOW WILL HELP BE GIVEN?

Assistance will usually be given by a grant and sometimes by help in kind. A one off payment would be granted for items such as:

- Household equipment (for example cooker)
- Telephone bill
- Fuel bill
- Children's item (for example buggy)
- Personal items (for example spectacles or dental charges)

3. HOW URGENT IS HELP NEEDED?

The Parish Council meetings on the first Wednesday of each month (except August). Claims may be considered between meetings if the matter were urgent.

4. WHO WILL KNOW ABOUT MY APPLICATION?

The Parish Councillors and the Parish Clerk. Applications are considered in private and are not discussed during a public session.

Please return this form to any Parish Councillor or

The Clerk
St. Paul's Walden Parish Council
The Old Post Office
6 Great Green, Pirton,
Hitchin, Hertfordshire
SG5 3QD

clerk@stpaulswaldenparishcouncil.org.uk

INFORMATION REQUIRED FOR AN APPLICATION

Please provide supporting information if necessary.

SPWPC USE ONLY	
Ref: _____	Date: _____

Name of Applicant: _____

Address: _____

Telephone Number: _____

E-mail address: _____

What is needed? _____

How much will it cost? _____ Amount of Grant applied for: _____

Individuals: Number of dependent adults/children: _____

Ill Health/Other Relevant Disabilities: _____

Do you receive any of the following?

(Please tick)

Income Support

Family Credit

Housing Benefit

Council Tax Benefit

Universal Credit

Bank Details: *(For payment of grant if your application is successful)*

Account Name: _____

Account No.: _____

Sort Code: _____

General Privacy Notice

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party. For more information on the Parish Council's Data Protection protocols, please contact the Parish Clerk.