



APPLICATION FOR ASSISTANCE

NOTES FOR APPLICANTS

Who are the Hayling Lions Club?

1. The Hayling Lions Club is registered with the Charity Commissioners as a Charitable Incorporated Organisation to support local organisations and people that benefit of the residents of Hayling Island..

Who can apply for assistance?

2. To apply for assistance, you must live or operate on Hayling Island, or demonstrate that said grant will directly benefit residents of Hayling Island.

Purposes for which applications can be made:

3. Grants are made for the benefit of organisations or persons who live on Hayling to benefit the residents of the Island or cases of need,
4. The Lions Club can only make grants in accordance with the Grant Making Policy which can be downloaded from our website
5. Before making grants, the Lions Club have to satisfy themselves that relief is not available from a statutory source.

What is not covered by the Charity?

6. The Lions Club cannot give money, unless the recipient can demonstrate that the funds are to be used on a drip feed basics for ongoing support. An example would be funds to allow a foodbank to operate over a period of time to purchase food.
If cash is given we would require regular updates to ensure funds are used in accordance.

Examples of relief provided:

7. The Charity may provide financial assistance towards the cost of goods which unless perishable will be gifted for their use but remain the property of the Lions Club, the user is responsible for maintenance etc.

APPLICATION FORMS:

Please complete the attached application form in full and return it to:-

**The Chair
Community Services Committee
98 Elm Grove
Hayling Island
PO11 9EH**

Or email to our website

NB. Applications should include supporting information if supporting information is not supplied, the Club may decide to defer or reject the application.

ALL THE INFORMATION REQUESTED IN THIS FORM WILL BE TREATED IN THE STRICTEST CONFIDENCE AND WILL NOT BE DIVULGED TO OR USED BY ANY OTHER BODY.

PRIVATE & CONFIDENTIAL

APPLICATION FOR ASSISTANCE

1.	Name	
2.	Address:	
		Postcode:
3.	Telephone number	
4.	Organisation if applicable.	
5.	Address	
		Postcode
6.	Telephone number	
7.	E-mail address	
8.	Nature of assistance being sought	

9.	Amount being sought	
10.	Brief outline giving rise to the application	
11.	Comments by person supporting the application (continue on a separate sheet if necessary)	

Applicant's Signature **Date**

Supporter's Signature **Date**

PRIVATE & CONFIDENTIAL

STATEMENT OF INCOME AND EXPENDITURE (Organisations)

INCOME FROM ALL OTHER SOURCES	
	£
	£
	£
	£

	£
--	---

EXPENDITURE

	£
	£
	£
	£
	£
	£

I confirm that all the information given above is true and complete.

Signature of Applicant..... Date.....

PLEASE CHECK THE DETAILS PROVIDED ON THE FORM. IF YOU HAVE NOT FULLY COMPLETED THE FORM CONSIDERATION OF YOUR APPLICATION BY THE TRUSTEES MAY BE DELAYED.

FOR OFFICE USE ONLY

	Date	Signature
Received		
Details checked		
CSC review date		
Rejection date plus applicant notification		
Club Approval date		
Applicant Informed		
Passed to treasurer for payment		
Payment Made		
Receipt received		