

Guidelines for Grant Applications to the Three Oaks Trust for Individuals and Families

1. Grants to be requested using the Three Oaks Trust Application Form. Completed forms should be emailed to the trustee who deals with your agency's requests - see below.
2. The charity helps vulnerable low-income families, the long-term sick, people with physical and learning disabilities, mental health and substance misuse issues and ex offenders.
3. Grants cover such items as basic furnishings, clothing, household items, educational courses, work tools, disability equipment, Identification and a limited number of counselling/family therapy sessions not available through statutory sources. The Trust has reservations about assisting with new carpets especially when the need is throughout the accommodation. When house moves are being made, we would ask that social workers or professionals working with the family ask the Housing Association if they might enable clients/service users to retain previous carpets if in reasonable condition.
4. Applications are accepted from professionals from invited agencies, on behalf of their clients/service users. The charity will not accept requests directly from a client/service user, unless accompanied by an application from a professional.
5. The Trustees are unlikely to pay off debts or agree to fund rent deposits. We would expect workers to advocate for their clients/service users with housing providers concerning rent arrears & rent deposits.
6. If household goods are requested, consideration should be given to accessing the item(s) second-hand or reconditioned/refurbished using recycling centres, charity shops, Gumtree, Freecycle, Ebay etc. We expect that clients/service users will have been encouraged to explore with relatives and friends whether they can help with the items required and/or with delivery and installation. Please tell us if the client/service user or a family member can contribute towards the cost of the item.
7. Statutory sources of help must be explored before grant applications are sent to the charity. Please tell us who has been approached already. Statutory sources are likely to include local authority emergency support schemes, local assistance networks and grants via schools/education departments for school transport, school trips and uniform and 'pupil premium' money.
8. Clients/service users should normally have been known to the agency for a minimum of 12 weeks before an application for a grant is made.
9. Details of item(s) to be bought, the supplier (if known) and the cost should be provided. The sum requested needs to be clearly linked to the cost of the item(s). NB The Trust favours the purchase of recycled items, if possible.

10. Like most charities, we ask that no money is given directly to clients/service users, but that a voucher system is used or the client/service user is accompanied by a professional when spending the grant. The Trust will not make payments directly into the client's bank account. It often works well for the worker (or their Finance Team) to purchase items, arranging delivery to the client/service user. On any rare occasions when other usual options are not possible we would expect workers to view the item(s) after purchase and obtain a copy of the receipt from the client/service user, if possible.
11. Names and addresses of clients/service users can be withheld for reasons of confidentiality, but initials and dates of birth are helpful. If possible, please include the client/service user's initials in the email subject line.
12. Please provide names of other agencies involved.
13. **Information required on the application form.** Applicants should give as much detail as possible on the application form about the client/service user and their family's circumstances, to include:
 - Forenames/initials and age of all family members and others living in the household.
 - Why the referring agency are involved with the individual/family. What are the key issues?
 - What contact/support is there from the children's father(s) if they not living within the family home (Children & Families cases)?

What contact/support is there from other extended family members - and friends?
 - What evidence is there of the client/service user's motivation/ability to help themselves and get on top of their problems? If there are specific client/service user issues eg. mental health problems or issues such as family size making this difficult, what support is being offered to help them.