**GUIDELINES FOR COMPLETING THE GRANT APPLICATION FORM**

**PLEASE READ THE GUIDELINES BELOW BEFORE FILLING IN THE FORM.**

**YOUR APPLICATION MAY BE DELAYED IF INSUFFICIENT INFORMATION IS GIVEN.**

**Please note: there are two separate forms.**

One is to be used if you are applying on behalf of an **INDIVIDUAL.**

The other is to be used if you are applying as an **ORGANISATION.**

Contact Lydia Hansbury if you have any queries about completing the form 0208 940 5553

1. Applications will be considered from or on behalf of adults with learning disabilities living in Richmond or with strong links to Richmond Borough. **We particularly want to support young people 16+ (and their families) who are approaching or going through transition from children to adult services.**
2. Grants to **Individuals** are intended for relatively small sums (typically up to £1,000) as one-off payments where there are either no statutory funds available or all statutory sources have been exhausted. We provide support with leisure activities; furniture, carpets or household items for people moving into their own homes or items of equipment where there is no statutory obligation to provide such items. Please contact Lydia for clarification if you are unsure whether your application would be appropriate for NRF.
3. Grants to **Organisations** are intended to support the work of the applicant in providing services, opportunities or equipment for adults with learning disabilities in the local community. Typically grants range from £1,000 up to £8,000. Please contact Lydia for clarification if you are unsure whether your application would qualify for NRF support.
4. Please ensure that **ALL** sections of the form are filled in and legible (please state “ N/A” to a question if this is the case – do not leave blank).
5. It is very important that you give as much information as possible about the item or service that you are seeking funding for. Crucially, you must show how the person or people with learning disabilities will benefit if the funding is granted.
6. Please provide **ALL** supporting documents requested in the form:

* For applications from **Individuals** these will include estimates, invoices or projected costs where appropriate.
* For applications from **Organisations** these will include Project Budgets and most recent Annual Accounts.

NO DECISION WILL BE MADE UNLESS THESE DOCUMENTS ARE INCLUDED WITH YOUR APPLICATION

1. The form must be signed by a person who can be contacted to clarify or give further information if this is required. Please ensure their contact details are clearly shown.

1. Please send completed forms to:

Lydia Hansbury, 5 Jones Walk, Richmond,TW10 6JY

Email: lydiarhian@hotmail.com