# REGULAR GRANT APPLICATION FORM

* Parts 1-3 should be completed by Applicant **[** FOR OFFICE USE ONLY **]**
* Parts 4-5 should be completed by Minister **[** Received: **]**

**[** Selected: **]**

Answer all questions in **BLOCK LETTERS [** Grant: **]**

## PART 1: About You the Applicant

Surname: Title: Mr / Mrs / Miss / Ms Christian Name(s): Full Address:

Telephone number:

Congregation:

### Cheque Payee Name:

Children (Aged 23 and under):

|  |  |  |  |
| --- | --- | --- | --- |
| Child’s Surname | Christian Name | Date of Birth | Name of School/College |
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## PART 2: Income & Expenditure

Please complete the brief Income & Expenditure form on the next page. The Presbyterian Children’s Society is subject to the General Data Protection Regulation. This means we treat your personal information confidentially regarding any matter pertaining to grant administration and use it for this sole purpose.

### AVERAGE NET MONTHLY INCOME: £/€

Applicants Net Earnings

Financial contributions by other adults to family income (incl. child maintenance) Child Benefit

Bereavement / Widowed Parents Allowance Occupational / State Pension

Foster Care Allowance / Guardian's Allowance/Payments Welfare Benefits / Disability PIP Payments / Tax Credits / Carers Allowance Housing Benefit / Rates Relief / Rent / Mortgage Interest Supplement Investment & Savings Income (exclude capital amount)

Any other income sources (please give details)

### TOTAL NET MONTHLY INCOME:

**AVERAGE MONTHLY HOUSING & CHILD DAY CARE EXPENDITURE: £/€**

Rent  Mortgage Repayments 

Rates

Cost of Children’s Day Care / School Fees

### TOTAL MONTHLY HOUSING & CHILD DAY CARE EXPENDITURE:

**PART 3: Declaration by Applicant**

I agree to accept and abide by the decision of the Board of Governors of the Presbyterian Children’s Society in relation to this application and I will adhere to the regulations of the Society.

Applicant’s

Signature: Date:

Should this application be accepted, a copy of the Society *“Terms and Conditions”* will be sent to you together with a *“Summary of Grants Procedure”* for your reference. During the period between receipt of this application and review by the Selection Committee an Interim Grant may be processed and sent to your minister/convener to give to you.

## PART 4: To be completed by the Minister / Convener

What are the current circumstances of the child(ren)? (Please tick the appropriate section).

* The father and mother are deceased
* The father is deceased
* The mother is deceased
* The father is separated / divorced
* The mother is separated / divorced
* The father is disabled / ill
* The mother is disabled / ill
* The mother is single (unmarried)
* Other (please specify)

Are the family under the pastoral care of the Congregation? Yes / No

Is / was the father a Presbyterian? Yes / No

Is / was the mother a Presbyterian? Yes / No

Please give any information which you consider may be helpful to the Governors in their assessment of the application:

## PART 5: Certification

I certify that the child(ren) are under the pastoral care of the Presbyterian Church, and that to the best of my belief all the information contained in the application is true and complete.

NAME OF MINISTER (PRINT NAME): Date:

Signature of Minister: Congregation:

# Information for Minister / Convener

## Eligibility of Child(ren)

* All children under 16 years of age will be eligible for consideration for grant assistance.
* Children aged 16 – 23 will be eligible for consideration if they are in full time or part time education (defined as 2 days or more per week). An apprenticeship is considered to be education for grant purposes.
* A child is encouraged to attend at least one regular activity connected to the Presbyterian Church e.g. Youth Group; Sunday School, Bible Class, Worship etc.

For a full statement of qualifications / circumstances in which a child may cease to be eligible, please refer to the Scheme No. 58 of the Presbyterian Children’s Society, paragraph 16 as amended (copy available on request).

## Administration

Selection of children for regular grant assistance takes place twice a year in April and October. During the period between receipt of this application and review by the Board an Interim Grant may be processed and issued to you to give to the family. When a family is selected, a Regular Grant will be processed for the family every quarter and sent to you to give to the family. Upon selection, the family will be provided with a copy of the Society *“Terms and Conditions”* and a *“Summary of Grants Procedure”* for reference.

We look forward to receiving the completed application form. Upon receipt of this application, an acknowledgement will be sent to you (which may include an Interim Grant for the family). Should you not receive this within ten days of submission, please contact the Society:

The Presbyterian Children’s Society Glengall Exchange, 3 Glengall Street, Belfast BT12 5AB

Telephone: +44 (0)28 9032 3737 Email: info@presbyterianchildrenssociety.org