

# LOWER HEYFORD RELIEF IN NEED CHARITY

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## LOWER HEYFORD RELIEF IN NEED CHARITY

### Introduction

The Lower Heyford and Caulcott Community Fund (LHCCF) is the operating name for the Lower Heyford Relief in Need Charity (LHRINC) which is a long established charity in the Parish. It derives its income from the rent of property and agricultural land in the Parish. This income is used to assist persons in times of genuine need or financial hardship as well as supporting projects which benefit people living in Lower Heyford and Caulcott.

The Charity's principal aim remains providing financial help to residents of the villages **who can demonstrate a real and unavoidable need**. The need may be You, Your Friend, or Your Neighbour. If you are suffering from financial hardship and if you have to meet an unexpected expense then the Trustees of LHCCF may be able to make a contribution towards the cost.

### What does the fund support?

Here are some examples of things which would be considered:

- One-off payments to help in times of **sudden distress**.
- Payment of **travelling expenses** for visiting people in hospitals and the like.
- Grants of money towards the cost of **age or disability related alterations or other**

**essential household equipment or furniture.**

- **Pendant alarms** for housebound or vulnerable persons.
- Providing **medical and nursing aids** such as wheelchairs for disabled,

handicapped or infirm people.

- Providing **services in the home** for disabled, handicapped or infirm people

(including gardening).

- Grants towards **school uniforms**.
- Enabling **travel to support a young person's development**.
- Support for **young people undertaking further or higher education courses or**

**apprenticeships.**

- Helping a **victim of crime**.
- Assistance following **fire or other damage** to a home.
- Supporting a non-commercial village organisation.
- Grants to support those wishing to make a **change in their career direction and**

**who need to undertake training to achieve that.**

### **Guidelines for applicants**

All enquiries and assistance will have complete confidentiality and be considered on individual merit, but the following guidelines will apply.

- The process will be as unobtrusive as possible but will require an application form to be completed.
- Grants will be normally awarded to individuals only but in some cases appropriate village organisations may qualify.
- Grants will not normally be made in the form of cash, but a payment made directly by the Charity to the goods or services supplier.
- Applications will require to be accompanied by estimates or quotations for the requested items or assistance.
- No grants are given for the relief of debt, rates or taxes.
- If you are already receiving statutory benefits you may get additional help from

LHCCF if you need it. Help cannot be given unless you have obtained all the relevant statutory benefits to which you are entitled

- Medical aids and appliances and services in the home should be requested from health and social services in the first instance

- Repeat grants within 2 years of a previous award are only considered at the trustees' discretion.

- Applicants must have been resident in the Parish for a minimum of 2 years immediately prior to the application

### **Documentation Required**

Grants will be paid retrospectively on the receipt by the Trustees of documentation of the expense in the form of:

1. An invoice showing the amount due, dated within the timescale of the awarded grant.
2. A receipt from the payee showing payment of the invoice.

OR

3. A bank printout or statement showing payment of the invoiced amount to the payee named on the invoice.

It may be necessary for Grant recipients to specifically ask for this documentation where it is not routinely given.

## Grants available

- Individual Specific Need Grant
- Organisation Specific Need Grant
- Career Development Grant
- Young Person Travel and Development Grant
- Young Person Further / Higher Education Support Grant

### **INDIVIDUAL SPECIFIC NEED GRANT**

**Individual specific need grants** are aimed at residents of Lower Heyford or Caulcott who need one-off support for a particular reason or circumstance.

**Support will be given to situations including, but not limited to:**

- Ways to help families cope with emergencies e.g. transport to and from hospital to visit a family member.
- Repairs to essential services which cannot be afforded (e.g. boiler).
- Heating in winter for elderly or vulnerable residents.
- Unexpected essential costs which cannot be afforded.

### **ORGANISATION SPECIFIC NEED GRANT**

**Organisation specific need grants** are aimed at organisations located in or operating in Lower Heyford or Caulcott who need one-off support for a particular reason or circumstance.

**Projects that will be considered for funding include but are not limited to:**

- Expenses that provide general benefit for the community (eg. Membership of the King George Community and Sports Centre, Membership of the Bowls Club.)
- Cost of specific items of equipment. Examples of recent grants include:
  - Water heater for the pop up café in the church.
  - New notice board for the lay-by on Freehold Street.
  - External box for the defibrillator at the Community and Sports Centre.

## CAREER DEVELOPMENT GRANT

**Career Development Grants** are aimed at residents of **Lower Heyford** or **Caulcott** who are wanting to take a course towards:

- a Further developing their career
- b Returning to work after a period of absence e.g. caring responsibilities
- c Retraining for another profession/trade to gain employment

These awards, which will be up to a maximum of **£1000** over two years, are to provide assistance towards the costs of career development and the next stage of education or training. Courses may vary in length from a few days to three years and the size of the grant will be adjusted to reflect that (from a small contribution for short courses and up to the maximum of £1000 for longer, more substantial training). The applicant will need to demonstrate how the course will benefit their future career.

The funding is aimed at contributing towards books, study trips, travel costs, tools and equipment (including computer equipment or software) or any other appropriate expense associated with moving into further education or training. Applications are welcome for **full or part time study**.

Applicants will need to have been resident in the parish for **2 years** and the awards are open to all regardless of family or personal circumstances. Grants cannot be made to people who have previously received a Young Persons Educational Grant. For courses longer than 1 year, the awards would normally be split over two years as two equal payments. However, in exceptional circumstances, this split can be varied. For courses, lasting less than a year, a smaller grant may be appropriate.

Applications are welcomed from those who started their next stage of study at any time during the **last 12 months** or are planning to start a course in the next 6 months. Funding will be retrospective and receipts will need to be provided for items purchased, before an award can be made.

## YOUNG PERSON TRAVEL AND DEVELOPMENT GRANT

**Young Person Travel and Development Grants** are aimed at residents of **Lower Heyford** or **Caulcott** who are wanting to participate in a development opportunity which involves travel or other unplanned for costs. Possible examples include (this list is not exhaustive):

- a Travel for sporting events to represent their school, county or country
- b Travel for educational visits and experiences
- c Other costs associated with either of the above

These awards, which will be up to a maximum of **£200** per person, are to provide assistance towards the costs of development for the young person. Only one grant can be awarded to each young person of school age. Receipt of a travel and development grant does not preclude the young person from claiming a Young Persons Educational Grant if they decide to continue education beyond school.

Each applicant will need to demonstrate how the experience being supported will benefit their development. It should be noted that these grants are for educational and development purposes. They are **not intended for routine school trips, holidays etc.**

**The funding is aimed at contributing towards travel costs, accommodation and equipment or any other appropriate expense.**

## YOUNG PERSON FURTHER / HIGHER EDUCATION APPRENTICESHIP GRANT

**Young Person Further / Higher education / Apprenticeship Grants** are aimed at young people resident in **Lower Heyford** or **Caulcott** who are undertaking further education or training of some sort after leaving school.

Grants will be considered for young people between the ages of 16 and 24. An annual award of up to £1000 will be paid each year for up to a maximum of 4 years (or the duration of the course if it is less than 4 years). The grants can be used for a range of courses and training e.g. apprenticeships, technical training courses, undergraduate, postgraduate training or a combination of these. People over 24 who are considering a change in career which involves re-training should consider applying for a **career development grant**.

The grants are intended to help provide financial support to the young person so can be paid against costs incurred as part of the course e.g. accommodation, IT, books, equipment etc. Whilst we will not pay travel costs for someone wishing to undertake a course overseas, we will consider helping with travel costs for an apprenticeship or other training if that is a significant cost. If anyone is considering applying for a grant but doesn't know whether their situation will be eligible, please get in touch with us so we can discuss. It is impossible for us to anticipate every type of scenario so if your situation is a bit different, then we need to know about it.

All payments will be against receipts for payments made for any of the eligible costs incurred.

The trustees reserve the right to review and, if necessary, change these arrangements at any time if circumstances require a reassessment.

## GDPR Notice

- LHCCF will only hold personal data of any person accessing the funds in so far as it allows us to process applications by and payments to community fund claimants.
- Personal data is held electronically and in GDPR-compliant cloud based facility and can only be accessed by the Data controllers (The Trustees).
- LHCCF will never pass on personal data to a third party, unless legally obliged to do so, for example, during an inspection by the Charity Commission.
- Relevant personal data will kept for 6 years in accordance with the Charity Commission e.g. for accounting purposes, and deleted after this time.
- Only personal data required by the Charity Commission will be stored.
- The personal data we will hold may include:
  - Name
  - Email address
  - Bank details
  - Address
  - School / Higher Education setting attended
  - Telephone number
  - Age and occupation
- •At any point, an applicant can ask to see if their personal data is held, what it comprises of, for any errors to be remedied, and for information to be deleted (where this is compliant with our legal obligations as a registered Charity)
- Please see our comprehensive GDPR Policy on the Lower Heyford website for more detail.



## APPLICATION FORM

Please fill in the appropriate application form and return to the email address below.

### Application Form LHCCF Individual Grants

<b>Grant applied for:</b> <i>(please tick)</i>	<input type="checkbox"/> <b>Individual Specific Need Grant</b> <input type="checkbox"/> <b>Career Development Grant</b> <input type="checkbox"/> <b>Young Person Travel and Development Grant</b> <input type="checkbox"/> <b>Young Person Further / Higher Education Support Grant</b>		
<b>Full Name:</b>			
<b>Address:</b>			
<b>Contact details</b>	Home Tel:	Mobile:	Email:
<b>Secondary Schools attended with start / finish dates</b>	<i>(Education Grant Applicants only)</i>		
<b>Age and Occupation:</b>			
<b>Are you the house owner? Yes/No or Do you pay rent? Yes/No</b>			
<b>How long have you lived in the village / Parish?</b>			
<b>Have you received any previous grant from us? If yes, please give details.</b>			

**What are you applying for? (Specific need, course or training.)** *Please include course beginning and end dates and location of courses where applicable. For educational travel grants, please include dates of travel and a summary of your travel plans and what you hope to achieve.*

**Why do you need assistance?**

**How much will it cost?** *(Please provide written estimates or cost details for repairs or purchases. For education and career development grants, please give some explanation: For example, buying books, tools or other equipment, contribution to accommodation, travel costs etc.)*

**How much are you requesting from LHCRNC?**

**Have you applied to other sources for help? Yes / No If so please give details:**

**For Career development and Education grants only:**

We would like to arrange a meeting between you and a couple of our Trustees to discuss your plans and your application. Please let us know your availability for a meeting over the next month.

**For Career development and Education grants only:**

If your course lasts longer than a year, we would normally split the grant over two years. The second payment would be conditional on your continuing your studies. If you would like us to consider a different split, please indicate below with an explanation of why.

Please confirm that you would be willing to give us an update on your progress after 6 months.

*ANY OTHER SUPPORTING INFORMATION THAT MAY HELP YOUR APPLICATION CAN BE SET OUT IN A SHORT LETTER TO ACCOMPANY THIS FORM*

**I DECLARE THAT THE INFORMATION GIVEN IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE**

**Signed: Print name:**

**Date:**

*Please return your form either to:*

*Aimee Bronock*

*101 Freehold Street*

*Lower Heyford*

*Oxfordshire OX25 5NT*

*Email: aimeebron@gmail.com*

*Or:*

*Dr Liz Goodwin*

*Yggdrasill*

*Freehold St*

*Lower Heyford*

*Oxfordshire OX25 5NS*

*Email: liz\_goodwin@ymail.com*

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<b>Organisation's Name:</b>			
<b>Address:</b>			
<b>Lead Contact name and address (if different from above):</b>			
<b>Contact details:</b>	<b>Home Tel:</b>	<b>Mobile:</b>	
	<b>Email:</b>		
<b>Describe the services provided by the organisation.</b>			
<b>Do people from outside Lower Heyford and Caulcott benefit from your organisation's activities?</b>			
<b>What are you applying for?</b>			
<b>Why do you need assistance?</b>			
<b>How much will it cost?</b> (Please provide written estimates or cost details).			
<b>How much are you requesting from LHCRC</b>			

<b>Have you applied to other sources for help? Yes / No If so please give details:</b>
<i>ANY OTHER SUPPORTING INFORMATION THAT MAY HELP YOUR APPLICATION CAN BE SET OUT IN A SHORT LETTER TO ACCOMPANY THIS FORM</i>
<b>I DECLARE THAT THE INFORMATION GIVEN IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE</b>
<b>Signed:</b>
<b>Print name:</b>
<b>Date:</b>

*Please return your form to:*

*Aimee Bronock  
Corpus Christi Cottage  
101 Freehold Street  
Lower Heyford  
Oxfordshire OX25 5NT  
Email: [aimeebron@gmail.com](mailto:aimeebron@gmail.com)*

*Or:  
Dr Liz Goodwin  
Yggdrasill  
Freehold St  
Lower Heyford  
Oxfordshire OX25 5NS  
Email: [liz\\_goodwin@ymail.com](mailto:liz_goodwin@ymail.com)*