

Tilehurst People's Local Charity

*serving people in need, hardship and distress
in West Reading, Southcote, Holybrook, Calcot, Theale and Tilehurst*

NOTES FOR GRANT APPLICANTS

Am I eligible for a grant?

You don't have to live in Tilehurst to be eligible! – nor do you have to be on State Benefits.

Tilehurst People's Local Charity ('TPLC', Regd No. 204048) can help people in need, hardship or distress who are resident in its priority area of support. This area covers **part of Reading Borough** (the part which lies to the west of the railway line from Reading West to Basingstoke), plus **part of West Berkshire** (comprising Tilehurst Parish, Holybrook Parish and Theale Parish). Note that your address needs to be your normal full-time residence – not temporary accommodation.

If you are in financial hardship and you lack the basic essentials in life – or an appliance you rely on has broken down and you can't afford to repair or replace it – or you are just scraping by but have debts that will take years to clear – then TPLC may be able to help you.

What can I apply for?

TPLC can provide basic, essential goods or services, or financial help with paying off unaffordable debts.

Examples of goods may include: **'white goods'** (appliances such as a cooker/oven, a washing machine, a fridge/freezer); **other electrical goods** (such as a TV, radio, vacuum cleaner, microwave oven, air fryer, kettle, toaster, laptop computer, simple mobile phone); **fabrics and furnishings** (such as carpeting, curtains, beds and bedding, wardrobes, chest of drawers, a sofa, table and chairs); **clothing** (including shoes and school uniform).

Examples of services may include: fares for public transport (for a period of time); repair of a vehicle needed to get to work; communications/entertainment costs (such as a TV licence, broadband charges, simple phone rental charges – but for a fixed initial period only); a contribution towards educational costs (course/exam fees).

Any contribution towards paying off debts will depend on several factors, including the size and nature of the debts, the amount of any regular repayments, the reason for incurring the debts, the ability to reduce debts by returning items bought, etc. Full details will be needed for TPLC to consider an application to repay debts.

Note: TPLC cannot guarantee to make a grant in all eligible cases, due to the limited availability of funds.

Is there anything I can't apply for?

TPLC cannot pay fines (including Court fines) or taxes (including Council Tax). TPLC cannot make a grant to anyone who is yet to apply for all the state benefits to which they are entitled.

TPLC does not undertake to make grants for on-going or repeating expenses, and may not offer a second grant to someone who has received a grant fairly recently.

What do I need to do? – step by step

(1) To **check your eligibility** for State Benefits and for grants from other local charities, please visit:

www.turn2us.org.uk and servicesguide.reading.gov.uk

(2) You should ask your 'care/support worker' to **help with your application for a grant**. This may be someone from one of the main caring agencies (such as a Social Worker, a Housing Support or Resettlement Officer, a GP, a Health Visitor, a District Nurse, an Occupational Therapist, school support staff, a Probation Officer) or someone from another caring agency/charity (such as LaunchPad, Citizens' Advice Bureau, Reading Refugee Support).

If you don't receive support from such an agency, then you may still submit a grant application on your own behalf, but it may take a little longer to process, in order to verify your personal circumstances.

(3) Your care/support worker should write a **supporting letter** to TPLC on behalf of the referring agency, describing and confirming your personal circumstances.

(4) You (the applicant) should get together copies of **quotations or bills for goods or services**, together with copies of **statements** showing any significant debts or savings that are relevant to your application.

(5) If your care/support worker doesn't have a spare copy of the TPLC **Grant Application Form**, the latest version can be downloaded from the TPLC website at www.tplc.org.uk and printed out.

(6) When **filling out the Grant Application Form** ...

- Answer all Sections as fully as you can, including financial details of savings, debts, income and outgoings.
- If a question is not applicable, put 'N/A' or 'None' - don't leave it blank. Continue on a separate piece of paper if more space is needed.
- In Section 3, please state clearly what is required, and give sizes where this is important (e.g. standard-size double bed & mattress, fridge to fit under worktop, carpet for lounge size L x W, uniform for school X).
- In Section 3, if the item(s) requested (such as goods, services or debt-repayment) involve specific supplier(s), please give their name(s). TPLC normally pays grants direct to suppliers.
- In Section 7, you (the applicant) must sign and date the Consent & Declaration.
- In Section 8, your care/support worker must provide their agency details, and sign and date the Statement.
- If you or your care/support worker needs further guidance on our grant-making, please contact TPLC.

(7) When **sending your application to us** ...

- You must send us the completed form, signed and dated, together with the following paperwork:
 - the supporting letter from the referring agency
 - copies of all relevant quotations and/or bills – these are needed before we make a decision
 - any extra information to support your application.
- Post it all to **Tilehurst People's Local Charity** at our postal address **P.O. Box 2802, Tilehurst, Reading RG30 4GE**. Alternatively, your care/support worker may be able to email it to us at grants@tplc.org.uk.

(8) **Responses** are usually provided within 2-4 weeks after TPLC receives your application form, but may take longer (e.g. if your request is dealt with at a Trustees' meeting rather than under TPLC's urgency procedure).

Other Local Charities These are some of the other local charities that may be able to offer similar support:

Charity (Regd No), purpose, area served	Contact details
Reading Dispensary Trust (203943) Grants to people in need who are in poor health, infirm, convalescent or have a physical or mental disability. Area: within 7-mile radius of Reading town centre.	Postal: 16 Wokingham Road, Reading, RG6 1JQ Phone: 0118 926 5698 Email: theclerk@readingdispensarytrust.org.uk Web: www.readingdispensarytrust.org.uk
Berkshire Nurses & Relief-in-Sickness Trust (205274) Grants to people under the care of the medical profession, who are in need through sickness or disability (physical or mental). Area: Berkshire (and former parts now in S. Oxfordshire).	Postal: BNRST, PO Box 3283, Reading, RG1 9QA Phone: 0118 227 9977 Email: secretary@bnrst.org.uk Web: www.bnrst.org.uk
Dr Ellerton's Charity (203622) Grants for the relief of need, hardship and distress. Area: The parishes of Holybrook and Theale. The postal address is c/o Holybrook Parish Council. The charity also maintains and administers allotments.	Postal: Beansheaf Community Centre, Charrington Road, Calcot, Reading, RG6 4HB Phone: 0118 942 8078 Email: enquiry@drellertonscharity.co.uk Web: www.drellertonscharity.co.uk
The Earley Charity (244823) Grants to people and organisations for the purpose of the relief of the needy, sick and elderly. Area: Central Reading (up to Reading West railway line), East Reading, Earley, Winnersh, Shinfield, Sonning.	Postal: Earley Crescent Resource Centre, Warbler Drive, Earley, Reading, RG6 7JN Phone: 0118 304 9369 Email: ec@earleycharity.org.uk Web: www.earleycharity.org.uk

Data Protection and Privacy

- We process personal information in order to assess need, consider applications, make grants, liaise with charities and prevent fraud. See the TPLC website for further details – www.tplc.org.uk
- The lawful basis for processing is explicit consent, conduct of a public interest task, legitimate interests (such as record-keeping for accountability, and third party / wider societal interests) and contract fulfilment (e.g. to deliver goods or services to you).
- Personal information may be shared in confidence as follows:
 - with the referring agency supporting the application – any data;
 - with other local charities – only limited details (names, addresses, items requested, grant sought).
- Application forms are destroyed after 5 years. Limited details may be retained longer, for fraud prevention and accountability purposes.