

The Vegetarian Charity

PO Box 496, Manchester M45 0FL • grantssecretary@vegetariancharity.org.uk

GRANT APPLICATION FORM

The Vegetarian Charity's Trustees consider applications for financial assistance from vegetarians and vegans **up to and including the age of 25 years** for specific courses, projects or equipment, or in cases of individual poverty.

Are you a vegetarian? Vegetarians do not eat any meat or fish, or any food that requires the killing of an animal.

- We do not give grants for starting businesses.
- If you are anticipating hardship (eg. planning to go to university but not a student yet) it may be advisable to hold back your application until there is clear evidence of your needs.
- We do not give grants for paying off debts but will consider grants to help in other ways if you can provide evidence that you are managing your debt.
- Applications may take several months to process and we do not 'fast track' applications. If you have urgent problems you should consider other ways to find the help you need. If you are within a few months of being 26 or finishing your course, or trying to raise money for a short course or trip that is coming up soon, it may be better to look elsewhere for funding.
- Our grants are not normally more than £500. If you need more than this to take your plans forward, you should include an explanation of how you intend to raise the rest of the funds you need.
- If you have only been vegetarian for a short time, it may be advisable to wait and apply when you can show a longer term commitment to vegetarianism.

Each application is considered on its merit and it is not possible to say in advance whether it will be successful. All correspondence is by letter or email. We do not enter into correspondence regarding unsuccessful applications.

Important notes regarding the Covid-19 Pandemic

1. We have limited funds available and are working hard to help vegetarians and vegans who are experiencing immediate hardship. Grants are currently tending to be lower and are taking additional time to process.
2. If you are planning to go to university later this year but have not yet become a student, please **do not** send a grant application until after January 2021 when your situation will be clearer.
3. We are trying not to use the post at all. Please send your application and supporting documents via email to the Grants Secretary if you possibly can. The Grants Secretary is not signing for post so please do not send items by recorded delivery as they may be returned to you. The Grants Secretary is not going to the Post Office to claim items that have been sent with insufficient postage and these may be returned to you.
4. As a temporary measure, we are now taking up references via email and therefore we need you to supply both postal addresses and email addresses for your two Referees please.
5. In general, please be aware that it might be best to wait until 2021 before applying for a grant.

How to fill in the form

Complete the form legibly in black ink, or type directly into the form. Make sure you fill in every box. Strike through, or write NIL, 0 or N/A if necessary. Make sure you sign the privacy policy and declaration at the end.

Read the checklist of the supporting documents that are required (below) and make sure that you supply everything that is necessary for us to process your application.

Email the completed form and supporting documents to grantssecretary@vegetariancharity.org.uk

Applying on behalf of a child

For children aged under 16: Parents can apply on behalf of vegetarian children aged under 16 who are still living at home, but awards can only be made for items and projects specifically for the child. The details of income and expenditure supplied should relate to the parents' circumstances. The trustees would also like to see a letter written by the young person to explain their commitment to vegetarianism. We will seek references not only for the parent who is making the application but also from another person who can vouch for the child's diet.

For young people aged 16-18 still living with their parents and not planning to leave: The young person should complete the form, but the details of income and expenditure should relate to the parents, not the young person.

Supporting documents

Please use this checklist to make sure you send everything that is required.

- All applications need a covering letter. Tell us about your personal commitment to vegetarianism, and why you need the grant. The trustees will look for evidence that you have attempted to improve your financial situation, so if you have taken a part-time job, are looking for work or have taken advice from a debt management agency, it is a good idea to include this information.
- All applicants should send copies of their bank statements for the most recent two months. You can blank out your account number and sort code if you wish, but please be advised that all your personal documentation is kept confidential (see our privacy policy below).
- All applicants should send a CV, as would be used in a job application.
- If you are a student, please include a letter of recommendation, on headed paper, from one of your tutors.
- If you are planning to become a student, include evidence that you have been offered a place on a course.
- If you are planning to become a student and/or to leave home, your financial figures should relate to your best estimate of your future costs for one year. Where possible, these estimates should be backed up with documentation, such as evidence of the cost of your course, the cost of your accommodation and the cost of any special equipment you will have to buy.
- If you are not applying for a grant to help with education costs, you should include a letter, on headed paper, from a relevant employer, doctor, social worker, carer or similar.
- If you have a health condition, and you want the trustees to take this into account, you should include a letter on headed paper or other evidence from a medical professional who can vouch for this.
- If you have received any grants or loans from any other organisations, documentation should be included.
- Our grants are not normally greater than £500.** If your future plans depend on you being able to raise more than this, then you should provide information about how you intend to work towards your financial goal.

Your Referees

Please provide the full names and postal addresses of two people who we can contact to take up references. We will contact the people you nominate directly, using our standard form.

We are currently contacting referees **by email only**. It is your responsibility to provide the correct email address and to check that your referees are still accessing mail from the address supplied. We cannot take responsibility for reference requests being sent to unintended recipients if you fail to give us the correct email address.

The people you nominate should not be student friends, housemates or members of your family. Ideally, they should be professional people with good jobs. If you want us to contact your GP for a reference, please check with the surgery first, as many GPs do not provide this service and some may charge for it.

Your application may be rejected if we do not receive references within a month of writing to your referees. It is your responsibility to make sure you provide **legible, accurate and complete details** here. It is your responsibility to let your referees know that they should expect to be contacted by us, and to ask them to reply as quickly as they can.

Reference 1

Name:

Postal address:

Email address:

How does this person know you?

Reference 2

Name:

Postal address:

Email address:

How does this person know you?

SECTION 1: Your details

Your family name:

Your forename:

Your address (please supply both term-time and family home addresses if necessary):

Your telephone number:

Your email address:

Please keep us informed about any changes to your contact details.

Your date of birth and your age:

Your place of birth and your nationality:

Are you vegetarian? *(Vegetarians do not eat any meat, fish, shellfish or slaughterhouse products.)*
If so, for how long?

Are you vegan? *(Vegans do not eat, wear or use any foods or other products that are derived from animals or tested on animals.)* If so, for how long?

Are you a member of The Vegetarian Society, The Vegan Society or any similar organisations?

How did you find out about The Vegetarian Charity and the grants available?

SECTION 1A – Only to be completed if you are applying on behalf of a child (under 16)

Child's family name:

Child's forename(s):

Child's date of birth:

Your relationship to the child:

Is the child vegetarian? If so, for how long?

Is the child vegan? If so, for how long?

Is the child a member of the Vegetarian Society, the Vegan Society or any similar organisations?

SECTION 2: Why you are applying for a grant

What is the grant needed for?

If you are currently a student, please give details of your course, the course provider and the start and finish dates.

If you are hoping to become a student, please give details of the proposed course, the course provider, the length of the course and the start and finish dates.

Do you have an unconditional place on this course? If so, have you formally accepted this place?

Do you have a conditional place on this course? If so, what are the conditions?

COST OF PROJECT

Please give figures for this specific project or for ONE year only of the course – any following years will need a further application.

| | Cost per year £ |
|--|--------------------|
| Tuition/course fees | |
| Books, stationery etc | |
| Computer costs | |
| Other study-related costs <i>(please detail)</i> | |
| TOTAL COST OF PROJECT | |

How much money are you requesting from The Vegetarian Charity?

If The Vegetarian Charity does not meet the full amount requested, how will you manage?

Have you applied or plan to apply for funding elsewhere? Please give details.

SECTION 3: Your income

If you are under 18 years of age, living at home, and not intending to move out within the next year, please ask your parents/guardian to complete this section.

If you are still living with your parents but planning to become a student or move out, please fill in the boxes with your best estimates of your income when you become a student.

If you are living with a spouse or partner, please also fill in the boxes with their income.

| YOUR ANNUAL INCOME | APPLICANT £ | SPOUSE/ LIVE-IN PARTNER £ | TOTAL £ |
|------------------------|----------------|---------------------------------|------------|
| Net Earnings | | | |
| Benefits | | | |
| Grants | | | |
| Maintenance | | | |
| Parental Contributions | | | |
| Other Contributions | | | |
| Investments | | | |
| Other Income | | | |
| TOTAL | | | Box A |

If no parental contribution is made please give reasons:

| YOUR SAVINGS/ INVESTMENTS | APPLICANT | SPOUSE/ LIVE-IN PARTNER | TOTAL |
|-------------------------------|-----------|----------------------------|-------|
| Property (freehold/leasehold) | | | |
| Bank balances | | | |
| Other savings and investment | | | |
| Other (please give details) | | | |
| TOTAL | | | Box B |

SECTION 4: Your expenses

If you are under 18 years of age, living at home, and not intending to move out within the next year, please ask your parents/guardian to complete this section.

If you are still living with your parents but planning to become a student or move out, please fill in the boxes with your best estimates of your expenditure when you become a student.

If you are living with a spouse or partner, please also fill in the boxes with their expenditure.

| YOUR ANNUAL EXPENSES | APPLICANT £ | SPOUSE OR LIVE-IN PARTNER £ | TOTAL £ |
|--|----------------|--------------------------------|------------|
| Rent/mortgage | | | |
| Gas | | | |
| Electricity | | | |
| Council Tax | | | |
| Water | | | |
| Telephones | | | |
| Insurance – (contents / buildings / other) | | | |
| Food | | | |
| Entertainment | | | |
| Motor running costs | | | |
| Travel Please detail: | | | |
| Other Please detail: | | | |
| TOTAL EXPENSES | | | Box C |

Do you live with a parent/guardian? Please explain the reasons if you do not.

Type of accommodation where you live:

Is this shared? If so, with how many?

SECTION 5: Your debts

If you are under 18 years of age, living at home, and not intending to move out within the next year, please ask your parents/guardian to complete this section.

If you are still living with your parents but planning to become a student or move out, please fill in the boxes with your best estimates of your situation when you are no longer living with your parents.

If you are living with a spouse or partner, please also fill in the boxes with their details.

| EXISTING DEBTS <i>(what you owe now)</i> | APPLICANT £ | SPOUSE OR LIVE-IN PARTNER £ | TOTAL £ |
|--|----------------|-----------------------------------|------------|
| Mortgages | | | |
| Bank overdrafts | | | |
| Hire purchase debts | | | |
| Credit card debts | | | |
| Other <u>(not including Student Loan)</u> Please detail: | | | |
| TOTAL DEBTS | | | Box D |

Do you have a student loan? How much will you have to repay and when do you have to pay it?

| | |
|---|--|
| YOUR TOTAL INCOME Work this out by adding the figures you put into Box A + Box B above | |
| YOUR TOTAL EXPENSES Work this out by adding the figures you put into Box C + Box D above | |

SECTION 6: Privacy Policy and Declaration

Privacy Policy

The Vegetarian Charity is an independent charity. We collect personal information about you when you submit an application for financial assistance. The information that we collect may be of a sensitive nature. We require your consent for this.

Your details are passed to the charity Trustees, who collectively decide whether to award a grant. The Trustees have declared that they will ensure that your personal information remains safe and secure throughout the application process. After making their decision, the Trustees will destroy their copies of your application papers. However, the Grants Secretary has the discretion to defer the destruction of the original application papers for a maximum period of two years.

You have a right to contact us to request a copy of the information that we hold about you. You may ask us to correct or remove any information that you think is inaccurate. We do not share your personal information with any other organisations.

We keep our privacy policy under regular review. This privacy policy was last updated in May 2020.

We cannot process your request without confirmation of your agreement to this privacy policy.

Please insert an X in this box to confirm your acceptance of the above policy

Signed:

Declaration

I solemnly and sincerely declare that the information presented with this application is true, that I am a vegetarian or vegan aged under 26 and that I do not have any net financial resources other than those indicated.

I formally apply for the amount of grant stated above towards the cost of the above named course/project.

I undertake to advise The Vegetarian Charity
if I cease to be a vegetarian
and/or if my financial circumstances change
and/or if I discontinue the course/project.

I accept that the decision of the Trustees is final and binding and not subject to appeal.

Signed:

Your full name in capital letters:

Date:

What happens next?

We will check your application and let you know if we need any clarification or additional information. Please make sure that you supply an email address and a postal address that will enable us to contact you both during term time and during holidays.

We will contact your two referees and send them our standard forms to complete. **If we don't receive two references within a month of posting the letters, your application will be considered to have lapsed.** We will let you know if this happens. In this case, we cannot take the existing application forward, but you can re-apply.

Once your references have been received, your application will be considered by our board of trustees. You will be notified of the outcome. We do not enter into correspondence concerning the reasons for applications being unsuccessful.

Re-applying

If you are awarded a grant, you can apply again but it is necessary to send a new application form.

If you are not awarded a grant, you can re-apply as long as you are still a vegetarian or vegan aged 25 or under.