

The Vegetarian Charity

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

GRANT APPLICATION FORM

The Vegetarian Charity's Trustees consider applications for financial assistance from vegetarians and vegans aged under 26 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.

YES – I am a vegetarian/vegan

Are you under 26 years of age?

YES – I am under 26 (or applying on behalf of vegetarian/vegan children)

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. Your form will not be processed if you leave questions unanswered.
- Make sure you sign the privacy policy and declaration at the end – we cannot process your application without this.
- Read the checklist of the **supporting documents** that are required (see next page) and make sure that you supply everything that is necessary for us to process your application.
- Upload this form along with your supporting documents using the application portal on our website. Alternatively, email the completed form and supporting documents to grants@vegetariancharity.org.uk

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.

- 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.
- We do not give grants for starting businesses.
- If you are anticipating hardship (e.g. 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.
- If you have only been vegetarian/vegan for a short time, it may be advisable to wait and apply when you can show a longer term commitment to vegetarianism/veganism.

Applications may take several months to process and we do not 'fast track' applications. If you have urgent financial problems you should consider other ways to find the help you need. If you are within a few months of being 26 (and therefore overage for this charity) or finishing your course, or you are trying to raise money to pay a bill or for a short course or a trip that is coming up soon, it may be better to look elsewhere for funding.

YOUR SUPPORTING DOCUMENTS

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

1. All applications need to include:

- A covering letter.
 - Tell us about your personal commitment to vegetarianism/veganism. You could also use this document to tell us about any active campaigning that you do to promote a vegetarian/vegan lifestyle.
 - Tell us 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.
 - Our grants are not normally more 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. If you have received any grants or loans from any other organisations, include details about these.
- Your CV, as would be used in a job application.
- Copies of your 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).
Please be sure to send statements relating to ALL your bank accounts, including savings.

2. If you are a student, you need to send:

- A letter of recommendation, on headed paper, from one of your tutors.
We are looking for evidence that you are enrolled on a course and that you are a hard-working and committed student. Your tutor needn't know that you are a vegetarian, if you don't want to share that information with them.

3. If you are not yet a student, but hoping to study, you need to send:

- Evidence that you have been offered a place on a course.
- 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 anticipating hardship (e.g. 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 and you can supply actual financial details, not estimates.

4. If you are not a student, but need financial assistance for other reasons, please include:

- A letter of support, on headed paper, from a relevant employer, doctor, social worker, debt counsellor, carer or similar.

5. If you have a health condition, and you want the Trustees to take this into account, please include:

- A letter on headed paper or other evidence from a medical professional.

Frequently Asked Questions

I need financial help urgently. Can you fast-track my application?

No – we treat every application equally and unfortunately, owing to the number of applications we are receiving, it generally takes several months to process an application.

I've only been vegetarian/vegan for a few months. Can I apply?

As long as you are a vegetarian or a vegan, and under 26, you are eligible to apply, but our Trustees look for evidence that you are fully committed to your meat-free diet. If you can wait, and apply when you have been vegetarian/vegan for a year or more, this may help your application.

My finances are OK right now, but I can see problems coming up. Can I apply now?

Our grants are for vegetarians and vegans who are experiencing financial hardship. Although planning ahead is commendable, you should wait until you are experiencing financial difficulties and you have income/expenditure figures and bank statements to back this up, before applying.

I am over 26. I know I am 'overage' but is there any way I can be treated as a special case?

Sadly, no. We are legally bound by our charitable constitution not to pay grants to anybody aged 26 or over. This is because, historically, The Vegetarian Charity was set up specifically to help vegetarian children.

I'm not a student. I need help to get essentials like carpet or a fridge. Can I apply?

Yes – if you are under 26 and a vegetarian or vegan, you can apply.

I don't have a computer, and I can't fill in the form using my phone. Can I get a paper copy of the application form?

Yes – just email us and we will post a form out for you.

I have difficulties filling in forms. Can you help me, or are there parts of the form I can skip?

Everybody needs to fill in the form. This is because, as charity Trustees, it is our responsibility to make sure that the charity's funds are handled ethically. Every application needs to be carefully assessed. If you are struggling with the form, you should contact your local Citizens' Advice Bureau as they may be able to help.

I've only recently started my course and there are no members of staff who know me well enough to provide a letter of support. Can I skip this?

We recommend that you approach your student advice centre as they may be able to provide a letter of support, or ask for a meeting with your allocated personal tutor and ask them to help. A basic proof of enrolment letter will help your application but if you are applying for help because you are studying, we really need to be sure that you are studying.

My tutor doesn't know that I am a vegetarian/vegan, and I prefer to keep it private. Do they need to know?

No – the reason we ask for a letter from a tutor is so that we can ascertain that you are enrolled on a course and that you are committed to completing it.

Can I apply for funding to help with an elective (non-compulsory) trip?

We prioritise people who are experiencing immediate financial problems. It is likely that applications for non-essential trips will be turned down but you are welcome to apply. If you are trying to raise funds to give to another charity, again it is likely that your application will not be successful.

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.

FAQ: Who can I use to provide references?

Anybody who is prepared to vouch for your vegetarianism/veganism and your good character, as long as they are **NOT family members, partners, house-mates or students**. Ideally, employers or past employers, teachers or past teachers, and people who run activities such as sports clubs that you attend would be good choices. It is not a good idea to nominate your GP as they may charge you to write a letter and may not know you well enough to provide a full reference.

We are currently contacting referees by email only. It is your responsibility to make sure you provide legible, accurate and complete details. It is important to supply an email address that will enable us to contact them directly, rather than a general 'enquiries@' type of address. We cannot take responsibility for reference requests being sent to unintended recipients if you fail to give us the correct email address.

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. As emails that mention grants and include attachments are sometimes intercepted by spam filters, please ask your referees to check their spam files before contacting us to ask us to resend reference requests.

Your application may be rejected if we do not receive references within a month of writing to your referees.

FAQ: Nobody knows that I am a vegetarian/vegan, except my family. I have no references to provide. Can I skip it?

No - we cannot process your application without references, because this is part of how we make sure that you are a vegetarian/vegan. This is part of our duty as charitable Trustees.

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?

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

Applying on behalf of a child

For children aged under 16, or older dependents who need help to apply:

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.

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

How much money are you requesting from The Vegetarian Charity?

How will you use the grant?

Why do you need extra money?

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

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

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

Do you actively promote vegetarianism or veganism?

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

SECTION 3A: For students and prospective students only

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

What do you hope to achieve by studying this course?

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?

What do you hope to achieve by studying this course?

COST OF COURSE OR PROJECT

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

	Cost per year £
Self-funded tuition/course fees – Not including any tuition costs covered by your student loan	
Books, stationery etc	
Computer costs	
Other study-related costs (such as equipment, special clothing, mandatory trips or placements) <i>(please detail)</i>	
TOTAL COST OF PROJECT Not Already Covered by Student Loan	

SECTION 3B: For applicants who are not students and not intending to become students

COST OF COURSE OR PROJECT	£
Training course fees – Not including any costs covered by a student loan You should also send a document showing the cost of the course you want to do, and declare any part-payments already made and any payment plan options available	
Proposed purchases (<i>please detail</i>) You should also send a document showing the cost of the items you want to buy, and declare any part-payments already made and any payment plan options available	
Other (<i>please detail</i>)	
TOTAL COST OF PROJECT or PURCHASE	

Any notes:

SECTION 4a: 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. In this case, the bank statements sent in support of your application should be from any parents or guardians that you live with.

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, you must declare their income.

YOUR <u>ANNUAL</u> INCOME	APPLICANT £	SPOUSE/ LIVE-IN PARTNER £	TOTAL £
Net Earnings			
Student Maintenance Loan (not tuition fees loan)			
Parental Contributions *			
Benefits			
Grants from other organisations			
Other Contributions			
Income from investments			
Any other Income			
TOTAL			

* If no parental contribution is made please give reasons:

Any notes:

SECTION 4b: Your Savings

You must declare your bank balance and your savings.

You should send bank statements for the last two months relating to each of your bank accounts with your application.

	APPLICANT	SPOUSE/ LIVE-IN PARTNER	TOTAL
Bank balance – all current account(s)			
Bank balance – all savings account(s)			
Other savings and investment			
Property (freehold/leasehold)			
Other (please give details)			
TOTAL			

Any notes:

SECTION 5: 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			

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 6: 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 <i>(not including Student Loan)</i> Please detail:			
TOTAL DEBTS			

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 the green shaded boxes above	
YOUR TOTAL EXPENSES Work this out by adding the figures you put into the red shaded boxes above	

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:

Please be sure to send all the relevant supporting documents with your application form. Failure to do so will delay the processing of your application.

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.