

Acts

KINDNESS BUILDS COMMUNITY



Applications -

Before You Apply

Applying To Us



If you want to get help from us, you need to apply. You can apply by filling in paper forms and sending them back to us in the post, or you can fill in the form using our website (www.actsonline.uk).

We have a number of conditions that must be met if we are going to consider an application. This document sets out what those conditions are and what steps are involved in applying to us.

If you would like any more information, or have any questions about applying to us, then you can get in touch using the 'Contact Us' page on our website or you can email us directly at info@actsonline.co.uk.



Application Conditions

The trustees will oversee all applications made to the charity. At least one trustee will judge whether an application meets the following conditions.



Not for Cash

We cannot accept applications for cash or equivalent (this means we will not give coins, notes, cheques, bank transfers etc.). As a charity, we look to pay for items, goods, services, facilities directly.

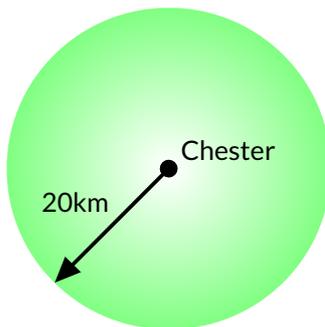
This means that when we have sufficient funds, we will pay for things like:

- invoices for people providing services
- items to help people overcome hardship

2

Location

The person who would benefit from the charity's help must have their home address within a defined area. If the application is for someone who lives just outside of the area, then you should apply anyway - we might allow such applications.



The area from which we will allow applications is defined by a circle centred on Chester and reaching 20km in any direction. There is an interactive map on our website that shows the area.

Below is an image that gives an idea of the area (Map data © Google 2017)



Areas that are within the area include:

Chester City Centre and suburbs (e.g. Handbridge, Boughton, Hoole, Newton, Bache, Upton, Vicars Cross, Blacon)

Huntington, Saltney, Saltney Ferry, Lache, Eccleston, Saughall, Backford, Wervin, Mickle Trafford, Guilden Sutton, Littleton, Christleton, Waverton, Rowton, Saughton, Tarvin

Bromborough, Broughton, Buckley, Capenhurst, Connah's Quay, Deeside, Ellesmere Port, Flint, Frodsham, Gresford, Hawarden, Holt, Kelsall, Mold, Parkgate, Rossett, Shotton, Tarpoley, Tattenhall, Wrexham

3

Only for the Relief of Hardship

Because our purpose as a charity includes the phrase 'the relief of hardship', we cannot accept applications that (in the judgement of the trustees) do not meet this condition.

This means that we are not likely to accept an application if the goods or services being asked for are luxury items. By this, we do not mean that we judge based on the value of the goods or services, but on whether they are genuinely needed.

We are also unlikely to accept applications if the person applying can afford easily to fund themselves.

We look to fund things that cannot be provided by other means (e.g. on the NHS). The trustees will look at applications if there are other factors involved, such as timescale. So, for example, we may approve an application if an item could be provided using the NHS but not for a long time, and the charity could provide the item quickly and the trustees judge that this would have benefits.

Please note that applications cannot be considered from someone related to one of the trustees, or from someone who falls within the scope of being a 'connected person'.

Application Process

If you're interested in submitting an application to us, here's how it works:



Fill in the Application Forms

You can fill in the forms by either:

- Going to our website, and enter all the information needed (go to www.actsonline.uk/apply-to-us). You can start an application, save it and then come back to it as often as you need to. Note that you need to submit your application within 3 months of starting it.
- Filling in the paper forms and sending them back to us.



Stage One Approval

When we have received your application, we will review it to make sure that it meets our requirements (like the address is within our catchment area).

At least one of our trustees will be involved in this. We aim to do this as soon as possible, but please bear in mind that we are run by volunteers.

Once we have made a decision, we will inform you. If you feel that your application has been unfairly turned down, then you can appeal to us. In such cases, the trustees will consider your complaint and inform you of their decision.

Application Process



Stage Two Approval

Once we have received an application, we aim to make a final decision with 28 days. In order to help us make this decision, we may get in touch with you to ask you for more information.

We expect that the vast majority of applications that reach this stage will be approved.

Once we have made a decision, we will inform you of that decision. You can appeal any decision, and the trustees will consider any such appeals.



Funding

When we have given stage two approval to an application, one of two things can happen next. These are:

1. We will agree with you some wording to put on our website in an area that will allow people to donate to your application. Once we have enough money, we will move to the final stage of the process.
2. On occasion, the charity may have enough money or other resources to jump straight to the final stage without the need for further fundraising.

Application Process



Delivery

Lastly, we will arrange with you how to deliver the requirements of your application (subject to any documents that need your agreement being signed).

