

# THE NORTON FOUNDATION

Registered Charity No. 702638

## Guidance notes for Sponsors making application for a grant for an individual or individuals

The current objectives of The Norton Foundation are:-

*To help children and young persons under the age of twenty five years who are in need of care or aid of any kind who live in the Birmingham or Coventry areas or the County of Warwickshire.*

**No application will be considered unless each proposed beneficiary meets the criteria set out above.**

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**Each application should be made in a letter on the headed note paper of the sponsor giving the reasons why the request is being made. The letter should contain all information relevant to the individual and the circumstances of the case to enable the Trustees to reach a decision. Whilst it is not possible to specify what information will be required in any application the Trustees have determined that the minimum information requirements listed below should be provided. It is emphasized that it is the responsibility of the Sponsor to ensure that all the required information is given because the Trustees will not, apart from in exceptional circumstances, seek further information. If some required information is omitted without proper explanation the application will be rejected.**

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### Minimum information requirements

1. Personal details of the individual on whose behalf the application is made.
  - a) Name.
  - b) Address.
  - c) Date of birth.

This information is needed to confirm that the individual complies with the criteria set out in the current objectives of the Foundation. If the application covers more than one individual in a family unit the required details should be given for each individual and the relationships of each.
2. Circumstances of the individual.
  - a) Adequate explanation of the circumstances of the case and how and why these circumstances came about.
  - b) How the Sponsor is hoping to relieve the hardship being suffered.
  - c) What steps the individual is taking to relieve or eliminate the hardship. For example, if the individual is unemployed what efforts are being made to secure employment or a place on a training scheme.
  - d) In cases where the applicant is considered to have been guilty of anti-social behaviour, what success the individual has had in efforts to resume normally accepted behaviour.
  - e) The financial circumstances of the individual.
  - f) The family support being given to the individual and why help which might be expected is not being given. For example, in a family unit headed by a single parent why the second parent is not involved, or in the case of a young person living away from the parental home, why the parents are not involved.
3. Details of the Sponsor
  - a) The name of the official of the sponsoring organization responsible for making the application.
  - b) The name of the Sponsor's bank account into which the grant will be paid

The name and address of the Sponsor will normally be given on the application letter but if a reply is to be sent to another address details should be given. Note that any grant given will be paid by cheque made payable to the Sponsor's specified bank account.

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**The letter should be typed or printed if possible. Handwritten letters will be accepted if they can be read without difficulty.**

**It is suggested that before the application letter is submitted it is compared with the above list to ensure that all required information has been included.**

**The letter should be signed by the official of the sponsoring body making the application. It will be implied that the completion of an application will indicate that the Sponsor will ensure that any grant made is used for the purpose for which it is intended.**