Mr G.R.Wicks FCA, Trustee & “Acting” Clerk to the Trustees,

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The Foundation works with charities, non-governmental organisations (NGOs) local authorities, including health, and other agencies, eg.service clubs, Rotary, and invites individual applications and those sponsored by professionals in the broad area of Adur to Ouse , South of the Downs. The prime policy of Trustees grant making is primarily for the needy aged over 55 in the City of Brighton and Hove and the immediate area.

Individual applications, on E&D form (with supporting papers), can be made to the “Acting”Clerk at the above address

**GRANTS**

1. Where agreed , unless under very special circumstances, cannot be made direct to individual grantees
2. Are subject,inter-alia, to availability of funds and /or within allocation or criteria
3. Applications (to be completed in full please) to the Clerk (for speed) are encouraged by fax, tel no or email as above and the target response is 48 hours with your help
4. Please ensure application form is fully completed and signed / countersigned by supervisor/ i/c . Where approved,allow up to 14 days from receipt of form for reply. If not heard within 14 days chase matter up please. Timescales indicated are subject to holidays etc and / or where appropriate referral to Trustees
5. Further application forms, and criteria (which may be copied) can be obtained by contacting above (but please include an address, addressee, telephone, fax nuber and email.
6. National Charity requests, eg. To underwrite general income expenditure costs by them are not encouraged. Local branches and organisations applications, particularly where accompanied by latest report / accounts and costed proposals are for such fund not ruled out, as a one off application. Please supply can these be supplied **by email**. Otherwise for year next commencing 1st April 2017 the same information , **(again by email please)** to be received by 1st November 2016. Trustees will inform the result to applicants by the end of February each relevant year
7. Where organisation grant made, how the funds were used, and for whom, numbers to be reported back briefly by email/letter
8. The Foundation particularly encourages
	1. Cross collaboration assistance / funding
	2. That other potential, in part or in whole, sourced of finance have been sought on behalf of applicant and details of such is put on form
9. For white goods (eg Washing machines / fridges etc) E&D have a special relationship with Carter’s 19-29, Preston Road, Brighton, BN1 4QE. Tel No 01273 628618 (ref Jessica Carter). Where such application is to be made, first obtain quote from Carter’s, mentioning E&D (for discount of 12.5%) and put on the form the net cost, plus details of equipment requested. If approved, Carter’s account will be settled direct by E&D
10. Second-hand goods are encouraged and can be sought from various sources (including furniture)such as SVdP / Emamaus / Hove YMCA / AFN
11. E&D does not accept any liability where grants are made whatsoever
12. Payments over £100 where paying for equipment / movables etc are made on a loan basis unless otherwise indicated. Applying organisations have continuing responsibility of keeping E&D informed of changes and informing the individual(s) of the “loan basis”(ie. So such can be recycled where appropriate to others in need)
13. For respite care, grant applications can sometimes , where appropriate, include cost of carers
14. Grants applications and if granted cheques, whether to organisations or individuals, where not processed within 3 months are cancelled and cannot be carried forward to next year (ended 31st March). A fresh application, if appropriate will be needed.
15. Please,
	1. When applying , do so by email, otherwise enclose a stamped addressed envelope
	2. Ensure payee is made clear on the form (where granted cheque will be sent via organisation)
	3. Ensure the form is filled in accurately, with all detailed information

Thank you

Gerry Wicks

Trustee and “Acting” Clerk

For the Trustees of E&D Dodgson Foundation