

*When nominators are filling out the Kent Community Foundation's online application, nominating an individual for a grant, there are a few things to bear in mind:*

### **Unsure whether the person / family I am nominating is eligible for one of Kent Community Foundation's funds...**

If in doubt, email [individuals@kentcf.org.uk](mailto:individuals@kentcf.org.uk) with a brief outline of the circumstances and grant request and we can let you know if it is worth you taking the time to complete a nomination form. And we can arrange to have a call to talk through too if you would find this useful. General criteria for all grants and specific criteria for each fund can be found here: <https://kentcf.org.uk/funding/individuals>

### **The individual / family's financial situation**

You will need to be able to clearly state that the individual / family is financially disadvantaged and why. E.g. the family are reliant on benefits or out of work for whatever reason. Please list benefits the individual or family are in receipt of.

### **Family members**

Please remember to include the names of all those in the household detailing the first names and ages of any children and young people under 18.

### **Health/disability**

Please outline the diagnoses / conditions of the nominee or for the person a carer is caring for and how their health issues / disabilities impact them and their carers.

### **How will the item/activity/respite benefit the individual?**

For example, if you are applying for equipment for a disabled child, how will the equipment benefit their mental or physical health? If you are applying for respite for a carer, how will the request give the required respite?

### **Sometimes we have to request additional information from the nominator**

We cannot assess a nomination until we have sufficient information. We may have to contact nominators for additional information after receiving a nomination. Decisions on awarding grants will therefore be delayed until all information requested is received. If all of the required information is not received by Kent Community Foundation within three weeks of requesting, we will assume that the nominator no longer wishes to move a nomination forward and the application will be closed.

### **Can I nominate myself?**

No. We require that all nominations be made via a third party who has a professional connection with the nominee only.

### **Who can submit a nomination?**

Examples of professional third parties able to nominate include (but are not limited to); social workers, charity employees, GPs, occupational therapists, Family Liaison Officers and teachers.

### **I work with disadvantaged families; can I apply for a holiday for a family?**

We cannot accept nominations requesting funds for a family holiday. However, we may consider nominations for respite breaks for adult carers that include the cared for individual if there is no viable option for another to take on the caring role in their absence or where worry for their loved one whilst away will negate the benefit of the break. In both instances, we will need the nomination to clearly state who the application will include, why the family member(s) will

also be taking part and how the break will still be able to provide the required respite for the adult carer.

#### **Will you consider requests for white goods?**

The Care Leavers Fund can usually consider. For Kent community Foundation's other individuals' funds, usually not, unless it can be shown that the item being requested directly benefits the mental and physical health of the person being nominated. For example, a family with a child or young person whose diagnoses include incontinence would be eligible to apply for the cost of a washing machine under this criterion. We can also accept requests for other specialist / tough furniture / beds for young people meeting the criteria of the Wards Estate Agents Charity Fund. Details here:

<https://kentcf.org.uk/funding/individuals>.

#### **Quotes, invoices and links to items and services**

We cannot progress a nomination until we have received evidence of the cost of items and / or services being requested in the application. This is part of the due diligence process completed on all applications. If you are unable to supply a formal quote, a screenshot or a relevant website link are also acceptable.

#### **Nominated individual/family declaration**

When completing the online application for a grant nomination, you (the nominator) will have to tick agreement to a number of terms and conditions, including consent on behalf of the nominee. Please make sure that you (the nominator) have discussed the contents of the application and what you will be consenting / agreeing to on behalf of the nominee.

#### **Can I be reimbursed for item / services already purchased?**

No. Grants cannot be awarded to reimburse for items / services already purchased by the family or nominator.

#### **When will I expect to receive a decision?**

Decisions are made all year round and you can apply anytime. We aim to make a decision within 4-6 weeks from receipt of all information required from a nominator. If your request is time critical (for example an activity that starts and ends on set days) please apply as early as possible to ensure you receive a decision in time. Note that this process can be delayed if the nomination form does not include all the required information at submission.