

When nominators are filling out the Kent Community Foundation (KCF) [Individual Nomination Form](#), there are a few things to bear in mind:

Unsure whether the person / family I am nominating is eligible for one of KCF's funds...

If in doubt, email 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.

The individual / family's financial situation

You will need to be able to clearly state that the individual 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 provide 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 KCF 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?

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 process a nomination until we have received evidence of the cost of items and / or services being requested in the form. 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 by email with the nomination form.

Nominated individual/family declaration

This is the very last section of the form and states that the nominee gives KCF permission to hold and store the information provided on their behalf and to share this information with fundholders, as appropriate, in order to facilitate decision-making. Please make sure that this is signed and dated by the nominee before submission.

Unable to get a physical signature from the nominee in the declaration section on the form

If this form cannot be signed in person by the nominee, we can accept electronic signatures if a physical signature is not available; we accept on trust that the person named is signing and is fully aware of the content of the form. Or when emailing KCF the completed nomination form also attach email correspondence you have had with the nominee showing they have read the form and agree to it being submitted on their behalf. Where neither of these options are possible, please email individuals@kentcf.org.uk to discuss other options.

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.