

INDIVIDUAL FUNDING – TOP TIPS

When filling out the form, there are a few things to bear in mind.

- **What is the individual / family's financial situation?** You will need to be able to clearly state that the individual is financially disadvantaged and why.
- **How will the item/activity/respite benefit the individual?** If you are applying for equipment for a disabled child, how will that benefit their mental or physical health? If you are applying for respite for a carer, how will the request provide the required respite?
- **Nominated individual/family declaration** This is the very last section of the form and states that the nominee gives Kent Community Foundation permission to hold and store the information provided on their behalf and to share said information with fund holders, as appropriate in order to facilitate decision-making. Please make sure that this is signed and dated by the nominee before submission. If the individual can't physically sign the form then they can email KCF direct to give their consent.
- **Sometimes we have to request additional information from the nominator.** If all of the required information is not received by KCF within three weeks of the form being received, we will assume that the nominator no longer wishes to move this forward and the application will be closed.