
IMPORTANT INFORMATION FOR APPLICANTS

Guidance notes for those making an application on behalf of 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.

Each application should be made using the application form. The form 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.

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. Any grant awarded will be made by cheque payable to the sponsor unless otherwise requested. Please note that cheques will not normally be made payable to individuals for whom the application has been made.

The application form 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 form is submitted it is compared with the above list to ensure that all required information has been included.

The form 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.

Completed applications should be sent to The Correspondent, c/o The Norton Foundation, The Paddock, Bwlch Y Gwynt Road, Llysfaen, Colwyn Bay, LL29 8DQ.

Timing of Applications

Trustees award grants for individuals on or about the fifth day of each month and applicants can expect to be notified of the Trustees' decision later in the same month.

Payment of Grants

Grant payments are made using online faster payments direct to your bank account.

In order to receive grant payments, we require the following information from you for each and every grant application:

- The name of your Bank.
- The full name of the bank account which is to receive grant payments.
- The six-digit sort code for the account.
- Your bank account number (normally eight digits)
- Your unique reference for the payment (your bank may have a limit on the number of characters you can use and, please note, the Norton Foundation is limited to a maximum of 16 alphanumeric characters with which we are able to use to make a reply).

The unique reference will appear on your organisation's bank statements and will enable the grant receipt to be identified.

We will confirm, by letter, the details of grants paid and will include the name of the bank account, sort code, account number, and reference.

IMPORTANT

If it is the first occasion that you have provided your bank information, please send a copy of a paying-in slip from your paying-in book.

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