

**READING DISPENSARY TRUST**

**Charity number 204943**

**16 Wokingham Road, Reading RG6 1JQ**

**0118 926 5698**

**[theclerk@readingdispensarytrust.org.uk](mailto:theclerk@readingdispensarytrust.org.uk)**

**Please use BLACK ink to fill in form.**

These guidelines are to help Reading Dispensary Trust consider each application as quickly as possible without causing a delay by having to ask for further information. We also need to make sure we are in line with the Trust's constitution as a medical charity. We will accept applications from voluntary groups, charitable or statutory organisations. All decisions of the Trustees are final and no further correspondence will be made once you have been informed of the decision.

- 1) The Trust meets on the second Tuesday of each month to consider applications. Please ensure that applications reach us by at least the Wednesday before that.
- 2) Please make sure all sections are completed or give a reason as to why this is not possible.
- 3) As we are a medical charity we require support from a suitably qualified medical/health professional, eg GP, Practice Nurse, CPN, OT, etc. If you are unable to provide this because it would incur further cost please provide some other proof of medical need or disability, eg if you have seen proof that the applicant is in receipt of DLA/PIP/ESA or Blue car badge.
- 4) Please give clear financial information, including all benefits, child maintenance, absent parent contribution and any other income. Please choose weekly or monthly when completing this section.
- 5) Because of our constitution we are unable to pay debts.
- 6) Grants will not be given for goods already purchased.
- 7) If you are asking for help towards a holiday please state destination, cost and whether the cost of a carer and transport are included. If you are relying on support from the Trust please do not book your holiday until you have received written confirmation of a grant.
- 8) If you are requesting help towards the purchase of electrical goods please indicate if the cost of fitting is included. Also give the measurements needed to accommodate the items as the Trust may, on occasion, arrange order and delivery of goods.
- 9) If you are applying for help towards the cost of disability equipment please give the cost minus VAT (which is not paid on disability aids), the item details and whether the item has been recommended by a medical/health professional. This includes beds.
- 10) Please indicate if an application has been made to any other charity and if the applicant is willing for the Trust to contact them. We are sometimes able to share the cost of requests if the amount requested is more than we are able to give. We can also advise on other appropriate local charities.
- 11) Please ensure you/the client completes the Consent to Information Sharing and Data Protection form, without this the application process will be delayed.
- 12) Payments are never paid directly to the applicant, they are made to the organisation applying on their behalf. Occasionally certain goods can be purchased for the applicant by Reading Dispensary Trust.

Please telephone the Dispensary Trust if you have any queries or email [theclerk@readingdispensarytrust.org.uk](mailto:theclerk@readingdispensarytrust.org.uk). The office is usually open on Tuesday and Thursday mornings. There is also an answering machine.