

## HOW DO I ASK FOR HELP?

### How do I decide who to ask?

Look carefully at the list of charities we have sent you.

For each charity, look at “**Who can apply**” and “**Where you must live**” to see if you are eligible for this charity.

Ignore any that you do not match

### What do I do next?

Look at “**How to apply**” to see if you need to:

- a) telephone or write for an application form
- b) or write a letter
- c) or ask for help through another person, eg social worker, health visitor, teacher, Citizens' Advice Bureau, etc

If the information says an application form is necessary, you must obtain a form and use it to apply for help.

### Applying using an application form

Always answer the questions with precise details. Charities only give to people who fit their particular criteria and if you answer vaguely, the charity will not know if you fit their criteria.

### Applying by letter

Where the charity wants you to apply by letter, you can use the sample letter attached to these notes.

If you want to write your own letter, you need to write concisely and clearly, and include the following:

#### *Personal details:*

Your name and address

Your place and date of birth and how long you have lived in the area

Your family circumstances: (whether married, separated, divorced, single parent, widow(er) and the age of your children)

#### *Financial situation: (you can use the form attached to these notes)*

Details of the amount of money coming in each week (eg benefits, wages) and the amount of money going out (eg rent, rates, electricity, gas)

Details of savings

Details of any debts



Detail any benefits claimed and if benefits have been refused or stopped (*this information will help the charity to understand how far you need of help*)

***Details of why you need help:***

Describe any particular reason why you need help (eg unemployment or job loss, specific family circumstances, illness, disability etc.)

Say what you need the money for and how much money you need

***Additional information:***

Include the names of any other sources of help you have applied to

***Please:***

Try to be clear, and precise.

***And finally:***

Charities are always interested in the progress of people they have helped. If you receive help and later feel able to write to say how you have got on since receiving their help, the charity would be really pleased to hear from you.

***We hope these notes help bring you success with your applications.***

*Information supplied by* Charities Information Bureau South & West  
Unit 7A, Bath Road Business Centre, Bath Road, Devizes, Wiltshire SN10 1XA Tel: 01380 729279

Telephone 01380 729279 Email [enquiries@cibwilts.org.uk](mailto:enquiries@cibwilts.org.uk)  
[www.cibfunding.info](http://www.cibfunding.info)

## Sample Letter

Please use the words below as a guide to writing your own letter. The words in *italics* are either for you to choose which to use or to fill in the right details.

*Your address*  
*Your phone number*  
*Today's date*

Dear (*Name - Contact name given for funder*)

I am writing to ask you for help with the cost of *item you need to buy*.

I am aged (*your age*), and I have lived in (*town or village*) for (*number*) years. I am *married/single/divorced* and I have (*number*) children, aged (*insert ages*).

I am on a *low wage/unemployed/ill/disabled* (*give brief details of any illness or disability*). I enclose details of my financial situation.

The *item* will cost £(*give total*).

I would be very grateful for any help you could give me.

Yours sincerely

*Your name*

**Sample Financial Details Form**

**Financial Details**

Name .....

<u>INCOME</u>	£	p	<u>EXPENDITURE</u>	£	p
Father/husband's wage			Rent/mortgage		
Mother/wife's wage			Council tax		
Partner's wage			Water rate		
Income Support			Electricity		
Child Benefit			Gas		
Family Credit			Coal & oil		
Any other benefits or allowances			Insurance		
Other income (give details) :			Fares/travel		
			Household expenses (food, laundry, etc)		
			Clothing		
			Childcare		
			HP Commitments		
			Telephone		
			TV licence/rental		
			Other Expenditure (give details):		
<u>TOTAL WEEKLY INCOME:</u>			<u>TOTAL WEEKLY EXPENDITURE:</u>		

<b>SAVINGS</b>	£
----------------	---

<u>DEBTS/ARREARS (Give details below)</u>	
	Amount Owed
	£
	£
	£
<b>TOTAL:</b>	£

*If you have already received financial help from other sources, give details below:*

<u>FINANCIAL HELP ALREADY RECEIVED</u>	
Source of Help:	Amount Received
	£
	£
	£
<b>TOTAL STILL REQUIRED:</b>	£

Information supplied by Charities Information Bureau South & West  
 Unit 7A, Bath Road Business Centre, Bath Road, Devizes, Wiltshire SN10 1XA Tel: 01380 729279

Telephone 01380 729279 Email [enquiries@cibwilts.org.uk](mailto:enquiries@cibwilts.org.uk)  
[www.cibfunding.info](http://www.cibfunding.info)