

Stoke Mandeville and Other Parishes Charity

Charity commission reference: 296174

Administration provided by **Caroline Elizabeth Dobson**

17 Elham Way, Stoke Grange, Aylesbury, HP21 9XN

Email: smandopc@gmail.com Website: www.smandopc.org

Application for Christmas Grant 2023

*(Only **one** application per household please)*

Title(s) Surname	First names <i>Applicant 1</i> <i>Applicant 2</i>
<u>Please make the cheque payable to ...</u>	
Date(s) of birth <i>(Applicants must be over 70 years old on 1 December 2023)</i>	<i>Applicant 1</i> <i>Applicant 2</i>
Address <i>(Applicants must have lived in the Parish for 2 or more years on 1 December 2023)</i>	
Telephone / Mobile	
Email address	
Number of years resident in the parish	

*I/We confirm that I/we will be **70 years of age or over** on 1 December 2023.*

*I/We confirm that I/we have been resident in the parish of Stoke Mandeville, or Great and Little Hampden **for at least 2 years** as at 1 December 2023.*

I/We agree that, if I/we have provided an email address, you may use it to contact me/us regarding the Stoke Mandeville and Other Parishes Charity grant (I/we may unsubscribe from this service at any time)

I declare that the information given in this form is true and complete.

Signed

Date

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Terms and conditions for the Stoke Mandeville and Other Parishes Charity

Who may apply:

- Any resident who is at least 70 years old and who has lived in the Parish of Stoke Mandeville (per the electoral role) or the Parish of Great and Little Hampden that has lived in that Parish for 2 or more years as of 1 December 2023 may apply for this grant.
- Applications are restricted to **one** application per household.

How do I apply:

- Application forms will be available via the Stoke Mandeville and Other Parishes Charity website (www.smandopc.org) or from Peter Collier in Great and Little Hampden.
- Please send your completed application form to:
Accounts & Administration
Stoke Mandeville and Other Parishes Charity
17 Elham Way
Aylesbury
HP21 9XN
- Applications should be submitted by **midnight, on 22 November 2023**

What happens next:

- We experience an increasingly high volume of grant applications at this time of year and we ask for your patience and understanding as we process your grant.
- Your application will be processed by the accounts & administration provider and you will be contacted if there are any difficulties. **You will not be contacted if there are no issues with your application, until you receive your grant.**
- Cheques must be raised, then counter signed by two Trustees. We will process all successful applications submitted by the deadline in one batch.
- **Grant cheques will not be posted until 15 December 2023. Grants will be delivered by 2nd Class Royal Mail post. This may take 2-5 working days, or longer if Royal Mail experience unforeseen difficulties such as strike action, COVID restrictions or labour shortages.**
- In the case of your grant not arriving, **please do not contact the accounts and administration provider to chase your grant until January 2024.**
- The accounts and administrator's office hours for Charity business are Monday, 10am to 3pm and Friday, 10am to 12pm. You should expect a response to any queries during these hours. The Administrator's office will be closed between 15 December 2023 and 15 January 2024.

PLEASE NOTE: This is a Charity grant issued at the discretion of the Trustees of the Stoke Mandeville and Other Parishes Charity. It is NOT from your Parish Council. It is subject to change year on year and could even be discontinued if the Trustees deem that necessary. Therefore, you should NOT rely on this grant as annual income.