

GUIDELINES FOR **DEVON COUNTY COUNCIL** EMPLOYEES

MAKING GRANT APPLICATIONS ON BEHALF OF FAMILIES or INDIVIDUALS

1. We ask you **not** to use **Egress** for communication, as we do not then have a communication trail in our own emails.
2. The maximum you can apply for in any single application is £1,000. Please do not apply for more than is absolutely necessary, as applications are considered by the Trustees in terms of urgency and priority. Over-applying could impact the success of other DCC applications.
3. The Trustees consider each and every application separately at their grant meetings, which are held every 2 months – usually in the last week of January, March, May, July, September and November. Deadlines for meetings are the last day of the previous month. Please don't email to ask if your application has been considered ahead of these dates.
4. After you apply, you should receive an automated acknowledgement from our database. If you do not receive this, (check spam 1st) your application has not gone through for some reason, and you will need to get in touch with us or try again.
5. Please ensure that all the information on the relevant pages of our website have been read and understood. <https://gibbonstrusts.org.uk/david-gibbons-foundation/> and <https://gibbonstrusts.org.uk/gibbons-family-trust/>
6. If you have questions, please email Cathy Houghton at enquiries@gibbonstrusts.org before applying.
7. In particular, note that applications will not be processed without accompanying support of the items or services that a grant is required for (such as quotes, links to websites, references). Large retailers are to be used, such as Currys or Argos. Links to items on websites where goods are sold second hand and prices frequently fluctuate, such as Facebook, Amazon or Ebay, will **not** be accepted.

8. Payment of grants for successful applicants

As of November 2024, we will only be making grant payments to a central DCC account.

You no longer need to attach bank ID to the application.

If the application is successful, the grant payment will be made directly to Devon County Council. Specifically, to the **DCC Teignbridge Childcare Voluntary Grants account**. The DCC contact

for this account is Katrina O'Connor, who will be notified of all grant payments and will be providing us with information on when grants are spent.

You can contact Katrina at Katrina.OConnor@devon.gov.uk in the Children's Social Care Finance Team.

**Room 180
County Hall
Topsham Road
EXETER
EX2 4QD**

9. It is **very important to us that those grants awarded are spent as quickly as possible**, so that families / individuals can benefit quickly. If you receive notification of a grant award, **please promptly arrange for the grant to be used by contacting Katrina to arrange utilisation.**
10. We do understand that the prices of white goods change frequently. However, please try to spend the exact amount requested on the application form – note that any amounts unspent cause considerable work for Katrina and I. Spending the grant as soon as possible should help reduce changes in advertised prices.
11. **If there is a small amount left over, of £30 or less**, once the principle items have been bought, and you can see there is something else urgent and important that the family / individual requires, email us at enquiries@gibbonstrusts.org Tell us how much is left, and how you intend to spend this. You are welcome to use this £30 or less in any way you think the family will most benefit urgently – eg food, clothing, utility bills, equipment for children.
12. Any other changes to the original reason for applying, for the full and primary grant, will not be considered.