

**REFERRAL FORM – CHRISTMAS GIFT CARDS**

**\*\*Please read the following information carefully before making a referral \*\***

**Successful applicants will receive a £150 e-gift card to spend on items to benefit children at Christmas-time.**

The referral form must be completed by a professional person from your organisation who can verify that the family is in genuine need and submitted by **31st October** to - grants@stevenagecommunitytrust.org.

**PLEASE ENSURE:**

* Beneficiaries do not complete the referral form themselves. We cannot accept referrals from families directly.
* Families are aware that a referral does not guarantee a gift card will be issued.
* The family live in Stevenage or the surrounding villages of Almshoe Bury, Aston, Benington, Cromer, Datchworth, Graveley, Knebworth, Great Wymondley, Little Wymondley, Old Knebworth, Rabley Heath, Walkern, Watton-at-Stone, Weston, and Woolmer Green.

**PLEASE NOTE:**

* We will aim to acknowledge all applications by email within 3 days of receipt.
* We can only discuss grant applications with the professional person who made the referral.
* Incomplete applications or those lacking sufficient information will be declined.

**CRITERIA:**

* You must obtain consent to share their personal information from the parents/guardians before making an application.
* The beneficiary must be the main carer for at least one child under 18 who permanently lives with them.
* Beneficiaries must be in financial hardship.
* To the best of your knowledge, the family will use the gift card wisely to benefit the children at Christmas-time.

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| **Parent/guardian name(s)** |   |
| **Address (incl. postcode)** |  |
| **No. of children in residence** |  | **Ages of children** |  |
| **Referrers name:****Referring organisation:** |  | **Referrers email:****Referrers tel no:** |  |
| *Please explain why the family is in financial hardship.* |  |
| *What adversities has the family faced?* |  |
| *Is the parent(s)/guardian(s) in employment? If not, reasons why?* |  |
| *Are any absent parents providing financial help? If not, reasons why?* |  |
| *Where possible, is the family making steps to improve their situation?* |  |
| *Any other relevant information?*Please add additional pages as needed. |  |