

July 2008

Dear Colleagues,

Please find enclosed an up-to-date copy of the SIMBF application form. Please ensure:-

- that any applications to the fund are made on copies of this form, otherwise they will not be considered
- that your client comes within the Terms of Reference of the SIMBF prior to making an application
- that your client lives within the boundaries set which are indicated on the map on the reverse of the Terms and Conditions.
- that the form is completed in full in order that the Administration Committee to the Trustee can make an informed decision. (A cover letter is welcomed if there are circumstances other than those stated on the form that you wish the Administration Committee to be aware of)

As stated on the application form please be aware that the fund is very small indeed. Please be realistic in your bid. For example, the Fund will only grant a maximum of £175 for washing machines and cookers and £150 for fridges. The maximum payable for a single buggy is £60 and £165 for a double buggy. We suggest that you base your costings on Argos prices which our guideline prices are taken from. Also, given the funds available, grants in excess of this amount for other purposes will only be made in very exceptional circumstances

The Administration Committee meets only four times per year. If your application on behalf of a client arrives shortly after a meeting there can be a delay of three months before it will be considered. For your information the next four meetings of the SIMBF Administration Committee will be 6<sup>th</sup> October 2008, 8<sup>th</sup> December 2008, 2<sup>nd</sup> March 2009 and 1<sup>st</sup> June 2009. In cases of dire and immediate need you should apply to other charities.

Finally, the grants awarded are given on the understanding that the Agency/Referee will oversee that the grant given is used for the purpose for which it was intended.

p.t.o.

Please pass this information on to other colleagues in your office/department. We have tried to make the application form as simple as possible knowing that workers are busy and to encourage the uptake of the funds available.

Thank you for your co-operation.

Yours sincerely,

Eileen Lyttle  
Clerk to the Administration Committee

Email: [eileen.lyttle@marywardcentre.ac.uk](mailto:eileen.lyttle@marywardcentre.ac.uk)  
Direct line: 020 7269 6097