Sylvia’s Fund Application form

So often it’s the little things in life that are important and that often make the biggest difference. Sylvia’s Fund has been set up so that clients, or a support worker on their behalf, can apply for a small grant (up to £50) to help them with their recovery. Just complete the form below to tell us what you want the money for and to give a short explanation as to why and send to

sylviasfund@second-step.co.uk

SF Reference Code (to be added by SF board):

Name of client:

Client contact details:

Name of Support worker:

Support worker contact details:

Amount requested:

What the grant will buy:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be filled out by Sylvias fund board only:**

Date awarded:

How grant to be paid: Cash / BACS / Charge Card

Authorised by Sylvia’s Fund Board
(Comms Manager, Team Manager or Sylvias fund administrator):

Name: Role:

Signature: Date:

(Name of client) confirms received grant of £ ( Only) and agrees to provide receipts to show this grant has been used for its intended purpose.

Client Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cash Collected By (Name and Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Receipts received? Provide details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_