

**Benevolent Fund (Regional Charity Committee)
Application form for Community branches**

Branch/Workplace:	Applicant's Name:
Membership no:	Branch Position:
Email address:	Mobile no:
How much funding are you applying for?	
What specifically will the money be used for if your application is successful?	
<p>Reasons for your application — Please provide details of the good cause or worthy project which the branch wishes to support; what effect any donation might have; and what other efforts the branch has made in regard to fundraising. (feel free to continue on a separate sheet if you need to)</p>	

Guidance notes for Branch Secretaries:

- The Benevolent Fund is available to assist individuals and groups of members, primarily branches, in their support of 'worthy causes' within local communities where there is a demonstrable, and preferably sustainable, link with the branch;
- Applicants must show good cause for a donation to be made for the benefit of the branch, a member or members within the branch or the local community;
- The Fund is available on the basis of donations agreed by the Benevolent Fund Committee; the Committee will meet at least once every quarter;
- Applications must be submitted by the branch secretary of the applying branch to their Regional Office;
- Applications must be in writing, in the prescribed format, and should be supported by documentary evidence where possible;
- Applicants must be specific regarding the amount being requested, what it is for and the reason why;
- Where relevant, applications should demonstrate evidence of all other reasonable efforts made to seek assistance from other relevant sources where possible.