



Wiltshire's Funding Advice Service

Charities Information Bureau is an independent charity that offers free advice on where to find financial help in Wiltshire

How to ask for help

- **How do I decide who to ask?**

Look carefully at the list of charities we have sent you. For each charity, look at “**Who can apply**” and “**Catchment area**” to see if you are eligible for this charity.

- **What do I do next?**

Look at “**How to apply**” on the summary of the charity to see if you need to:

- a) Telephone, email or write for an application form
- b) Write a letter
- c) Ask for referral through another person, e.g. social worker, health visitor, teacher, or Citizens' Advice Bureau.

- **If you need to apply using an application form**

Always answer the questions with precise details. Charities only give to people who fit their particular criteria and if you answer vaguely, the charity will not know if you fit their criteria.

- **If you need to apply by letter**

Where the charity wants you to apply by letter, we suggest you use the enclosed sample letter and budget sheet. Use the words below as a guide - the words in *italics* are either for you to choose which to use or to fill in the right details.

Charities Information Bureau : Unit 7a, Bath Road Business Centre, Bath Road, Devizes,
Wiltshire, SN10 1XA : 01380 729279 : www.cibsouthandwest.org.uk
Registered Charity No: 119080 : Registered Company No: 6055651

*Your address
Your phone number
Today's date*

Dear *(Name - Contact name given for funder)*

I am writing to ask you for help with the cost of *(item you need to buy)*.

I am aged *(your age)*, and I have lived in *(town or village)* for *(number)* years. I am *(married/single/divorced)*.

I am *(on a low wage/unemployed/ill/disabled - give brief details of any illness or disability)*. I enclose details of my financial situation.

The item will cost £*(give total)*.

I would be very grateful for any help you could give me.

Yours sincerely

(Your name)

Budget Sheet

Name

<u>Income (weekly/monthly)</u>	£	<u>Outgoings (weekly/monthly)</u>	£
Wages/Salary		Rent/Mortgage	
Partner's Wages/Salary		Second mortgage/secured loan	
Benefits		Ground rent/service charges	
Other income (give details) :		Buildings/contents insurance	
		Life insurance/endowment	
		Council tax	
		Gas	
		Electricity	
		Water	
		Food/housekeeping	
		Travel	
		Hire purchase commitments	
		Telephone/mobile	
		TV licence/rental	
		Clothing/emergencies	
		Prescriptions/health costs	
		Other	
<u>Total income:</u>		<u>Total outgoings:</u>	

Savings	£
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<u>Debts/arrears (Give details below)</u>	
	Amount Owed
	£
	£
	£
TOTAL:	£

If you have already received financial help from other sources, give details below:

<u>Financial help already received</u>	
Source of Help:	Amount Received
	£
	£
	£
Total still needed:	£