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Guidance for Applicants

1. Persons wishing to apply for help should obtain an application form from a recognised referring agency. These include Brighter Futures, Brightly, Citizens Advice Jersey, Community Savings Bank, Evans House, Family Nursing & Home Care, Grace Trust, Headway, Jersey Women's Refuge, Mind Jersey, Probation Service, Resettlement Project, 19 Midvale Road, Shelter Trust, Silkworth Lodge, St Vincent De Paul and Strathmore 16-25 Project: Parish Halls.

2. The application process opens in late October and closes on 30th November. Completed forms must be returned to the referring agency for endorsement by this date before being posted to:

The Jersey Christmas Appeal, Freepost JE736, Jersey JE1 1AF.

3. Forms must be completed fully and as accurately as possible by the due date (as stated on the form) to help ensure that applicants receive the appropriate assistance:
 - a. The applicant's name and address should be in capital letters;
 - b. The applicant should, normally, be the head of the household, parent or responsible adult;
 - c. The list of dependants residing in the household must include each person's name, date of birth and whether they are employed or not. A 'dependant' is someone who is not self-supporting;
 - d. Applicants must state and provide documentation if they are in receipt of income support or other support, e.g. **Health Insurance Exemption**;
 - e. Help may be provided where an applicant's heating costs are not included in their rent;
 - f. The basic reason for an application should be indicated and will be financial hardship at Christmas due to unemployment, disability, ill health or other financial reason;

