

APPLICATION FORM EXAMPLE

Please note this is **an example of an application form to The Queen's Fund from question 8 onwards**. These details are fictionalised and do not represent an application from a real person. This is intended only as an example of the type of information that The Queen's Fund seeks in an application. The information that is required for your application will depend on the client's unique circumstances and needs.

Generally, the more information you provide, the more useful the application will be for The Queen's Fund's assessment of the grant. Please refer to the **comment boxes on the right-hand side** for explanations and notes.

8. Provide detailed information about the client's situation*

Jane is a 46 -year-old woman living with her 12-year-old son and 19-year-old daughter. Her son has severe autism. Jane is currently unemployed and is receiving Centrelink payments.

Jane has been a victim of domestic violence. The perpetrator was her former partner and she has since moved to a rental home with her children and has a restraining order against her former partner. The perpetrator sometimes refuses to pay child support leaving her with less income to support herself and children. She is struggling as a result of increased bills and expenses.

Jane received funding from the Queen's Fund in February 2020 to purchase a washing machine when she moved into her current rental property.

Provide the client's background and current circumstances. Please clearly demonstrate why the woman is in financial hardship and facing "*distress, crisis or an emergency situation*". Grants will be awarded for true emergencies, not for financial "*top ups*".

9. What does your client need funding for?*

Funding is to assist with paying some of the rental arrears. After paying \$325 per week rental, Jane is left with \$270 per week for food, bills and daily expenses. She had a major car repair in the beginning of the year, this has caused her falling behind in rental.

Explain why the funding from The Queen's Fund is necessary and demonstrate that the need has been considered and has been researched. Please refer to the "Apply" page on our website for examples of what we do not fund.

10. What is the impact that the funding will have?

This will relieve financial pressure on client. The support will help sustain her tenancy and that of her children.

Describe the impact of the funding directly on the client.

11. The maximum grant is \$500 . If The Queen’s Fund funds only a part of your application, how will you fund the remaining amount?*

Jane has a payment plan and has been actively paying off the rental debt. She is looking for parttime employments. Our agency also has some brokerage to assist in paying down the rental arrears.

**12. Have you applied elsewhere for funding?
If so, please specify.**

Yes, we have also applied for funding from:
- Smith Family Services – for financial assistance with rent.
- Housing Department – for assistance with the bond.

Specify the organisations applied to and what the funding from those organisations will be used for. This provides a more holistic picture of the client’s circumstances and the more long-term measures being taken to help the client get back on her feet. Where other funding/resources are available (eg CSEF, SSR, SWEP, VA&EP, Fitted for Work, St Kilda Mums) specify if you have exhausted these avenues before applying to The Queen’s Fund.

Client Income Details

13. Fortnightly earned income

\$0

This does not include Centrelink payments. That is included below.

Client income details are needed for a full picture of the client’s financial circumstances. A lack of information in this section will work against the application. Note that income payments are reported on a **fortnightly** basis.

14. Fortnightly income from household members

\$100 – From 19-year-old daughter who is living in the same house

15. Fortnightly child support and/or spousal maintenance

\$100 – From ex-partner

16. Fortnightly amount of pensions/government payments

\$991

17. Rental or mortgage weekly payments

Weekly rent

\$325

Weekly mortgage

\$0

Rent and mortgage payments are reported on a **weekly** basis

18. If any, please specify particulars of client's debts

Debt amount

Debt description

\$2000

Rent

Debt description

\$190

AGL Gas

19. Has this client applied for help from The Queen's Fund before?

☒ Yes

☐ No

20.1 Please specify year and month of the application

Note: Clients may only apply once to The Queen's Fund in any 12 month period

Year

2020

Month

02

Client Payment Details

20. Requested amount - Must be \$500 or less (never paid to the client directly)*

\$325

21. Please nominate a Payee*

The payee must **not** be the client. If the payee is an individual (e.g. a landlord), you should provide evidence in the Supporting Documents of the person's relationship to the applicant.

22. Select preferred method of payment*

EFT

BPay

Partner Offers

Cheque

22.1 EFT details

From 1 January 2022, cheque will only be available for DHHS, DFFS, VicRoads part-payments and other payees who do not accept EFT or BPay payments.

BSB

123456

Account Number

12345678

Reference number

InvoiceNo123

If you don't provide a reference number, the client name will be used.

An applicant cannot be supported by The Queen's Fund more than once in a 12 month period. Compelling reasons must be made in the application for repeat funding in **Question 8**.

The average grant for 2024/2025 was \$352. You should only request as much as is needed to cover the need for the funding detailed above in **Question 9**. After the monthly referrals meeting, you can log into our application portal to check the status of your application.

The Queen's Fund will only make payments by EFT or BPay (other than payments to DHHS, DFFS, VicRoads part-payments and other payees who do not accept EFT or BPay payments).

Payment will be made directly after the monthly referrals meeting and you will receive an email shortly after the application's approval.

The Queen's Fund prefers payment direct to a third party debtor. If you request payment direct to your organisation, you will need to explain why in

Question 23.

Client Supporting Documents

Please choose and upload any documentation to support the client's requests (.doc, docx, PDF or JPG format).

Rent Demand Letter.docx Rental Agreement.pdf

These are generally documents from another party, not agency generated documents, and should support the amount being asked for (bills, quotes, rent demands, screen shots of appliances, etc.) or other aspects of the application (medical report, intervention order, court order, VCAT notice, responses from other charities where funding has been sought eg CSEF etc)

For all enquiries :

enquiries@queensfund.org.au