

THE MRS WILLIE JAMES CHARITY GUIDELINES FOR APPLICANTS

Background

Mrs William (Willie) Dodge James, née Evelyn Elizabeth Forbes, was a wealthy socialite who was an untiring worker for charity. She founded The Housing Association for Officers' Families (HAOF) in 1916 and was its first Chairman. When it merged with Haig Homes on the 1st April 1995, the Mrs Willie James Charity was created by the Trustees of HAOF as a memorial to her. The Haig properties at Evelyn Close, Cheltenham, were named after Mrs James.



The object of the Charity is to relieve tenants of Haig Housing who are in conditions of need, hardship or distress by providing items, services or facilities calculated to reduce their need, hardship or distress. Priority is given to those who were tenants of HAOF on the 31st March 1995.

Applications for assistance

Applications should be for a purpose where the Charity's help will make a specific and identifiable difference. Applicants should normally be unable to secure support from other statutory or charitable organisations, and should be able to demonstrate that they do not have the resources to provide the item, service or facility themselves.

Who is eligible for assistance

Tenants of Haig Housing qualify as follows:

1. Widows or Widowers or other dependants of deceased members of the Armed Services; or
2. Disabled members of the Armed Services or their dependants; or
3. Persons who have served in the Armed Services and their dependants; or
4. Persons who are divorced or separated spouses of members of the Armed Services and who have the dependant children of the marriage living with them.

Assistance available

The list below gives examples of the types of assistance that may be given; the list is not exhaustive:

- Replacement of old and unfit for purpose household items such as furniture, beds carpets, curtains, white goods, etc.
- Provision of items which improve the quality of life of the applicant, for example rising chair, trolley, television, microwave, etc.
- Private medical consultation/treatment (provided such a grant does not compromise NHS support)
- Payment for dental work, eye treatment, glasses and contact lenses which are not available free of charge via the NHS
- Equipment in support of medical condition, eg adapted laptop for arthritis/disability

- Respite care (on recommendation of doctor/caseworker)
- Occasional expenses, eg funeral expenses, travel costs to visit relative in care home/hospital/prison etc, removal/relocation costs.
- Compassionate donation towards unforeseen expenditure.
- Assistance with cost of courses, certification or items required to facilitate paid employment.

Application Process

Haig Housing will administer the process on behalf of the Trustees of the Mrs Willie James Charity.

The decision whether or not to grant assistance will normally be made by Haig Housing, and will be reported to the Trustees of the Mrs Willie James Charity at every meeting. There will be no right of appeal against the decision.

Applicants for grants will normally be visited by their Housing Manager or Agent, unless a recent visit has taken place, to validate the request and the information provided. The Housing Manager will advise and assist with the completion of the application form.

Enclosing proof of income, benefits and pensions with your application form will enable the Trust to process your application more quickly.

Monetary grants will not normally be made direct to an Applicant. The Trust will either provide the required item as described in a brochure, estimate etc, or will pay the supplier direct. In signing the application form the Applicant agrees to take responsibility for the item supplied.

Goods and items will be procured on a value for money basis. The Trust will check for the best value supplier and may provide an alternative, cheaper item so long as it meets the specification required.

Applications for items relating to a medical or physical condition should be supported by a medical or OT report. If appropriate the Housing Manager will advise and assist the Applicant to contact the relevant statutory authorities for provision of the items.

The fund is intended for the provision of small amounts of assistance. Should more substantial assistance be requested, consideration will be given to making a part contribution, in which case help may be sought from other charitable sources for the balance required.

No refund will normally be made for goods already purchased prior to the application being made and approved.

Submitting your application

Completed application forms should be handed to your Housing Manager or agent, emailed to the email address below, or posted direct to the Trust at the following address:

The Director of Corporate Services
 Haig Housing (The Mrs Willie James Charity)
 Alban Dobson House
 Green Lane
 Morden, Surrey
 SM4 5NS

Tel: 020 8685 5777

Fax: 020 8685 5778

Email: enquiries@haighousing.org.uk