

## Procedure

The Trust Committee will consider applications as soon as possible after receipt and scrutiny.

These enquiries may take some time and if there is any special urgency this should be indicated on the application form.

Applications should be in writing and ordinarily on the attached application form. The signature at the foot of the application part of the form should be either the intended recipient of the award or someone who will be able to ensure that the award will be used for the purpose described in the application. Eg. a Social Worker/Doctor/District Nurse may be supporting your application.

As Trustees of this Trust Fund we have to ensure funds are used correctly and that to do this we may seek final evidence that funds have been used for the purpose intended.  
e.g. receipts or for actual bills to be sent direct to us for payment to the creditor/service provider.

Please submit your completed form and any additional substantiating paperwork that may assist your application direct to the Trust Clerk as detailed below and should you have any further questions then please call.

### The Clerk to the John Hutton Trust Fund

Suzanne Riddoch  
2 Glendevon Grove  
Edinburgh  
EH12 5UX

Telephone: 0131 337 2705

## The John Hutton Trust Fund Application Form

*To be completed by person making the application;*

Name: .....

Address: .....

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Telephone;.....

**Reason for the application;** (As full as possible reasons for your application would be helpful to the Committee to allow us to make our decision) If necessary please use overleaf or a separate piece of paper.

If the Committee think it necessary to check any details re this application, is there someone that is aware of your circumstances that you could recommend to provide and can confirm relevant information?

Name: .....

Address: .....

Telephone.....

I, the undersigned agree that any award made by the John Hutton Trust shall be used for the purposes I have stated above.

Signature; ..... Date.....