

APPLICATION PROCESS FOR DRAPERS COTTAGES

The Board of Trustee Directors (**the Board**) have overall responsibility for the almshouses but the day to day management is delegated to the Executive Manager and Care Manager and their deputies (**the Management Team**) who work on site.

The suitability of an applicant for residence at Drapers Cottages will be determined by the following criteria based on terms outlined in of the will of Michael Yoakley (1707):

1. Economic - of minimal income and limited investment.
2. Health - in general good physical and mental health; able to look after themselves on a day to day basis e.g. do their own shopping, washing, cooking with minimal if any assistance.
3. Social - kind, considerate, respectful of neighbours, "of Godly life and good conversation", an asset to the Drapers community (Per the original criteria as stated by Michael Yoakley).

PROCESS:

1. On initial application the applicant may be invited for an **informal visit** to the homes and if still interested in applying, will be required to complete an application form. Failure to complete the form fully and honestly may invalidate the application.

At each of the following stages, 2 to 5 should it be decided that the applicant does not meet the above criteria, the applicant will be informed that their application has been unsuccessful.

2. The management team will review the **application form**.
3. The applicant will be invited to attend a **formal interview** at Yoakley House with a panel comprising at least one Board member and members of the management team.
4. At any time after the interview, two **references** will be taken up from referees given by the applicant, as well as a reference from the applicant's current landlord, if appropriate. The management team will review the references.
5. The applicant may be required to provide a **medical report** from their own GP. Any costs will be met by the Charity. The management team will review the medical report.

If at this point there is any uncertainty about the applicant's suitability for a place, the Board will be asked to make a final decision.

6. Being confident that the applicant meets all the above criteria and has successfully completed the process, they will be accepted on to the **waiting list**.
 - The order of the waiting list is prioritised according to the date of application and the needs of individual applicants. This order is solely at the Board's discretion.
 - During their time on the waiting list, the applicant is obliged to declare any changes in circumstances which may affect their qualification for an almshouse. Failure to do so may result in the applicant being removed from the waiting list.
7. When he/ she reaches the top of the waiting, the applicant will **be invited to accept the next available cottage**. Should they decide not to accept the cottage offered, they may be reconsidered for another available place but should they turn down 2 offers (other than in exceptional circumstances e.g. the applicant is in hospital) they may be required to repeat certain aspects of the application process in order to remain on the waiting list at the discretion of the Board.
8. Either the Chairman of the Board or another member of the Board will be available to assist the management team in cases of difficulty. Details of how this process is working will be reviewed routinely by the Board.