

FOR HELP FILLING IN THIS FORM, PLEASE REFER TO THE GUIDANCE NOTES PROVIDED

Application for Financial Assistance – In Confidence
All sections must be completed to prevent delay

I. Your Details [See Note 1]											
Surname					First Name					Title	
Address											
Town					County					Postcode	
Telephone No					Mobile No						
Email address											
National Insurance No							Nationality				
Date of Birth	d	d		m	m		y	y	y	y	
Marital Status	Single		Living with Partner		Married/Civil Partnership		Separated		Divorced		Widowed

If you are filling in this form on behalf of the applicant, please provide your details below [See Note 1]												
Name												
Address												
Telephone No					Mobile No							
Email address												
Relationship to applicant												
Signed								Date				
Who should be the main contact for this application?					Applicant				Both			

2. Spouse/Partner Details [See Note 2]											
Surname					First Name					Title	
Address											
Town					County					Postcode	
Telephone No					Mobile No						
Email address											
Date of Birth	d	d		m	m		y	y	y	y	

3. Household Members and Dependents [See Note 3]

Tell us who lives in your home and/or anyone that you are financially responsible for

Name	Relation	Date of Birth	In Education	Employed/ Unemployed	Weekly payment to household

Do you, your spouse/partner, household members or dependents have any significant health issues or disabilities?
If so, please provide details:

4. Employment History [See Note 4]

Give details of your current or previous employment, even if now retired

Employer	Job Description	Dates	Union belonged to (optional)

Give details of your spouse's/partner's current or previous employment, even if now retired or deceased

Employer	Job Description	Dates	Union belonged to (optional)

Give details of your parents' current or previous employment, even if now retired or deceased

Employer	Job Description	Dates	Union belonged to (optional)

Give details of your children's current or previous employment

Employer	Job Description	Dates	Union belonged to (optional)

5. Grant Request Details [See Note 5]

Which type of grant(s) are you applying for?

Regular Financial Assistance

One-Off Grant

If applying for a one-off grant, please describe the purpose of the grant:

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What is the total cost of your need?	£
What amount are you seeking?	£

Have you applied to us before?	Yes	No

How did you hear about the Printing Charity?

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Have you applied to any other Charities, Trusts and/or your Local Authority for help?	Yes	No

If yes, please provide details below and give the results (if known):

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Have you checked your benefit entitlements? Agencies that can assist include: your Local Authority, DWP, Citizens Advice Bureau, Age UK and Turn2Us	Yes	No

If yes, please provide details below:

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6. Income Details [See Note 6]Indicate the net **WEEKLY** income after tax, etc.

	You £	Spouse/Partner £
Wage / Salary (Net)		
Universal Credit		
Working Tax Credit		
Income Support		
Job Seekers Allowance		
Employment and Support Allowance / Incapacity Benefit		
Statutory Sick Pay		
Statutory Maternity/ Paternity or Shared Parental Pay		
Maternity Allowance		
Other people(s) total household contributions		
State Pension		
Workplace / Private Pension(s)		
Bereavement Allowances		
Pension Credit		
Child Tax Credit		
Child Benefit		
Child Maintenance received		
Charitable Support		
Gross Income		
Personal Independence Payment / Disability Living Allowance		
Disability Premiums/ Benefits		
Attendance Allowances		
Carer's Allowance		
Any other disability income		
Total Disability Income		

7. Capital/Savings [See Note 7]Give the total current amount

Do not leave any boxes blank, if no savings exist please enter 'zero'

	You £	Spouse/Partner £
Bank Accounts		
Building Societies		
Post Office Accounts		
Investments (ISAs, PEPs, TESSAs)		
Premium Bonds		

Stocks and Shares		
Life Assurance		
Value of any properties you own <u>other</u> than the house you live in		
Redundancy Pay / Compensation		
Total:		

8. Housing Details [See Note 8]

Tick the type of property you currently occupy and provide the date you moved in

Owned – no mortgage

Property Value	£
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Owned – with mortgage

Property Value	£
Mortgage Outstanding	£

Shared Ownership

Percentage owned/ Property Value	
Mortgage Outstanding	£

Rented – Council

Rented – Private

Rented – Housing Association

Sheltered Accommodation

Residential Care Home

Nursing Home

Date you entered the residence:

Amount of benefit received £	
Housing Benefit	
Support for Mortgage Interest	
Council Tax Reduction	

Disposal of Assets

Have you disposed of any assets within the last 5 years? e.g. sold or gifted a property or shares. If so, please give details:

9. Housing History [See Note 9]

Give details of your previous addresses over the past 3 years

	Post code		Dates	
	Post code		Dates	
	Post code		Dates	

10. Debts [See Note 10]

e.g. Mortgage, Bank Loans, Credit Cards, Hire Purchase, all other Debts or Loans

Name of Creditor	Purpose	Monthly £	Balance Owed £

What action or advice have you taken about your debts?

II. Expenditure [See Note 11]
Provide figures in terms of a weekly amount

	You £	Spouse/Partner £	Arrears £
Rent (less Housing Benefit)			
Mortgage(s) (less Support for Mortgage Interest)			
Council Tax (less Council Tax Reduction)			
Ground Rent / Service Charge			
Buildings / Contents Insurance			
Water Rates			
Gas / Electricity			
Other Fuels e.g. Calor gas, oil, coal			
Childcare costs e.g. childminder, nursery			
Child Maintenance paid			
Maintenance for ex-partner/ spouse			
Care costs			
Total:			
Food			
Clothing			
Mobile Phone			
Telephone / TV costs / Broadband			
Household goods e.g. furniture, appliances			
Social participation			
Car costs (including finance)			
Public transport / Taxis			
Personal goods and services e.g. toiletries, prescriptions, dentist, glasses			
Life Assurance / Insurance			
Any other above-average costs/expenses:			
Total:			

12. Supporting Statement (Optional) [See Note 12]

Include details of family caring responsibilities, voluntary work, civic service, trade union service and any other work or activity, paid or voluntary, that you feel should support your application.

Empty box for supporting statement.

13. Declaration [See Note 13]

All the information provided in the application form is true and correct. Full disclosure of all income, capital, savings and investments has been made and I will inform The Printing Charity of any change in circumstances that I may have during the application process.

I give permission for The Printing Charity to contact other charities and third parties who may be able to offer assistance.

I give permission for The Printing Charity to make checks to verify the information I have provided. I understand that this may include The Printing Charity contacting other charities and third parties and accessing information in the public domain and searching via social media platforms.

I understand that any false or misleading information can result in the withdrawal or repayment of any grant that may be awarded.

I have read The Printing Charity’s Privacy Notice for Beneficiaries and I consent to the collection, use and disclosure of my personal information, including my health information, as described to me in the Privacy Notice for Beneficiaries. I understand that if I have any questions about the Privacy Notice for Beneficiaries or the charity’s privacy practices, including any requests to exercise my legal rights under the Data Protection Act 2018, then I can contact the Head of Compliance & Central Services by email at: support@theprintingcharity.org.uk or by post at: First Floor, Underwood House, 235 Three Bridges Road, Crawley, West Sussex, RH10 1LS.

Signed (you)	
Signed (your spouse/partner)	
Date	

14. Supporting Documents [See Note 14]

Please enclose the following documents with your application:

Most recent bank and building society statements	
Most recent pay slip or pension details	
Most recent Council tax bill	
Rental agreement showing amount paid	
DWP correspondence showing benefit received	
Any other documents to support your application	

Return your completed form to:

The Printing Charity
First Floor, Underwood House,
235 Three Bridges Road,
Crawley, West Sussex
RH10 1LS

Telephone: 01293 542820
Email: support@theprintingcharity.org.uk
Website: www.theprintingcharity.org.uk

Continue to BACS form

Grant Payment by BACS [See Note 15]

Name	
Address	
Telephone no	

Give details of the account to which payment will be sent to:

Name of bank / building society	
Branch	
Payee name	

Account number (8 digits)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Sort code (6 digits)

<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>
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Roll number (Building societies only)

Signature		Date	
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If payment is to be made to a third party*, complete authority below:

Name of third party	
Address	
Telephone no	

Signature		Date	
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* Please note: Payment cannot be made to other individual's accounts.
Third party payments are where the application has been submitted via another organisation who will administer the grant on our behalf, for example, SSAFA.

Continue to Privacy Notice

Privacy Notice - How we use your Information

The Printing Charity collects and processes personal data relating to its beneficiaries to help us provide them a service. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does The Printing Charity collect?

The organisation collects and processes a range of information about you. This may include:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- details of your financial situation including any income and assets;
- details about where you live;
- details of your work history;
- details about your family and/or spouse;
- information regarding your medical, health conditions, mobility and social factors;
- details of your bank account;
- information about your marital status, next of kin, dependants and emergency contacts;

The organisation may collect this information in a variety of ways. For example, data might be collected through application forms, supporting documents you may provide, telephone calls and letters.

The organisation will only seek information from third parties with your consent (for example, contacting your GP).

Data will be stored securely on our financial accounting software – Sage, our CRM – Salesforce, and in hard copies filed in restricted access locked cabinets. Data may also be stored within our email system if we correspond with you in that way.

Why does The Printing Charity process personal data?

The organisation needs to process data to ensure that applicants are eligible to receive financial assistance or housing from the Charity and to meet its obligations to the service user. For example, it needs to process your data to consider you for financial assistance, or to enter into a Licence to Occupy agreement to reside in our sheltered homes, and then to ensure you are receiving the full service to which you are entitled.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check that you are a resident of the UK.

In other cases, the organisation has a legitimate interest in processing personal data before, during and after the relationship. Processing service user data allows the organisation to:

- maintain accurate and up-to-date records and contact details (including details of who to contact in the event of an emergency for residents of the Sheltered Homes);
- monitor and report on its performance in relation to its charitable objectives;

Some special categories of personal data, such as information about health or medical conditions, is processed to allow the Charity to adequately assess the suitability of the service user prior to receiving the Charity's services.

Who has access to data?

Your information may be shared with other Printing Charity employees whose access is necessary in the performance of their role.

The organisation will only share your data with third parties when we have your explicit consent, for example, to obtain medical assessments or information from other charities and organisations in respect of any application you make to us

The Charity uses Salesforce as its CRM and has agreements in place with Salesforce in respect to the storage of your information. Salesforce operates under the EU-US Privacy Shield and has appropriate protection in place for any data held outside of the European Economic Area (EEA).

The Charity will not transfer your data to countries outside the EEA.

How does The Printing Charity protect data?

The Printing Charity takes the security of your data seriously and has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. All hard copies are kept in a locked cupboard, and only accessed by staff members to whom access to the data is necessary for performance of their roles. All electronic information is kept securely on Sage and on Salesforce. Access to this information is also restricted. Home Managers also keep limited resident information in locked cupboards with restricted access.

For how long does the organisation keep data?

The organisation will hold residents' personal data for 12 months after the Licence to Occupy has ended. The organisation will hold other service-user records indefinitely to enable due-diligence in case of reapplication and accurate reporting.

Your rights

You have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Tabitha Northrup, Head of Compliance & Central Services, at tabitha@theprintingcharity.org.uk or email sar@theprintingcharity.org.uk. We will need to verify your identity before we can act upon your request.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner. Please visit <https://ico.org.uk/concerns> for more information, or telephone 0303 123 1113 for advice.

What if you do not provide personal data?

The data requested from you is necessary for the Charity to determine the right type of support for each individual. If the data is not provided, the Charity may not be able to give any assistance.

Automated decision-making

Decisions are not based on automated decision-making. Policies are in place to ensure that each application is treated fairly, consistently and in accordance with the individual's needs.