

## **FINANCIAL ASSISTANCE APPLICATION GUIDANCE NOTES**

These notes explain what information is required on the application form.

### **NOTE 1. YOUR DETAILS**

#### **Third party contact**

Please note that this section is only to be completed where the application form is being completed by a third party on behalf of the applicant, such as a solicitor, Social Services, SSAFA, Age UK, Citizen's Advice Bureau etc.

Please indicate who the primary point of contact for this application is i.e. who should we contact to discuss the form and any queries that arise.

**Date and sign the form.**

### **NOTE 2. SPOUSE/PARTNER DETAILS**

#### **Please supply this information even if your partner is deceased**

This information is helpful for us to identify other potential sources of funding, as some organisations may support clients based upon their partner's details, even if the partner is now deceased.

### **NOTE 3. HOUSEHOLD MEMBERS AND DEPENDENTS**

#### **Details of people living in your home**

This information is required to give us an overall view of the household. Provide as much of the information as you can.

For those listed who are employed, please indicate the amount they contribute each week to the household expenses, if any.

#### **Details of people you have financial responsibility for**

List those that you are financially responsible for, even if they do not live in your home, for example, a child at university.

#### **Household and family health issues**

This information can be helpful in identifying other potential sources of funding and/or benefit entitlements. Some organisations support people suffering from particular ailments or provide support based upon their family's health issues or disabilities.

### **NOTE 4. EMPLOYMENT HISTORY**

#### **Your employment history**

Please supply this information even if you are now retired or even if the company is no longer in existence.

### **Previous employment**

This information is essential, as there are many trade and professional benevolent funds that support people who have worked in certain fields.

### **Membership of a trade or professional body or trade union during that employment**

This information is useful, as many trade and professional bodies and trade unions support their members even if membership has now lapsed.

If you have had many different employments, provide as many as possible.

### **Spouse/partner's employment history**

Please supply this information even if your spouse or partner is now retired or deceased.

Give the same type of information for your partner as given for yourself. This is helpful for us to identify other potential sources of funding, as some organisations may support clients based on their partner's details even if their partner is now deceased.

### **Parents' employment history**

Only complete this section if your parent(s) has/have worked in the print industry and/or related trades for a minimum of 3 years. Please supply this information even if your parent(s) is/are now retired or deceased.

### **Children's employment history**

Only complete this section if your child or children has/have worked in the print industry and/or related trades for a minimum of 3 years.

## **NOTE 5. GRANT REQUEST DETAILS**

### **Type of grant**

Regular Financial Assistance is paid twice a year following reassessment of circumstances. The funds can be used for any purpose. A One-off grant is for a particular item. Please contact the Welfare & Wellbeing team if guidance is required.

### **How did you hear about the Printing Charity?**

Please complete this section as it is helpful for us to know how applicants found out about the Printing Charity.

### **Other assistance**

If you are also applying to other organisations, charities, local authority etc. for financial assistance, please list the names of the organisations applied to and the result of those applications (if known).

## **NOTE 6. INCOME DETAILS**

Please note that this information is needed for both you and your spouse/partner and should be stated in terms of a net weekly figure. Monthly or annual figures will be accepted, if these are all that is available. **Please indicate accordingly.**

## **NOTE 7. CAPITAL/SAVINGS**

Please note that this information is needed for both you and your spouse/partner and should state the approximate amount of savings at the date of the application.

**NOTE 8. HOUSING DETAILS**

**Type of property**

Tick the appropriate box to indicate whether the housing you occupy is: owned, either with or without a mortgage; rented from the Council, a private landlord or housing association; sheltered accommodation, residential care home or nursing home.

Please also provide the approximate date that you took up residence and the estimated value of your property, if owned.

**Amount of benefit received**

If applicable, state the amount of Housing Benefit or Council Tax Reduction received and/or Mortgage Interest Support that is received or paid directly to the lender. A net weekly figure should be provided but monthly or annual figures will be accepted, if these are all that is available. **Please indicate accordingly.**

**NOTE 9. HOUSING HISTORY**

If you have lived at any different addresses over the past three years, please provide details and the approximate date of residence.

**NOTE 10. DEBTS**

Details of all debts should be provided. Please note that we do not give grants to pay arrears, however, we will consider providing financial assistance towards bankruptcy fees, if appropriate.

**NOTE 11. EXPENDITURE**

Detail any costs/expenses considered to be significantly above average and the reasons why.

**NOTE 12. SUPPORTING STATEMENT**

Provide any information that you feel supports your grant application.

**NOTE 13. DECLARATION**

You should read the Declaration and, when happy that all the information given is accurate, sign and date the form. The form should also be signed by your spouse/partner, if applicable, to confirm that the information about them is accurate.

**NOTE 14. SUPPORTING DOCUMENTS**

The form needs to be completed and returned to us with supporting documents. For example, DWP letters giving the breakdown of benefits and payments received, council tax and housing benefit correspondence, pension letters and pay slips. This list isn't exhaustive and there may be other documents needed to support your application.

If copies are not available, please send the originals and we will return them.

**NOTE 15. GRANT PAYMENT BY BACS**

Please complete this section. If the Printing Charity considers you to be eligible for financial assistance, funds will be paid directly into your bank account.