

APPLICATION FOR FINANCIAL SUPPORT - GUIDANCE NOTES

These notes explain what information is required on the application form

NOTE 1. APPLICANT DETAILS

Completing on behalf of the applicant

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 family member, solicitor, adult social care, SSAFA, Age UK, Citizen's Advice etc.

Please indicate whether the applicant is the main point of contact or whether it is both parties.

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. Please indicate the amount they contribute each week to the household expenses.

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. GRANT REQUEST

Type of grant

Financial support is for help towards essential living costs, following an assessment of circumstances. A one-off grant is for a specific item. Please contact the Welfare & Wellbeing team if guidance is required.

NOTE 5. EMPLOYMENT HISTORY

Your current/previous employment

This information is essential. Please supply this even if you are now retired or even if the company is no longer in existence. There are many trade and professional benevolent funds that support people who have worked in certain fields. If you have had many different employments, provide as many as possible.

If enclosed, please also ensure you complete the Employment History Request form and return with the application, so we can verify this.

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.

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 6. HOUSING

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 or sheltered accommodation. Please also provide the approximate date that you took up residence.

Amount of benefit received

If applicable, state the amount of housing benefit, 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 7. HOUSING HISTORY

If you have lived at any different addresses over the past three years, please provide details, the approximate dates you lived there and advise whether you owned the property.

NOTE 8. INCOME

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 9. HOUSEHOLD EXPENDITURE

These are the costs of running the household whether they are paid by you or your spouse/partner.

Note 10. CAPITAL/SAVINGS

Please note that this information is needed for both you and your spouse/partner and should state the approximate amount of savings and capital at the date of the application. Please also advise of any assets you have disposed of, e.g. gifted or sold property or shares.

NOTE 11. 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 support towards bankruptcy fees, if professional advice suggests this is the best course of action.

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

Supporting documents should be returned with the application form. For example, Universal Credit breakdown of benefits and payments received, council tax and housing benefit correspondence, pension letters, pay slips and last 3 months' bank statements. 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

If enclosed, please complete this form. If financial support is approved, funds will be paid directly into a bank account you hold in your sole name or jointly with another party. We will not pay financial support into a third party account, however we can arrange to pay a third party for goods or services.