

## **APPLICATION FOR FINANCIAL SUPPORT - GUIDANCE NOTES**

These notes explain what information is required on the application form

### **NOTE 1. APPLICANT DETAILS**

#### **Gender and ethnicity**

We are collecting this information to enable us to analyse different demographic factors within the distribution of our grants and financial support. This information will help us understand how well our services reach demographic groups within our sector and how we may improve the targeting of our support.

#### **Completing on behalf of the applicant**

You only need to complete this section if this application form is being completed by a third party on behalf of the applicant, for example, by 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.

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

Please complete as it's useful for us to know how people find out about us.

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

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

This information helps us identify other potential sources of funding, as some organisations may support clients based upon their partner's details, even if the partner has now passed away.

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

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

This information gives us an overall view of your household. Please provide as much of the information requested as you can. Please indicate the amount other people living in your home contribute each week to the household expenses.

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

List anyone you're 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 help us identify other potential sources of funding and/or benefits 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 can 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 you are unsure about the support you need.

Grants are not repayable.

However, if an application is later found to be misleading or fraudulent, we reserve the right to seek repayment.

#### **NOTE 5. EMPLOYMENT HISTORY**

New applicants - please complete fully

Existing applicants - please complete current employment only

##### **Your current/previous employment**

This information is essential. Please supply this even if you're now retired or if the company you worked for 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, please let us know about as many as possible.

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

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

Some 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 you've given for yourself, so we can identify other potential sources of funding, as some organisations may support clients based on their partner's details even if their partner has now passed away.

##### **Parents' employment history**

Only complete this section if your parent(s) has/have worked in the print industry and/or related trades (including paper, packaging, publishing, or graphics) 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**

You only need to 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 started living there.

##### **Amount of benefit received**

If applicable, please tell us the amount of housing benefit, council tax reduction received and/or mortgage interest support received or paid directly to the lender. A net weekly figure should be provided but if you only have monthly or annual figures available, these will be accepted. **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 tell us whether you owned the property.

#### **NOTE 8. INCOME**

Please provide this information for both you and your spouse/partner. It should be stated in terms of a net weekly figure. If you only have monthly or annual figures available, these will be accepted. **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**

This information is needed for both you and your spouse/partner and should tell us the approximate amount of savings and capital at the date of your application. Please also tell us about any assets you have disposed of, e.g., gifted or sold property or shares, in the last 3 years.

**NOTE 11. DEBTS**

Please give us details of all debts. We don't 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**

Once you've read the declaration and, are happy that all the information given is accurate, please 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**

Please return copies of your supporting documents with the application form. For example, Universal Credit 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 there are, we will ask you for them. If copies aren't available, please send the originals – we will return them.

We also need to see your last three months' bank statements for all bank accounts. However, for security reasons we don't ask you to post or e-mail these. We now use Open Banking for a safe and easy way to provide this information via the secure Consents.Online platform. Once we receive your application, you will be sent a link by e-mail to give Consents.Online permission to access your account information, providing us with one-time access to view this information. If you have a spouse / partner, they will also need to follow the same link to provide their financial information.

**NOTE 15 CONFIRMATION OF IDENTITY**

We need one document (copy only) from all new applicants.

**NOTE 16. 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.