



St Andrew
Holborn

The St Andrew Holborn Group of Charities
St Andrew Holborn and Stafford's Charity
The Bromfield Educational Foundation

We aim to help people who live in our area of benefit and who need extra financial support. We provide support in the form of grants to help buy essential items.

In most cases, if we make a grant, we will arrange for one of our preferred partners to supply the goods. In some cases, we will make a payment direct to a retailer. We do not make grants in cash, to clear debts, meet rent arrears or for goods already purchased.

If you think you may be eligible for help, please complete the application form and return it to the Grants Officer at the address below. If you are unsure and need more information or help, please contact the Grants Officer on 020 7583 7394.

When we receive your application the Grants Officer will be in touch with you to arrange to visit you at your home to discuss the application in more detail.

During that visit, you will need to be able to show the Grants Officer the following information to support your application:

- Confirmation of income & expenditure: for example, your most recent bank statement, benefit statements or pay slips, rent and council tax statements from your local authority, your most recent utility bills (gas, water & electricity).
- Documentation for other regular expenses: for example, childcare costs.

We normally need about 20 working days to process your application.

When you have completed the application form, please read and sign the first declaration on the back page to show that you understand how we will manage the information you give us in the form, and sign the second declaration if you want us to be able to share some of your information with other charities who might be able to help you.

REGISTERED OFFICE: 5 St Andrew Street, London EC4A 3AF

TELEPHONE: 020 7583 7394 **EMAIL:** charities@standrewholborn.org.uk

WEBSITE: standrewholborn.org.uk/charities

St Andrew Holborn and Stafford's Charity Reg.: 1095045

Bromfield Educational Foundation Charity Reg.: 312795

Income Details

Provide details of all sources of income for you & your partner. If there are other working age adults in the household we expect to be told of their employment & income status at the visit. If both of you receive the same type of payment state the total amount received by you both and tick both "who receives" boxes.

What	Amount £	How often is it received Please state weekly, 2 Weeks, 4 Weeks or Monthly	Who receives Applicant or Partner
Salary after deductions			
Job Seekers Allowance			
Income Support			
Universal Credit			
Employment Support Allowance (ESA)			
Personal Independence Payment (PIP)			
Tax Credit Child or Working			
Attendance Allowance			
Child Benefit			
State Pension			
Pension Credit			
Occupational/ Private Pension			
Child Maintenance			
Other			
Do you receive Housing Benefit:		Yes	No
Do you receive Council Tax Benefit:		Yes	No
What savings do you have:		£	

Expenditure Details

Please provide details of regular outgoings. Do not include food, clothing or travel costs unless you have a medical condition or there are special circumstances which means you have extra costs for these items.

What for	Amount £	How often is it paid Please state weekly, 2 Weeks, 4 Weeks or Monthly	
Rent (what you pay after benefits)			
Council Tax (what you pay after benefits)			
Electricity			
Gas			
Water			
Telephone (Land line/broadbandrental & calls)			
Telephone (Mobile)			
TV & Satellite packages E.g. Sky,			
Child minding costs			
Insurances (contents, car appliances etc Please state):			
Other (please state)			
Other (please state)			
Do you have any debts:	Yes	No	If "Yes" how much: £
Who do you owe the money to			
How is it being repaid (amount and frequency):			
Have you taken debt advice:	Yes	No	If "Yes" who from:

Reason for application

Explain why you are making this application. Tell us what your circumstances are and what it is you are applying for (e.g. cooker, washing machine, fridge-freezer, beds, school uniform):

Have you or a family member received a grant from this Charity before: Yes No

If yes, please give details (how much, what for and when): £

Have you applied to any other charity or organisation for this current matter: Yes No

If yes, please give details of who and the outcome:

If you have been helped by a third party to complete this form please provide their contact details and advise if you give permission for contact to be made with them to discuss the application on your behalf

Name

Organisation or relation

Phone number

Email

Consent for St Andrew's to contact & discuss the application with them on your behalf

Yes No Applicant's signature

PLEASE REVIEW AND SIGN AS APPLICABLE BOTH THE DECLARATIONS ON THE BACK PAGE

Collection and retention of Data

By completing and returning this application I understand the following:

- If my application is not eligible to be considered I will be notified and the application & its contents will be securely destroyed
- If my application is eligible for consideration you will use the information I have provided to process my grant application
- you will store the information I have provided securely
- you will keep a paper copy of my application for 7 years to comply with legal requirements and after that time you will destroy it
- you will keep some details of my application electronically for analysis and informing future applications
- I can ask the Grants Officer to see the information (in paper and/or electronic form) which the St Andrew Holborn and Stafford Charity and/or the Bromfield Educational Foundation] holds about me
- I can ask the Grants Officer for the information (in paper and/or electronic form) which the St Andrew Holborn and Stafford Charity and/or the Bromfield Education Foundation holds about me to be corrected or destroyed

I declare that the information I have given on this form is correct and complete

Name of applicant:

Signature (applicant)

Date:

Sharing information

Sharing information in your application with other related charities could help us secure alternative or additional funding for you. In order to do so, we would need to share some of the details of your application with them. With your permission, we would like to be able to share:

- your name and address
- your personal circumstances
- your financial circumstances
- whether you have a medical condition (but not, unless it is relevant, the precise nature of that medical condition)
- whether we have made a decision on your application

It will not affect your application to us if you do not give us permission to discuss your application with other charities. However, if we cannot share your details, we may not be able to progress an application with other related charities. If you give us permission to talk to other charities about your application, please sign below – you can withdraw your permission at any time

I give the St Andrew Holborn and Stafford's Charity and/or the Bromfield Educational Foundation permission to share information about my application with other related charities in order to decide if I might be eligible for a grant from those charities.

Name of applicant:

Signature (applicant)

Date: