

COMMON APPLICATION FORM

GUIDANCE NOTES

These notes are to help with an explanation as to what information is required on the Application Form.

1. Details of contact

Please note that this section is only to be completed where the application form is not being filled in by the applicant e.g. by referring agency, such as Social Services, SSAFA Forces Help, Age Concern etc.

Please date and sign the form.

2. Applicant's personal information

Health problems or disabilities - this can be helpful in identifying sources of funding, as some organisations support people suffering from particular ailments.

3. Partner's Personal Information

Please supply this information even if the applicant's partner is now deceased.

This is helpful in identifying sources of funding since some organisations support clients based upon their partner's details even if the partner is now deceased.

4. Details of Grant

Indicate if the applicant has applied to this organisation for support in respect of this or any other grant on a previous occasion and, if so, indicate the date of that application and the outcome.

If the applicant is also applying to other organisations with respect to this grant, please indicate the names of the organisations applied to and the result of those applications (if known). This information is essential to ensure that the processing of the grant is dealt with as speedily as possible.

If the applicant has applied to this organisation for assistance on previous occasions, please indicate the dates of those applications and the outcomes. This information is helpful in ensuring that all the applicant's records are kept together.

5. Applicant's Employment History

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

Previous Employment: This is essential since 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 since many trade and professional bodies and trade unions support their members even if membership has now lapsed.

If the applicant had many different employments please give all.

HM Forces: this information is essential, as there are many funds that help ex-service personnel.

6. Partner's Employment History

Please supply this information even if the applicant's partner is now retired or deceased

Give the same type of information for the applicant's partner as given for the applicant above. This is helpful in identifying sources of funding since some organisations support clients upon their partner's details even if their partner is now deceased.

7. Parents' employment history

Only complete this section in the case of an applicant who is a juvenile. Please supply this information even if the applicant's parent(s) is/are now retired or deceased.

Give the same type of information for the applicant's parent(s) as given for the applicant above. This is helpful in identifying sources of funding since some organisations support clients upon their parent(s) details even if their parent(s) is/ are now deceased.

8. Details of children living at home

This information is required, in order that we may have an overall view of the household. Please provide as much of the information as you can

9. Details of other people living at home

This information is required, in order that we may have an overall view of the household. Please provide as much of the information as you can

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

10. Family Health Issues

Health problems or disabilities. This information can be helpful in identifying sources of funding since some organisations support clients based upon their family's health issues or disabilities.

11. Details of Income

Please note that this information is needed for both the applicant and the applicant's partner (if any) and should be stated in terms of a weekly figure if possible. However, monthly or annual figures are acceptable if these are all that is available. Please indicate accordingly.

Give the relevant information concerning all forms of income that are received by the applicant and the applicant's partner. In the case of "Any other income" please also indicate the nature of that income.

12. Tax credits

Enter the amounts which are being received for "Working Families Tax Credit" and "Disabled Persons Tax Credit".

13. Details of savings

Please note that this information is needed for both the applicant and the applicant's partner (if any) and should be stated in terms of the total amount of savings at the date of this application.

Give the relevant information concerning all forms of savings.

14. Details of housing

Indicate the type of housing in which the applicant lives. Tick the appropriate box to show whether that housing is in the form of a house, flat or other form of housing. Tick the appropriate box to indicate whether that housing is owned, either with or without a mortgage, whether it is rented from a Housing Association, a

Local Authority or privately, whether it is sheltered accommodation, whether it is a Residential Home or Nursing Home.

In the case of a Residential Home or Nursing Home please give the date the applicant took up that residence.

15. Rented Homes

Only complete this section in the case of an applicant who is living in rented accommodation.

Rent - state the amount paid, over and above any Housing Benefit received, in terms of a weekly payment to the nearest pound.

Also state the amount of Housing Benefit received by the applicant, or the applicant's partner, in respect of the applicant's home in terms of a weekly benefit to the nearest pound.

Tick the box if the rent paid includes the payment of Water Rates. Tick the box if the rent paid includes heating costs. In that case state how much the heating costs are in terms of a weekly amount to the nearest pound.

16. Owned Homes

Only complete this section in the case of an applicant, who is living in accommodation, which is owned, by the applicant or the applicant's partner.

Give the amount of mortgage (if any) that the applicant, or the applicant's partner, pays in respect of the applicant's home. State the amount paid, over and above any Income Support received, in terms of a weekly payment to the nearest pound.

Also state the amount of Income Support received by the applicant, or the applicant's partner, in respect of the mortgage on the applicant's home in terms of a weekly benefit to the nearest pound if applicable.

17. Council Tax

Give the amount of Council Tax that the applicant, or the applicant's partner, pays in respect of the applicant's home. State the amount paid, over and above any Council Tax benefit received, in terms of a weekly payment to the nearest pound. Also state the amount of Council Tax benefit received by the applicant, or the applicant's partner, in respect of the applicant's home in terms of a weekly benefit to the nearest pound.

18. Other weekly expenditure.

Please give details of all household expenditure, apart from expenditure which relates to housing costs.

19. This form must be signed by the applicant and partner (if applicable).

The applicant 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 the applicant's partner (if any) to confirm that the information about them is accurate.

20. Please note: this section is NOT to be completed by the applicant.