

THE PRESTBURY UNITED CHARITIES

Registered Charity 202655

www.puc.org.uk

GUIDELINES FOR COMPLETION OF APPLICATION FORM

- Applicants should live in the PUC Area of Benefit, which is all addresses with postcodes starting GL50, GL51, GL52 and GL53. But preference will be given to those living in Prestbury, Southam and Swindon Village, Gloucestershire.
- Please fill in all areas of the form as completely and legibly as possible using black ink. Ensure that personal details, email addresses and mobile phone numbers are clear to enable us to contact you if necessary.
- Complete the financial details section very carefully, using the amounts **per month** only. Please ensure that you include all sources of income you are receiving, your savings, and all expenditure as accurately as possible. You may be asked to provide evidence of the amounts you fill in here.
- Please note that the Charity does not give grants of money directly to applicants.
- You must give details of what items you would like the charity to provide as clearly as possible, with product details and price quotations, eg a link to a website showing the item and price, or a written quotation from a carpet/ other goods supplier.
- Explain clearly why you are asking for help from the Prestbury United Charities
- **It is very important that your application is supported by an independent professional person** eg social worker, family support worker, housing advisor etc who must complete their full details and sign the form. We do not accept neighbours, friends and relatives as supporters. The supporter must write a separate letter of support, without which we will not accept your application.
- **The applicant must sign and date the form** after reading the information about data protection. This signature agrees to your information being shared with the Charity Trustees, and agrees to the Charity making contact with your professional supporter. Your supporter cannot sign the form on your behalf.
- Attach recent proof of identity eg utility bill or benefits payment

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Applicant details:

Applicant: Mr/Mrs/Miss/Ms	
First name	Surname
Previous name	Date of Birth ___/___/_____
Occupation	
Employer's name and address	
Husband/wife/partner/parent/guardian: Mr/Mrs/Miss/Ms	
First name	Surname
Previous name	Date of birth ___/___/_____
Occupation	
Employer's name and address	
Home address	
Postcode	
Telephone number	Home Mobile
Email address	

How long have you lived at your current property?

Is your home: owned by yourself / private tenancy / housing association / other

Please give details, if housing association, please give name

Details of other adults or any children who live in the household:

Surname	First name	Date of birth	Relationship to applicant	School/College attending	Employer's details

Financial Details:

Income per month		Expenditure per month	
Applicant earnings		Rent/Mortgage per month	
Partner earnings		Council Tax	
Universal Credit		Water Rates	
Child benefit		Electricity/Gas	
Family Tax Credit		Food (approx.)	
Child Support		Insurance: Home Car Other (give details)	
Pension		TV	
		Phone/Mobile	
Student loan/grants		Car/travel expenses	
		Childcare costs	
Other benefits (give details)		Court orders / payments	
		Credit/loans/HP	
Other income (give details)		Other expenditure (give details)	
Savings (Give details)			
Total income per month		Total Expenditure per month	

Reason for application:

1. How would you like Prestbury United Charities to help you?

Please give as much detail as possible, state the item or items required, and include quotes or links to the proposed items if possible.

2. Why are you making this request?

Please give full details of your reasons (medical condition/family needs/financial pressures etc)

Have you or anybody on your behalf, previously made an application to Prestbury United Charities? If so please provide the dates and full details.

Have you (or any other members of your immediate family) made application to any other Charities, Referral bodies, Support Organisations etc in the last 12 months, or received other grants. If so please give details and outcomes.

Please give contact information for the independent professional person who is supporting your application. The Charity trustees will contact this person when assessing your request. Your supporter must personally sign this form and attach or email a statement of support for your application.

Name

Organisation and position held

Address

Postcode

Telephone number

Email

Signature

Date

Completed application forms with supporting documents should be sent to:

Mrs J Montgomery

Clerk, Prestbury United Charities

The Coach House Mews, The Burgage, Prestbury, Cheltenham GL52 3DN

Email: clerk@puc.org.uk

website: www.puc.org.uk

Data Protection

General Data Protection Act 2018

The information you provide on this form may be held on file or on computer or both, and may be made available to Charity Trustees and members of the Charity staff at the Charity office and to the relevant referring organisations (if any) stated on the application form and will be used solely for the purposes of determining the application and for monitoring the provision of grants by the Charity or as required by law.

No information passed to us on this form will be made available to any other parties without the applicant's consent

Declaration and Signature

Any offer of grant that may be made by the charity will be conditional on receipt of your proof of identity and other documents. Your personal signature on this form gives permission for the Charity trustees to contact the person supporting your application.

I understand that if I move away from the PUC area of benefit within 12 months all or part of the grant may need to be repaid. I believe the information on this application form is true and understand that if a grant is made to me based on inaccurate information, the Charity reserves the right to pursue the recovery of the grant.

Signed (Applicant)

Date

Signed (Husband/wife/partner/)

Date