

# THE PRESTBURY UNITED CHARITIES

Registered Charity 202655

[www.puc.org.uk](http://www.puc.org.uk)

Form reviewed July 2020

**FOR ALL APPLICATIONS**

**Please send:**

- 1. Completed application form signed by applicant and supporter**
- 2. Letter of support from independent professional**
- 3. Proof of income/benefits, a recent utility bill with applicant address and a recent bank statement**

## **GUIDELINES FOR COMPLETION OF APPLICATION FORM**

- The Charity (PUC) may be able to help applicants who live in the PUC Area of Benefit, which includes all addresses with postcodes starting GL50, GL51, GL52 and GL53. All applications will be fully assessed, but unfortunately not all will be successful.
- Please fill in all areas of the form as completely and legibly as possible using black ink. Ensure that email addresses and mobile phone numbers are clear to enable us to contact you if necessary.
- Complete the financial details section carefully, using the amounts **per month** only. Include all sources of income you are receiving, your savings, and all expenditure as accurately as possible. If you get financial contributions from your partner or the other parent of your children, it is important that you include this on the application form. The Trustees realise that these may be sensitive issues, but having complete information allows us to direct the Charity's help to those who need it most.
- In general the Charity does not support purchase of laptops or give grants of money.
- Give clear details of your request with price quotations, eg 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 colleagues, 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.

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## Applicant details:

<b>Applicant:</b> Mr/Mrs/Miss/Ms		
First name	Surname	
Previous name	Date of Birth    __ / __ / ____	
<b>Home address</b>		
Postcode		
Telephone number	Home	Mobile
Email address		
Occupation		
Employer's name and address		
<b>Husband/wife/partner/parent/guardian:</b> Mr/Mrs/Miss/Ms		
First name	Surname	
Previous name	Date of birth    __ / __ / ____	
Occupation		
Employer's name and 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 and any children who live in the household:**

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

**Financial Details:**

<b>Income per month</b>		<b>Expenditure per month</b>	
Applicant earnings (After tax and NI)		Rent/Mortgage per month	
Partner earnings or contribution		Council Tax	
Universal Credit		Water Rates	
Child benefit		Electricity/Gas	
Family Tax Credit		Food, household, personal expenses (approx.)	
Child Maintenance		Insurance: Home Car Other (give details)	
Pension		TV	
		Phone/Mobile	
Student loan/grants		Broadband/internet	
Housing Benefit		Car/travel expenses	
Other benefits (give details)		Court orders / payments	
		Credit/loans/HP	
Other income (give details)		Childcare costs	
Savings (Give details)		Other expenditure (give details)	
<b>Total income per month</b>		<b>Total Expenditure per month</b>	

**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) **NB Your Independent Professional Supporter must write a separate letter.**

**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, 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.**

Supporter Name

Organisation and position held

Address

Postcode

Telephone number

Email

Supporter 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](mailto:clerk@puc.org.uk)

website: [www.puc.org.uk](http://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 have read the Guidelines, 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