

THE PRESTBURY UNITED CHARITIES

APPLICATION FORM

APPLICATION REQUIREMENTS

For your application to be considered by the Prestbury United Charities you must fulfil these requirements:

- All applications must be supported by an independent professional
- The application form must be signed and dated by both the applicant and the supporter
- The supporter must provide a letter or email in support of the applicant
- The applicant must include copies of documents that evidence the applicant's circumstances:
 - Proof of identity
 - Driving licence or other ID documents
 - Residence
 - Council tax bill, tenancy agreement, utility bill
 - Income or benefits
 - Payslip and / or benefits statement
 - Expenditure
 - Recent utility bills, telephone bill
 - Financial status
 - Recent bank statements
- The applicant must provide a quote or price from a supplier of the items requested

GUIDELINES FOR COMPLETION OF APPLICATION FORM

The Charity (PUC) may only 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 completely and legibly using black ink, with clear email addresses and mobile telephone numbers 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, e.g. give a link to a website showing the item and price, or a written quotation from a carpet or washing machine or 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**

For example: a social worker, family support worker, housing advisor (etc) who must provide their full contact details and sign the form. We do not accept colleagues, neighbours, friends and relatives as supporters.

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The supporter must write a separate letter of support, without which we will not accept your application.

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		

Where you live:

How long have you lived at your current property?

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

Please give details; if a housing association please give name.

Prestbury United Charities may contact your housing provider when assessing your application

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DETAILS OF OTHER ADULTS AND CHILDREN WHO LIVE IN THE HOUSEHOLD

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

FINANCIAL DETAILS

Income per month	£	Expenditure per month	£
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)	
Total income per month		Total expenditure per month	

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REASON FOR YOUR 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). Note: **Your Independent Professional Supporter must write a separate letter or email in support of your application.**

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.

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Your Supporter

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 separate letter of support for your application.

Supporter Name

Organisation and position held

Address

Postcode

Telephone number

Email

Alternative contact if unavailable:

Supporter Signature

Date

The applicant must sign and date the form in the Declaration Section after reading the information about data protection. By signing the form, you agree to your information being shared with the Charity Trustees and agree to the Charity making contact with your professional supporter. Your supporter cannot sign the Declaration on your behalf.

Data Protection

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's staff 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

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APPLICATION CHECKLIST

Please ensure that you have completed all parts of the application form; that your supporter has signed it and that you have signed the Declaration Section. You must also include all the required supporting documents for the charity to consider your request. If your application is incomplete or documents are missing, your application may be deferred whilst we await receipt of those documents or be rejected without consideration by the trustees.

Have you?	Yes / No
Completed all parts of the application form?	
Has your Supporter completed and signed the Supporter Section?	
Have you completed and signed the Declaration Section?	
Have you included documents that evidence your circumstances?	
• Proof of identity	
• Residence	
• Income or benefits	
• Expenditure	
• Financial status	
Your requirements. Have you?	
• Provided a website link, quote or a price from a supplier of the items requested?	
Your Supporter	
• Sent a letter or email in support of your application	

The completed application form with all supporting documents should be sent to:

By email: clerk@puc.org.uk

By post: PUC, PO BOX 1397, Cheltenham GL50 9GG

Sending documents to the charity:

We prefer to receive all documents by email. Your supporter should be able to scan all documents for you and email them to us securely. If you email them yourself, you may use a smart phone to take an image of each of the documents. If you do so, please ensure the images are readable.

When we first receive your application, we will acknowledge it by email and give you a reference number. Please use this in any future correspondence so that we may collate your information more easily and maintain the confidentiality of that information. Before circulating applications to trustees of the charity we encrypt all documents.

If you post documents to us, it may be several days (up to a week) before we receive them.

The trustees of the charity meet to assess applications on a regular basis. Their schedule of meetings may be found on our website: www.puc.org.uk. Applications are circulated about a week in advance of those dates to give adequate time for their review. Please be aware that we receive many applications for support and that, unfortunately, we cannot help everyone.