

Application Guidelines

Supporting Documentation

All applications need to be supported by documentation. The type of help that you require will influence what documents we will need to see.

We will require proof of household income and savings with all applications.

To confirm your income we accept photocopies of **either** the following:

- Your last 3 full months bank/building society/Post Office statements showing your benefits/wages/pensions.
- Letter from the DWP detailing State Retirement Pension/Pension Credit and any other benefits.
- Last 3 months payslips
- Latest quarterly statement_– for Post Office Direct Payment accounts.

If you have any savings please also include a photocopy of the recent statement or latest page of the book if it is a book account.

Completing the form

Please complete all the sections on the form that apply to you with as much detail as you can, paying particular attention to the following sections:

Work History

As we are the trade charity for the drinks industry your application for assistance is based on your/your spouse/partner's work within our industry. Please complete this section of the form with as much detail as possible.

We will also need **proof of your work history** within the drinks industry so please send in copies of any documents you have such as old payslips (providing they contain the name of the company you worked for), references, letters from previous employers, photographs of you at work, newspaper clippings. If you do not have any documents of this type please contact us and we can discuss other options.

Reason for Application

Please provide us with as much information as possible about your circumstances and what help you are seeking. It would also be helpful if you could outline how this help would improve your situation.

Reimbursement

Please note that we cannot consider reimbursement for an item you have already purchased. If this applies to you please contact us to discuss the situation before completing the form.

Payee Details & Quotes

Please note that we are unable to make grants payable to an individual.

We always make payment directly to the company where the item is being purchased or to a responsible organisation (i.e. The Royal British Legion), who is able to administer the grant on our behalf. However, if you are seeking help with electrical items or furniture we can source these through our preferred supplier. If you require help with floor coverings, decoration costs etc, it would be helpful have the quotes at the time of application.

Declaration Statement

Please read this section of the form carefully then **sign and date it**. We cannot process your application if you (and your spouse/partner where applicable) do not sign this section.

Application Process

- Completed application forms are checked through by our Support & Care team within a couple of days of their arrival. If there is any information missing or we have any queries we will contact the supporting agency or the applicant directly depending on the nature of the query.
- We have a team of Regional Visitors who visit all new applicants. The purpose of these visits is to ascertain the most appropriate ways in which the charity may be able to help you.
- Once we have all the required information we require, the application will be presented to the Support & Care Committee for consideration. This can take up to 4 weeks depending on the date the application was received.
- Written and verbal notification will be given. If we cannot help with your request we will explain why.

If it is difficult to obtain photocopies, etc., please send the originals to us and we will return them to you immediately.

PLEASE NOTE

Your application will be delayed if it is incomplete or if you do not provide all the supporting documentation required.

If you have any questions or queries about any part of this form or what we require, please do not hesitate to get in touch on 01344 898550.