**LADY GOULD’S CHARITY**

**APPLICATION GUIDANCE NOTES**

**What does Lady Gould’s Charity do?**

Lady Gould’s Charity awards grants to people living in certain areas of Highgate, London who are, for whatever reason, unable to provide for basic necessities.

The Charity makes grants of up to £600 per application. Grants typically cover household items such as baby essentials, furniture, carpets, washing machines, cookers or clothing. The trust makes around 85 grants per year.

**Who do we help?**

Applicants must live within the area shown on the [plan](http://www.ladygouldscharity.org/map.htm) available on our website. You can also check whether you live in the area by referring to the [index of streets](http://www.ladygouldscharity.org/streets.htm) - please be aware that not all homes on every street are eligible. If you are uncertain whether you are eligible, please contact us on 0207 783 3568 or ladygouldscharity@gmail.com .

**How do I apply for a grant?**

By filling in the attached application form and sending it to the address shown on the form together with all supporting evidence, including a letter of support. Successful applicants cannot re-apply within 18 months of receiving a grant; please prioritise your needs when completing the application form.

**How will I receive the grant?**

Where possible, grants are paid to the supporter or the supplier of the goods, and not to the applicant directly. Our recommended suppliers are:

* Argos
* Homebase
* IKEA
* John Lewis
* Mothercare
* World of Appliances

**How will my information be used?**

By filling out this application form, you understand that you will be providing us with personal data. We are responsible for protecting your personal information as a “data controller” under applicable data protection legislation.

We will use your personal information for the purpose of considering your application form, corresponding with you or your supporter about the status of your application, and paying the grant to you.

We share your personal information with BDB Pitmans LLP and with your supporter for the purpose of administering the charity. We will keep your personal data for 5 years. We take appropriate technical and organisational measures to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used.

You have various rights in respect of your personal data. You have a right to ask us to confirm whether we are processing information about you, and to request access to this information (‘right of access’).

You may ask us, or we may ask you, to rectify information you or we think is inaccurate, and you may also ask us to remove information which is inaccurate or complete information which is incomplete (‘right to rectification’).

You have a right to ask us to restrict our processing of your information (‘right to restriction’) in certain circumstances, for example if you contest its accuracy and we need to verify whether it is accurate.

You have a right to seek the erasure of your data (often referred to as the ‘right to be forgotten’). You should note that this right is not absolute and that we may need to continue processing your information in limited circumstances.

If you have any questions about how we use your data, or if you would like to exercise any of your rights above, please let us know by contacting us at ladygouldscharity@gmail.com.

You have a right to report any of your concerns about our use of your data to the Information Commissioner’s Office. You may do so by calling their helpline at 0303 123 1113.

**LADY GOULD’S CHARITY**

**APPLICATION FOR A PERSONAL GRANT**

*Please complete this form as fully as possible.* ***Attach another page if you need extra space.***

# **Personal details**

# **Title** ……………… **Full name**…………………………………………………………………….......

# **Address and postcode** ………………………………………………………………………...................

# *Please check the* [*plan*](http://www.ladygouldscharity.org/map.htm) *and the* [*street index*](http://www.ladygouldscharity.org/streets.htm) *on our website to ensure you are eligible for a grant.*

# **Date of birth** …………………………….. **National insurance number** ………………………......

# **Telephone** ………………………………… **Email** ……………………………………………………

# **Are you single / in a partnership / other** …………………………………………………………......

# **Do you have any children?**  Yes / No **If so, what are their ages?** ……………………….….....

# **Do you consider yourself to have a disability?** Yes / No **If so, please explain** ……………………

# …………………………………………………………………………………………………………......

# **Does anyone living with you have a disability?** Yes / No **If so, please explain** ……………………

# ……………………………………………………………………………………………………………..

# **ACCOMMODATION**

# **Do you live alone / in shared accommodation / with a partner / with parents / with children / other**

# **Is your home owned / rented / council / housing association / other** ………………………………….

# **How long have you lived here?** ……………. **How much is your rent?** £………… per month

# **How much are your other bills?** ………….. per month

# **INCOME**

**Are you currently working?** Yes / No **If so, what is your job?** ………………………….......

**How much do you earn?** £…….………… per month

*Please attach your two last pay slips (or annual return if self-employed) and two last bank statements.*

**Do you receive any benefits?** Yes / No **If so, how much do you receive?** £……… per month

**Which benefits do you receive?** ……………………………………………………………………..

*Please attach the most recent letter(s) from DWP showing your entitlement to these benefits.*

**Do you receive child support?** Yes / No **If so, how much do you receive?** £……… per month

**Do you have any savings?** Yes / No **If so, please state how much** £……………………….

**What is your total household income, including**

**benefits received by others living with you?** £…….…………… per month

**GRANTS**

**How much money are you requesting?** £…………........... *(up to maximum of £600)*

**What would you like to buy with the grant?** ………………………………………………………

*Please attach copies of quotes from our recommended suppliers (e.g. on websites or in catalogues) showing the prices of these items, including prices of installation and/or disposal where relevant.*

**Has anything happened to cause you to need a grant? What difference will it make?**

 ………………………………………………………………………………………………………...

…………………………………………………………………………………………………………

…………………………………………………………………………………………………………

**Have you or a family member living with you received a grant before?** Yes / No

**If so, when?** ……………………

*Successful applicants cannot reapply within 18 months of receiving a grant.*

**How did you hear about Lady Gould’s Charity?** ………………………………………………………

**What other charities have you approached for help?** ……………………………………………..

**What did you ask for?** …………………………… **What was the outcome?** ……………………..

**SUPPORTER’S INFORMATION**

*All applications require a* ***letter of support*** *from your social worker, GP, rehabilitation worker, education establishment, Citizens Advice Bureau, or any other professional or other voluntary organisation who supports your application. Please provide their details below. We will contact them to discuss your application.*

**Name of supporter(s)** …………………………………... **Email**………………………………….

**How do you know them?** ………………………………. **Telephone** ……………………………

**Who completed this application form?**  You / Your supporter

**Signature of supporter**

**CHECKLIST**

* I have completed the application form in full.
* If employed, I have attached my two last pay slips (or annual return if self-employed).
* I have attached my last two bank statements.
* If I receive benefits, I have attached a recent letter from DWP showing what I receive.
* I have attached quotes showing the prices of what I would like to buy with the grant.
* I have attached a letter of support.

**PLEASE RETURN TO: The Clerk to the Trustees, Lady Gould’s Charity, c/o BDB Pitmans LLP, 50 Broadway London, SW1H 0BL (Telephone number 0207 783 3568)**