



Please read this section carefully before completing your application.

Further to your recent enquiry, from which I understand you are seeking assistance, please complete the following form.

It will be necessary for us to call to see you to discuss the application further. Before we can arrange a visit, please bring to the office the following:

Evidence of your tenancy

Tenancy agreement

Evidence of income

Benefits letter(s), wage slips, recent bank statement etc

Evidence of any savings you have

Building Society book etc

Evidence of outgoings

Bills for gas, electricity, phone, water, council tax, rent etc

Evidence of any current debts

Statement from debtor

Photo ID

Passport/drivers licence

Evidence of your residency status

Home Office letter (as appropriate)

Please note that until these documents are made available at the office your application will be deferred until you are able to produce them. We may also ask to see additional items. When calling at the office you may wish to return your completed application form.

Should you be in any doubt over what is required, please contact us and we will be happy to explain.

When returning your form, will you kindly advise me if there is any time when you are not available, so that we may arrange a mutually convenient day to call.

Data Protection Act 1998

No personal data is passed on to any other organisation.

Please bring ID to:
Personal Grants Administrator
The Old Enfield Charitable Trust
The Old Vestry Office
22 The Town, Enfield
Middlesex EN2 6LT
020 8367 8941

TELL US ABOUT YOUR INCOME AND WHAT YOU SPEND

Enter a weekly, monthly OR yearly amount for each applicable item.

INCOME			
	Weekly	Monthly	Yearly
Employment (self and/or partner)			
Job Seekers Allowance			
Retirement Pension			
Works/Other Pension			
Income Support			
Tax Credits: Working Tax Credit/Child Tax Credit			
Child Benefit			
Carers Allowance			
Invalidity Benefit/Pension/ Allowance			
Invalid/Community Care Allowance			
PIP			
Attendance Allowance			
Disability Living Allowance			
Severe Disablement Allowance			
Other income (please specify below) Please include charitable donations/grants if applicable			

WHAT YOU SPEND			
	Weekly	Monthly	Yearly
Rent - how much you pay after Housing Benefit			
Mortgage			
Council Tax (after any rebate)			
Water Charges			
Gas			
Electricity			
Telephone			
Mobile			
Television Licence			
Social Fund Loan repayments			
HP Payments			
Bank Loans Provident Loans etc			
Car expenses (if applicable)			
Insurance			
Other payments (please specify below)			

DO YOU HAVE ANY SAVINGS AND INVESTMENTS?

	£ How much
Bank	
Building Society	
Co-op	
Bonds etc	
Other	
TOTAL	

TELL US ABOUT ANY DEBTS YOU HAVE

What for?	£ How much

PLEASE LIST ITEMS THAT YOU ARE REQUESTING ASSISTANCE WITH

What for?	£ How much

DECLARATION

I certify that all the information I have provided in this document is, to the best of my belief correct. I understand that I may be asked to provide independent confirmation of any information as may be considered by the Trustees to be necessary. I also understand that any grant that may be given is at the discretion of the Trustees.

Signed:

Date: *

lynne@thetrustenfield.org.uk

Alternatively, please return completed form to:

Personal Grants Administrator
The Old Enfield Charitable Trust
The Old Vestry Office
22 The Town, Enfield
Middlesex EN2 6LT

Tel: 020 8367 8941

Fax: 020 8366 770