

**The Sutton Charity**

***Sutton Poor’s Land Charity***

***registered charity number 204546***

**Grant application form for individuals**

The Sutton Charity helps people living in the parish of Sutton who are in ***need, hardship or distress***. If you want to seek help from the Charity, please complete this form and return it to our Clerk, Barbara Fuller, on suttonpoorsland@gmail.com or to 10 The Lanterns, Bedwell Park, Witchford, Cambs CB6 2FH.

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| **Be sure to give us much information as you can about why you need some financial help and what you need it for; the more we know about your financial circumstances, the more we will be able to help.**  |

Rest assured that the information you give us will be kept confidential, available only to the Trustees and Clerk of the Charity. We will hold and use your information in accordance with General Data Protection Regulation (GDPR).

When the Clerk receives your application, she will share it with the Trustees. Although Trustees’ meetings are only held every two months, we communicate frequently by email and we will do our best to respond to you as soon as possible. We may ask you for further information, and we may suggest that two of our Trustees (who have been DBS checked) meet you to discuss your application and suggest additional sources of assistance.

Our procedure is to make payments directly to suppliers of goods and services, on behalf of successful applicants. The Clerk will ask you for details of who should be paid on your behalf.

**Please tell us about yourself and the people in your household**

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| **Your name (forename and family name)** |  |
| **Your address** |  |
| **How long have you lived at this address?** |  |
| **Your phone number** |  |
| **Your email address** |  |
| **Please list the people who live at your address, giving their ages** |  |
| **Tell us about the occupations of household members who are currently in work**  |  |
| **Tell us a little about the disability or chronic illness of anyone in your household**  |  |

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| **How much financial help are you applying for, and for what purpose(s)?** |

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| **It would help us to understand your circumstances and why you need help if you give us some information about your financial situation:****Your household’s income** * **wages/salaries/pensions**
* **benefits (including child benefit)**
* **other (such as child maintenance)**

**Regular outgoings** * **rent/mortgage**
* **council tax**
* **gas/electricity/water/broadband**
* **other (such as childcare)**
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**And, finally,**

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| **Is there anything else you want to tell us?** |  |

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| **Have you ever received help from the Sutton Charity in the past? If so*** **when**
* **how much**
* **for what purpose?**
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| **Have you applied for/received help from another organisation? If so, please give details**  |  |
| **How did you hear about the Sutton Charity?** |  |

***I declare that the information given on this form is accurate to the best of my knowledge***

|  |  |
| --- | --- |
| **Your signature** |  |
| **Date** |  |