



STRICTLY PRIVATE & CONFIDENTIAL

APPLICATION FOR FINANCIAL ASSISTANCE

Please upload this form via the OAPA website

Application Notes

Please complete all the sections in this form that apply to you, with as much detail as possible. We do need a certain amount of information to be able to make a decision about your application. The more information we have the easier it will be for us to make a decision.

Work Placement

Hospitality Action and The Licensed Trade Charity are able to provide financial support to people in the trade and work in partnership with Only a Pavement Away and assigned referring agencies whose aim is to get their members into work and into a more stable environment.

- To be eligible for support from Hospitality Action or The Licensed Trade Charity the member needs to have started work in the hospitality industry. There does not need to be an induction period.
- We can only accept applications from one of the partner referring charities that work with Only a Pavement Away.

1. Referring Agency

Agency type	Yes/No	Which agency
Offending Background		
Homelessness		
Ex-Services		
Other		

2. Personal Details

Reference No: (If applicable)

- Married Living with Partner Widowed
 Divorced Seperated Single

Applicant

Mr/Mrs/Miss/Ms:
Surname:
Christian/First Name:
Date of Birth:
National Insurance Number:

Telephone Number:
Email:
Address:
Postcode:
Number of Children (non-dependant as well as young children):

3. Support Worker Contact Details

Name:
Relationship:
Address:
Telephone Number(s):
Email:

Partner

Mr/Mrs/Miss/Ms:
Surname:
Christian/First Name:
Date of Birth:
National Insurance Number:

4. Income

Are you awaiting the outcome of any State Benefit applications? **Yes/No** If yes, which ones

Please tick the appropriate column if you receive any of the following benefits.

	Amount
Attendance Allowance	
Bereavement Benefits	
Carer's Allowance	
Child Benefit	
Child Tax Credit	
Council Tax Benefit	
Disability Living Allowance – Care	
Disability Living Allowance – Mobility	
Employment and Support Allowance	
Housing Benefit	
Income from Other Charities (Please Name)	
Industrial Injuries Benefit	
Job Seekers Allowance	
Maintenance from Ex-Spouse/Partner	
Pension - Personal Pension(s)	
Pension - State Retirement Pension	
Pension - Work Pension(s)	
Pension Credit (Include Guarantee and Savings Credit)	
Personal Independence Payment Daily Living	
Personal Independence Payment Mobility	
Statutory Sick Pay	
Universal Credit	
Wages (Net) Please specify amount	
Working Tax Credit	
Any Other Income (Please Specify)	

Do you have a current Social Fund Loan?

Yes/No

If yes, is this being deducted from your benefits?

Yes/No

5. Outgoings

If you are unable to provide weekly figures, please indicate whether amounts stated are on a monthly or on an annual basis.

Expenditure	Amount		
	Weekl y	Monthl y	Yearly
Council Tax after Council Tax Benefit (what you pay)			
Electricity			
Gas / Coal / Oil			
General Housekeeping			
Rent after Housing Benefit (what you pay for either permanent or temporary accommodation)			
Transport Costs			
Prescriptions			
TV Licence / Rental			
Telephone / Mobile			
Service or licence charges at accommodation			
Water			
Other (please specify)			
Total Expenditure			

6. Bank Balance/Savings

How much money do you have in the following accounts?

BANK / CURRENT ACCOUNT	£	SAVINGS ACCOUNTS	£
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7. Debts

Please include all debts, loans, Social Fund, arrears (such as credit cards, rent, Council Tax etc.).

Purpose of Loan / Type of arrears	Name of Lender/ Creditor	Date taken out/incurred	Original Amount (£)	Outstanding Amount (£)	Weekly repayment (£)

8. Accommodation

Do you live in Rented Accommodation?

YES / NO

If yes is it

Housing Association

Private Landlord

Council Owned
Other (see below)

Do you live in Hostel Accommodation?

YES / NO

Are you staying with friends/family?

YES / NO

Do you live in temporary accommodation?

YES / NO

How long have you lived in your present accommodation?

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Are you currently street homeless?

YES / NO

Do you own a property?

YES / NO

If yes, please indicate type of property below:

House Bungalow Flat Other -----

Is it Jointly Owned:	Approximate Value:
Number of Bedrooms:	Amount of Mortgage:
Date of Purchase:	Remaining Length of Mortgage:

9. Present Employment

Name of Employer: Pub Company / Brewery / Bar	Location (Town / Country)	Job Title	Full-Time or Part-Time?	How long have you worked for them

We would need confirmation from your employer that you have worked in the trade for at least two weeks.

10. Previous Employment in hospitality/licensed sectors

Name of Employer:	Location (Town / Country)	Job Title	Full-Time or Part-Time?	How long have you worked for them

11. Employment in Other Industries

Please complete this section, as we might be able to suggest other relevant trade charities that could also help.

Type of Work / Industry	Job Role	Number of Years Worked

12. Armed Forces Service

Have you ever served in any of the HM Forces?
If yes, please supply the following information:

YES / NO

Branch:

Service Number:

Have you applied for any support from the Armed Forces Charitable sector

YES/ NO

If so which organisation

13. Reason for Application

Please let us know some background of the person that you are working with. The more we know about the person the more support we can provide.

We also need to know why you are making this application and how you think Hospitality Action or The Licensed Trade Charity can help you. If you are requesting assistance towards specific items, please state the cost of any items requested, enclosing any estimates.

14. Other Charities

Have you contacted any other charities?

YES / NO

If yes, please indicate the name and response to date:

Charity	Response

15. Ethnicity

Optional: If you would like to advise us of your ethnic origin, it would assist us in developing our services.

Please indicate below which of the following ethnic/racial groups you feel that you or your family originate from?

- | | |
|---------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> White – British | <input type="checkbox"/> Asian or Asian British – Any other Asian background |
| <input type="checkbox"/> White – Irish | <input type="checkbox"/> Black or Black British – African |
| <input type="checkbox"/> White – Any other white background | <input type="checkbox"/> Black or Black British – Caribbean |
| <input type="checkbox"/> Mixed – White and Black Caribbean | <input type="checkbox"/> Black or Black British – Any other Black background |
| <input type="checkbox"/> Mixed – White and Black African | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Mixed – White and Asian | <input type="checkbox"/> Any other ethnic group |
| <input type="checkbox"/> Mixed – Any other mixed background | <input type="checkbox"/> Not known |
| <input type="checkbox"/> Asian or Asian British – Bangladeshi | <input type="checkbox"/> Not stated |
| <input type="checkbox"/> Asian or Asian British – Indian | |
| <input type="checkbox"/> Asian or Asian British – Pakistani | |

16. Data Protection

Your data will only be kept and used to progress your application. Please see the consent form, which is attached further down. If you would like a copy of our privacy statements please let us know and we would be happy to send them to you.

Data Protection/GDPR

How we treat and process your data with regards your application for assistance is Covered by the **General Data Protection Regulation (GDPR)** (EU) 2016/679.

Our **Privacy Policies** can be found on our websites - <http://www.hospitalityaction.org.uk>
<http://www.licensedtradecharity.org.uk>

We will retain your data for as long as is necessary to process your request for assistance, to answer any follow up queries and to satisfy our criteria. Our typical retention periods are detailed below. If you have any queries about these or would, like to request a different retention, period please email help@hospitalityaction.org.uk or support@ltcharity.org.uk with the details of your request and we will get back to you as soon as possible.

- If you do not fall within our remit your application pack will be kept for 3 months from the date of last contact, then the pack will be securely destroyed. Your identifying details will be removed from our database after a year.
- If you withdraw your application the application pack will be kept for 3 months from the date of last contact, then the pack will be securely destroyed. Your identifying details will be removed from our database after a year.
- If we request further information, we will keep your application pack for 6 months from the date of our last contact, and then securely destroy the pack if no further contact. We will remove your identifying details from our database after a year.
- Where a grant is awarded but not taken up within a year, your application pack will be securely destroyed and your identifying details removed from our database.
- Where a grant is awarded and taken up your data will remain securely on our systems as we have a lifetime maximum award level for applicants.

17. Declaration Statement

Please read this section carefully and tick the boxes next to each statement

- I the undersigned, declare that all the particulars in this form are correct and that I have made a full disclosure of my income.
- I understand that any false or undisclosed information could result in the withdrawal or repayment of any award agreed by Hospitality Action or The Licensed Trade Charity.
- I understand that Licensed Trade Charity and Hospitality Action may confer with other charities/bodies regarding my application.
- I understand that the information on this form and supporting documents will be securely kept on a computer database as well as in a paper file. The information will be kept for the duration of your application grant via Hospitality Action or The Licensed Trade Charity. In case you need further help, we will keep your personal data for up to 5 years. If you do not want us to keep your data for that long, please let us know and we will take the appropriate action. All personal data will then be anonymised.
- I consent to the collection, processing and dissemination of this information by authorised Team members, Committee members, and trustees of Licensed Trade Charity and Hospitality Action, in line with the regulation laid down in the General Data Protection Regulations (GDPR) 2018.

You can also request a copy of our privacy policies and we would be happy to send them to you.

- I authorise Hospitality Action or The Licensed Trade Charity to approach other agencies, including the DWP, HMRC and other charities, on my behalf.

Applicant's Signature Date.....

Partner's Signature..... Date.....

Support worker's Signature..... Date.....

Referring Agency..... Date.....



CONSENT TO INFORMATION SHARING

NAME: _____

ADDRESS: _____

In order to support your application, Hospitality Action and The Licensed Trade Charity Services Team would like to seek permission from you to share information with representatives from other agencies. This so we can try to support you with financial help or to seek information to make things easier for you in the future. We may also be able to signpost you to other organisations that may be able to help.

Examples of these would be -

The referring agency that you are working with.

Local Authority staff (including the housing team)

Your present employer

Banks, credit and debt collection agencies

Other charities or agencies that may be providing you with support

It is important that your written permission is gained so that agencies are aware you are in agreement. All information gained will be treated in the strictest of confidence in accordance with Hospitality Action and The Licensed Trade Charity policies on Confidentiality.

I _____ hereby give consent for Hospitality Action and The Licensed Trade Charity to share information with, and be given information by, the relevant agencies involved in my case.

SIGNED (Member): _____ DATE: _____