



Dear Applicant,

Thank you for your enquiry about receiving help from The Scottish Furniture Trades Benevolent Association.

In order for us to consider your application, please complete and return the attached application form as fully as possible.

Eligibility

To be eligible for financial assistance, you must normally have a minimum of five years' employment service in any capacity within the Scottish furnishing industry.

Applications from partners and dependents of deceased employees can also be considered, where 'dependent' is defined as an individual who is financially or emotionally dependent upon the industry employee either through age (under 18) or due to mental or physical disability.

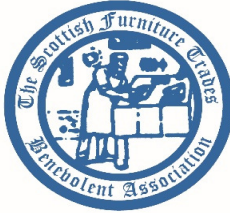
We also request that you provide documentary evidence of your employment within the Scottish furnishing industry, such as:

- A letter/email from your employer confirming employment dates
- Employment contract
- Redundancy letter
- Payslip/pension advice slip or P45
- You can give us written permission to contact your employer directly, in order to speed up the processing time of the application.
- If you are self-employed, please send us any relevant documentation, for example two years' tax returns.

If you have no evidence of your employment, please complete the HM Revenue and Customs form, which is available at:

<https://www.gov.uk/get-proof-employment-history>

Unfortunately, it can take up to eight weeks or more for you to receive the information from HMRC, so applicants are encouraged to provide alternative employment confirmation where possible.



Grants can be awarded for:

- Essential household items
- Essential household bills
- Funeral expenses
- Disabled adaptations
- Property repairs considered essential due to age, security or access
- Disabled / medical equipment
- Respite / convalescent breaks
- General financial hardship
- Pre-tenancy costs and removal costs

Grants are not normally agreed for:

- Assistance towards the clearance of consumer credit debt. In such cases you will need to talk to appropriate professional debt advice organisations.
- Bankruptcy fees and Debt Relief Orders. In such cases you will need to approach alternative appropriate charities, for example Turn2Us.
- Legal costs
- Private education fees
- Replacement of statutory funding
- Non-essential home improvements
- Ongoing financial assistance
- Loans of any kind
- Memorial stones
- Holidays

Please enclose with your application any relevant supporting documentation such as:

- Copies of recent bank statements from all members of the household
- Quotes or invoices from suppliers
- Copies of any outstanding household bills
- Relevant reports or letters from Occupational Therapists or doctors
- Relevant supporting letters from caseworkers

Important note

Applications cannot be processed unless you have signed the declaration at the end of the application form.

If you have any queries please do contact us for help.

Jan Rodger, SFTBA Almoner: 07974 384725 Email: Almoner@sftba.co.uk



THE SCOTTISH FURNITURE TRADES BENEVOLENT ASSOCIATION

APPLICATION FORM FOR FINANCIAL ASSISTANCE – Private and Confidential

Please note we request that you, or your partner, have at least five years' employment service in any capacity within the Scottish furnishing industry to be eligible for financial assistance. If you would like to talk to someone before making your application, please contact our Almoner, Jan Rodger on 07974 384725.

PLEASE COMPLETE ALL SECTIONS AS CLEARLY AS YOU CAN – THANK YOU

Full name _____			
Date of birth		National Insurance Number	
Address			
Postcode			
Marital status		Partner's full name	Date of birth
Daytime contact number		Email	
Mobile number			
Have you or your partner worked in the furnishing industry? _____			
If yes, please give details below.			
Name of Employer	What was your job?	From date	To date

**Have you applied to any other charities?
If yes, please give details below**

Organisation applied to	Application status	Amount awarded

How did you hear about The Scottish Furniture Trades Benevolent Association?

Housing

Do you rent your property?

Do you own your property?

Current valuation of the property

Outstanding mortgage

Who lives with you? Names, relationships, ages

Total amount of savings held by members of your household (if none, please write none)

Current Account(s)	£	Building Society	£
Bonds	£	PEPS/ISAs	£
Premium Bonds	£	Stocks & Shares	£
National Savings	£	Other	£

If you have any debts, please list these below (including any amounts owing for household bills)

Creditor	Monthly repayments	Current balance outstanding

**Income and expenditure for the whole household
(you can give weekly or monthly figures)**

Income	Weekly	Monthly	Expenditure	Weekly	Monthly
Salary (Net)			Mortgage		
Partner's Salary (Net)			Rent		
Working Tax Credit			Council Tax (after benefit)		
Child Tax Credit			Water / Sewerage		
Child Benefit			Ground rent/Service Charge		
Sick Pay (Statutory/Company)			Gas		
Maternity/Paternity Pay			Electricity		
Universal Credit			Telephone		
Job Seekers Allowance			Television Licence		
Employment Support Allowance (ESA)			Insurances		
Carer's Allowance			Travel costs		
DLA/PIP Care			Food / housekeeping		
DLA/PIP Mobility			Clothing		
Attendance Allowance			Childcare		
Industrial Injuries Benefit			Child maintenance		
Income Support			Care costs		
State Retirement Pension			Medical Expenses		
Other Pension(s)			Hairdresser/Gardener/ Window Cleaner etc.		
Pension Credit			House Maintenance		
Child Maintenance			Meals on Wheels		
Income from charities			Alarm Care Line		
Housing Benefit			Outings/Days Out		
Other income (specify)			Pets		
			Other (specify)		

Please use this page to tell us about your current difficulties, why you are making this application and what help you would like us to consider.

Declaration

I declare that the information I have given on this form is correct and complete.
 I understand that you will use the information I have provided to process my application for assistance. Please read the Privacy Notice below, which explains how we will use the information you have supplied.

Applicant's signature.....Date.....

Partner's signature.....Date.....

Privacy Notice

When you apply to the SFTBA for assistance, we ask for your personal details and details of your financial circumstances, in order to fully understand your situation and so that we can make a decision about how we can best assist you.

We will store the information you provide on our computer database and in our filing systems, in order to process your application, and record the outcome. Unless you ask us not to do so, we will retain this information, so that, should you apply to us for help in the future, we have a record of your past application(s).

Under General Data Protection regulations, we have assessed that we have a legitimate interest in processing the personal data you have provided, because without doing so, we would not be able to deal with your application for assistance.

We will keep your information confidentially and securely within our organisation, except that:

1. Where we have agreed to supply you with goods that you have requested, such as cooker, fridge, furniture etc., we will give your contact details to the company supplying the goods, in order that they can make a delivery to you.
2. Where you have requested financial assistance to pay a bill, we may contact that company, giving your contact details and reference, in order to find out the payment details we need, to make the payment.
3. Where you have told us that you have applied to another organisation for assistance, we may contact that organisation to request details of any help that they have agreed to provide. Where we think that you may be eligible to apply to another charity or organisation, we will advise you of this.

You have the right to request a copy of the data we are holding about you. We will supply this for you within one month, if you apply in writing to us at:

The SFTBA Secretary, 12 Cluny Avenue, Bearsden, Glasgow G61 2JQ

You have the right to request us to delete any data we hold about you, and can request this by writing to the above address.

Please return your completed application form with recent bank statements and supporting documentation to:

The SFTBA Almoner, 9 Dornoch Way, Blantyre, G72 0GR

The Scottish Furniture Trades Benevolent Association (Charity Number SC011170).
 Registered address: The SFTBA, 12 Cluny Avenue, Bearsden, Glasgow G61 2JQ