



**King's Lynn & West Norfolk  
Borough Charity**

Registered Charity No. 243864

**Note, This form must be completed by the endorser. If you are the persons requiring assistance please see our notes and contact a professional that may be able to endorse your application.**

Name of person filling in the form	
Capacity that you support the applicant	
Organisation	
Email address	
Contact No.	

Name of applicant	
Date of Birth	
Tel No	
Email address	
Address	
Owned, housing association or private rent	
Total sum requested	£
Brief purpose for which this is required	

Names of all persons living at the above address	Age	Child not in education , In education, Employed, Self Employed, Unemployed

Supporting statement (Please upload any other documents to support this claim)
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**Financial Information****Please provide information for all persons living in the property as a MONTHLY figure**

<b>Income for the whole household</b>	
Total household monthly income from all employments and self employments	
Employment support allowance	
PIP / DLA	
Attendance Allowance	
Universal Credit (does this include payments towards your rent?)	
Council Tax Benefit	
State Pension	
Child benefit	
Other Benefit income (Please state source)	
Private Pension	
Any other Income	

<b>Expenses</b>	
Rent / Mortgage payments (total amount due before any benefits taken off)	
Council tax (total amount due before any benefits taken off)	
any outstanding Debts (monthly payment)	
Childcare cost	
Household running cost (Utility bills, food, medication, travel, clothing, other)	
Other significant expenses	
Would you like to add any notes on the financial information?	

Having had sight of the applicants financial information is it your professional opinion that the applicant is in need/deserving of our charitable assistance?	
Yes/No if no please comment	
Have you uploaded all quotes and provided a priority number if more than one item is required? Yes / No	
Do you consider this application urgent? Yes / No	If yes provide reason

Signed by Endorser	
Date	By signing this you are confirming you have permission from the applicant to share their information with the Charity

For the purpose of all relevant data protection legislation, the Kings Lynn and West Norfolk Borough Charity (Reg No 243864) is the Data Controller of all information collected on this form. The information that you provide will be managed and protected in accordance with our Privacy Policy, which can be found on our website. We will process the data you have provided for the purpose of assessing and administering your application, e.g. in the performance of a contract to which you are a party, and in the legitimate interests of the Charity. The information provided will be retained for a maximum of seven years, for audit and accounting purposes, after which it will be securely disposed of. The General Data Protection Regulation (and Data Protection Act) provide you with various rights in relation to this information, such as the right to ask for a copy of the information that we hold about you, and the right to have it corrected if it is incorrect; please see our Privacy Policy for further information.