

LINGFIELD UNITED TRUST

CONFIDENTIAL APPLICATION FOR AN ASSISTANCE GRANT

The Trustees inform applicants that the Charity is intended only for residents of the ancient parishes of Lingfield. This includes Dormansland, Lingfield, Felcourt and a small part of Baldwins Hill. A map of the area covered is available on our website <http://www.lingfieldunitedtrust.org>

This Application Form must be fully completed, and signed, including the signature agreeing to the Data Protection terms and conditions overleaf, and sent to the Clerk to the Trustees, **Jacqui O’Sullivan, 129 Station Road, Lingfield, Surrey, RH7 6DZ**

Full Name of Applicant

Year of Birth.....

Address.....

.....

Post code..... Telephone.....

Email address.....

Do you receive a State Pension?..... YES / NO

Do you receive any other benefit or income, such as Universal Credit, Council Tax Benefit, or Disability Benefit? YES / NO

Please state the special circumstances which you wish to make known and the reason for your request. Please include the cost of the assistance that you are requesting. *There is generally a maximum amount of £300 that can be awarded but the Trustees have discretion to reduce or increase this as they see fit.*

Please write on an additional page if required.

.....
.....
.....
.....

Please state how you became aware of this Charity Assistance Grant;

.....

These statements are true to the best of my knowledge and belief.

Signature of Applicant

..... Date.....

The Trustees reserve the right to ask for additional information and evidence of income, if they so require and to refuse applications if they are not able to meet the demands. Only fully completed forms will be accepted.

DATA PROTECTION POLICY –

Prepared to comply with the General Data Protection Regulations 2018.

The full LUT Data Protection Policy is available on request from the Clerk and can be viewed on our website

www.lingfieldunitedtrust.org

Abbreviated points are set out below;

LUT Case for Assistance application;

- The only personal data (‘the data’) relating to Applicants for a Case for Assistance Grant to be retained by the Trust shall be each applicant’s completed and signed form. This contains name, address, telephone number, email address (if applicable), signed agreement that the qualifying criteria for receipt of a Grant are met and special circumstances which you wish to make known as the reason for your request.
- Applicants are advised on the Application Form that this data is required and will be retained for a period of 3 years from receipt of the Application. This section on the form will require a signature agreeing to our retaining this data.
- If an applicant requests that we do not retain their data then the Trust will be unable to consider their Application. They will be notified and their Application Form will be immediately destroyed.
- Access to the data shall be limited to the Chairman, Clerk to the Trustees and the Trustees.
- All data is to be held in a secure manner. All digital data shall be held in password protected files on password protected computers. Hard copies of data will only be held by the Clerk and Chairman in locked containers.
- The data will not be shared with any other groups.

I have read the above and agree to the terms and conditions of the LUT Data Protection Policy

Signature of applicant

.....Date.....