

CONFIDENTIAL

 REF

Professionals Aid Guild Application Form for Financial Assistance

Please ensure you complete all sections after reading the guidance notes. We will not consider incomplete forms.

Section 1: Main details of applicant

What assistance are you applying for? (Please circle all applicable)	General Living Expenses	Specific Expenses	Children's Education
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Surname		Title	Mr	Miss	Mrs	Ms	Dr	Other
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First name		Date of birth	
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Are you a resident in the UK?	Yes	No	Are you eligible to work in the UK?	Yes	No
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Marital status	Single	Married	Partner	Divorced	Separated	Widowed
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Spouse/partner's full name	
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Spouse/partner's date of birth		Spouse/partner's title	Mr	Miss	Mrs	Ms	Dr	Other
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Are they resident in the UK?	Yes	No	Are they eligible to work in the UK?	Yes	No
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Home address	
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Postcode		Email address	
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Home telephone number		Mobile telephone number	
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Section 2: Others living in household - You should include details of all household members including children. If they contribute financially to your household give details in section 8

Name	Date of birth	Relationship to applicant	Are they	
			In full time education	Employed

Section 3: Professional and educational background

3.1 Your employment/professional background - Please give details of ALL employment, both paid and voluntary for at least the last 5 years. Start with your most recent post and cover all periods even if you were unemployed at any time. Continue on a separate sheet if necessary:

Job Title/ Description	Employer/Organisation	From (Date)	To (Date)	Full Time	
				Yes	No

3.2 Your educational background - Please give details of all education including secondary school education and higher/further education. Continue on a separate sheet if necessary. You must provide copies of your degree certificates or equivalent level professional qualification:

Name and location of secondary school/college	Type of school	Qualification(s) gained	From (date)	To (date)
Name and location of university/higher education institute	Title of course	Qualification(s) gained	From (date)	To (date)

Are you a member of a professional association?	Yes	No	If yes, give the name and registration number	
Have you served in the Armed Forces?	Yes	No	If yes, state which branch and rank	

3.3 Spouse/Partner employment and education history - You may be eligible for funding through your spouse or partner's professional background or education.

	Main profession/occupation	Highest level of education/ qualification obtained
Spouse/ partner		

Section 4: Children - Please complete this for any children of school age in your household.

Surname	First name(s)	Name of school	Type of school (state/fee-paying etc.)	Academic Year	Bursary/ scholarship awarded? (name of awarding body)	Date awarded	Amount awarded £ per term

Section 5: Other charitable help

5.1 You **MUST** approach your own occupational charity/benevolent fund (if applicable) before applying to us. Please continue on a separate sheet if necessary.

Name of charity	Outcome of application	Amount awarded	Date awarded	One off/ ongoing?	Purpose of funds?

5.2 How did you hear about us?

PAG website	Turn2Us	Charities choice	Fundfinder	Other (please specify)	
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5.3 Have you applied to PAG before?

Have you applied to us before?	Yes	No	Were you awarded any financial assistance?	Yes (please complete below)	No
Date awarded?			Amount awarded?		

Section 6: References

Please give the names and addresses of TWO people to whom we will write for a character reference. Referees cannot be relatives and they should have known you for a minimum of two years. We cannot consider applications without the names of two referees. We will contact your referees as part of the application process.

	Referee 1	Referee 2
Full Name (Including title):		
Address:		
Postcode:		

Section 7: Request for Funding

Outline your current circumstances:

Details of type of help you are requesting:

Section 8: Income and Expenditure - Please provide full details of all income received per week by you, your spouse/partner or any other individual contributing to the household as well as all expenditure per household. You **MUST** provide copies of documents confirming **ALL** sources of income. You **MUST** also provide copies of documents showing **ALL** relevant expenditure. Please complete section 13 to ensure you have provided all copies of documents we require. **Failure to provide all necessary documentation can delay your application.**

Household Income	Applicant £ per week	Spouse/ partner £ per week	Other member(s) of household £ per week	Household Expenditure	£ per week
General				Housing	
Salary				Rent	
Child maintenance				Mortgage	
Income from rent/lodger				Ground rent/service charge	
Family/friends				Council tax	
Other charities				Care home fees	
Pensions				Insurance	
Occupational pension				Buildings insurance	
Private pension				Contents insurance	
State pension				Car insurance	
Pension credit				Other	
Annuity				Utilities	
Benefits				Gas	
Universal Credit				Electricity	
Jobseeker's allowance				Oil	
Income support				Water rates /sewerage charges	
Employment and support allowance				TV licence	
Bereavement allowance				Telephone/internet/mobile	
Attendance allowance				Travel	
Carer's allowance				Road tax	
Personal independence payment (PIP)				Petrol and maintenance	
Disability living allowance (care)				Mobility car	
Disability living allowance (mobility)				Train fares	
Housing benefit				Bus fares	
Support for mortgage interest (SMI)				Other	
Council tax benefit				Child maintenance	
Working tax credit				Debt repayment plan	
Child tax credit					
Child benefit				Children's Education	
Local authority contribution to nursing/residential care fees				Registered childcare costs	£ per term
Other				School uniform	
				Books and school equipment	
				Extra tuition fees	

Section 9: Capital/Savings

Please provide copies of recent bank and building society statements for **ALL** accounts held in your name (and your spouse/partner's name if applicable) showing the last three full calendar months. Please give the total value of each of the following;

Type	Amount £
Property	
Main home property value	
Main home mortgage outstanding	
Other property owned by you (please give details)	
Bank Accounts	
Current	
Savings	
Building society	
Post office	
Other	
ISA	
Stocks and shares	
Premium bonds	
Income bonds	
Children's savings account/life assurance/endowment policies (give details)	
Any other capital/savings	

Section 10: Debts

Please provide details of any current debts e.g. bank loans, credit cards, hire purchase, mortgage arrears, utilities, overdrafts, social fund loans, other debts or loans. If you have a debt repayment plan please send copies of documents.

Name of Creditor	Purpose	Monthly Repayment £	Balance Outstanding £	Number of years outstanding (if applicable)

Section 11: General Data Protection Regulations (2018)

I/we confirm that I/we have read and understood the privacy policy.

Signed (Applicant) _____ Date _____

Signed (Spouse/Partner) _____ Date _____

I/we confirm that I/we have read and understood the privacy policy and give our explicit consent for the processing of special category data as defined in the privacy policy.

Signed (Applicant) _____ Date _____

Signed (Spouse/Partner) _____ Date _____

Section 12: Agreement and Declaration

Please read this section carefully before signing to show you agree to the statement.

I hereby declare that I have answered the questions contained on this form fully and truthfully to the best of my ability and that the details are correct. I understand that any false or undisclosed information could result in the withdrawal of any grant that the Professionals Aid Guild may award.

Signed (Applicant) _____ Date _____

Signed (Spouse/Partner) _____ Date _____

!!!CHECK LIST!!!

Please remember to check through the list in Section 13 on pages 9/10 to make sure that you have included COPIES of all the appropriate supporting documentation.
Failure to include all the necessary paperwork will delay your application.

We do NOT accept emailed applications. You must print and complete your form in black/blue pen. Please send your completed form and supporting documentation to:

Professionals Aid Guild
14 Great Dover Street
London SE1 4YR

Professionals Aid Council Registered Charity No 207292 PAC company No 174262

Section 13: CHECKLIST - Documentation Required: - Please tick the boxes to make sure that you have included all documents that are applicable to you. Failure to provide all the correct documentation will delay your application. **Please do not send original documents as we cannot return them to you.**

General - required for ALL applications

Description	Copy Enclosed?
Bank/ Building Society Statements - The last THREE months full bank statements for ALL bank accounts held.	
Proof of Identity - This may be a copy of your Driving Licence or Passport. It must be photographic identification.	
Degree/equivalent professional qualification certificate - Please provide a copy of your certificate(s)	

Documents demonstrating income - provide the most recent supporting documentation for income you are receiving, as specified in Section 8.

Type of Income	Copy Enclosed?	
	Yes	N/A
Salary/Wages - You MUST provide a P60 or payslips for the last three months/ or a copy of company accounts/annual tax return for the last 12 months (if self-employed).		
Child Maintenance - Official letter demonstrating agreement		
Other Charities - If you have been awarded a grant/gift from any other charities provide all award letters		
Occupational Pension -Annual notification letter or monthly payslip		
Private Pension -Annual notification letter or monthly payslip		
State Pension - Annual notification letter		
Pension Credit - Annual notification letter		
Annuity - Annual notification letter		
Universal Credit - Award notification		
Jobseeker's Allowance - Award notification letter		
Income Support -Award notification letter		
Employment and Support Allowance -Award notification letter		
Bereavement Allowance - Award notification letter		
Attendance Allowance -Award notification letter		
Carer's Allowance -Award notification letter		
Personal Independence Payment (PIP) -Award notification letter		
Disability Living Allowance (Care) - Award notification letter		
Disability Living Allowance (Mobility) -Award notification letter		
Housing Benefit -Award notification letter		
Support for Mortgage Interest (SMI) - Award notification letter		
Council Tax Benefit -Council tax annual notice		
Working Tax Credit -Award notification letter		
Child Tax Credit -Award notification letter		
Child Benefit - Award notification letter		
Local Authority Contribution to nursing/residential care fees -Award notification letter. We also require evidence demonstrating this expenditure.		

Documents demonstrating expenditure - provide the most recent copies of documentation demonstrating ALL relevant expenditure as specified in section 8 of the form.

Type of Expenditure	Copy Enclosed?	
	Yes	N/A
Rent/Mortgage Documents - Letter from landlord/provider giving your rent and/or mortgage payments. Mortgage statements must also give the value of the property and the outstanding mortgage.		
Council Tax Bill - Most recent council tax bill demonstrating amount for year and any reductions		
Buildings Insurance - Recent renewal notice		
Contents Insurance - Recent renewal notice		
Car Insurance - Recent renewal notice		
TV Licence - Recent renewal notice		
Telephone/Internet/Mobile - Recent bill		
Road Tax - Recent renewal notice		
Registered childcare costs - Three months invoices/receipts		

Other Documents

Description	Copy Enclosed?	
	Yes	N/A
Loan Agreements - e.g. Letters demonstrating any loan agreements.		
Debt Repayment Plans - e.g. Letter demonstrating repayment plan and estimated repayment date.		