

CONFIDENTIAL



**THE OLD ENFIELD CHARITABLE TRUST**

**Application for Personal Grant**

Please return to: The Trust Manager, The Old Enfield Charitable Trust,  
The Old Vestry Office, 22 The Town, Enfield, EN2 6LT

Telephone: 020 8367 8941 [enquiries@thetrustenfield.org.uk](mailto:enquiries@thetrustenfield.org.uk)

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Please give information about yourself:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth \_\_\_\_\_

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Have you had help from the Trust before? If so, when? \_\_\_\_\_

How did you hear about the Trust? \_\_\_\_\_

Property Information House or Flat How many bedrooms 1 2 3 4 + Floor No G 1 2 3 +

**Are you:**

Married/Partner

Single

Widowed

Divorced

Separated

*Please tick as appropriate*

Previous surname (if applicable)

**Who lives with you?**

<u>Name</u>	<u>Date of Birth</u>	<u>Relationship to you</u>

**The application will be financially assessed. Please ensure to include figures for all income and expenditure. Failure to do this will result in delay of processing the application or the application not being considered. Evidence of all figures will be required.**

Please include the following documents when returning the completed form.

- Tenancy agreement and inventory
- Evidence of income
- Evidence of any savings
- Evidence of outgoings
- Evidence of any current debts
- Photo ID (Passport/drivers licence)
- Evidence of your residency status (if applicable)
- All benefit letters, wage slips etc.
- 2 Month's Bank statements for all accounts (inc. savings accounts)
- Bills for gas, electricity, phone, water, council tax etc
- Statement from debtor/s
- Home Office letter (if applicable)

Please note that until these documents are made available at the office, your application will be deferred until you are able to produce them. We may also ask to see additional items.

Should you be in any doubt over what is required, please contact us and we will be happy to explain.

When returning your form, will you kindly advise if there is any time when you are not available, so that we may arrange a mutually convenient day to visit, if a visit is deemed necessary.

**Tell us about all your income and what you spend:**

<u>Income</u>				<u>Expenditure</u>			
	Weekly	Monthly	Yearly		Weekly	Monthly	Yearly
Employment Self/partner				Rent amount paid after housing benefit			
Employment Seekers allowance Housing Benefit				Mortgage			
State pension				Council Tax			
Pension Credit				Water charges			
Works/other pensions				Gas			
Income support				Electricity			
Universal credit				Landline			
Tax credits: working tax credit/child tax credit				Phone/internet			
Child benefit				Mobile			
Child maintenance				TV Package			
Invalidity benefit/pension allowance				TV Licence			
Invalid/community care allowance				Social fund loan repayments			
Incapacity Benefit				Insurances			
Attendance Allowance				HP Payments			
Disability Living Allowance				Bank Loans, Provident loans etc			
PIP				Car expenses (if applicable)			
Other income				Other, please specify			

**Do you have any savings and investments?**

**(this includes money in the bank, building society etc.)**

How much?	£
Bank	
Building Society	
Others	
TOTAL	

**Tell us about any debts you have**

**(include arrears in rent, Council tax, utilities, phone, catalogue etc.)**

How much and what for?	£

**Please list items that you are requesting assistance with and why you need them:**


**PLEASE GIVE SOME BACKGROUND INFORMATION ON YOU AND YOUR FAMILY,  
CURRENT AND HISTORICAL**

**Signed:**

**Dated:**

**I agree this information can be shared with other relevant bodies who may be of assistance to me.**

**The Charity is committed to ensure that your information is secure at all times.**



### Rights of Applicants

Contact name of the Controller and the Data Protection Officer for TOECT and Ann Crowe's and Wrights Almshouse Charity is:

Bindya Amin

The Old Enfield Charitable Trust

The Old Vestry Office

22 The Town

EN2 6LT

Tel: 0208 367 8941

The data provided by the applicant is processed for grant giving purposes, with the consent of the applicant. The legitimate interest of the controller is to process the data to allow the consideration of a grant award. The categories of personal data obtained are names, addresses, bank statements, medical information, housing and educational information.

The applicant has the right to withdraw the consent at any time, and the right to complain to the supervisory authority. In the case of TOECT, it is Bindya Amin the Trust Manager.

The decision to award a grant is made by the relevant trustees on the different grant committees. The Trustee meetings take place either every 6 to 10 weeks or 8 times a year (depending on committee) to discuss potential awards.