

Charity of Isabella Schroder - Application for Support For Individuals and Organisations

APPLICANTS DECLARATION –

I confirm that I am in receipt of all applicable state benefits and recognise that this is a consideration by the trustees of whether to grant the application (individual applicants only).

I confirm that I have read and accept the Charity’s Data Privacy Policy. Please confirm this by ticking these boxes.

Applicant

Referee
(individual
applicants
only)

	Applicant (This is mandatory, no application will be processed without this signature).	Referee – to confirm that the referee supports this application, (individual applicants only)
Name		
Signed		
<p>This form should be posted to: IST, 5 Mallards, Alton GU34 2LB or emailed to istsecretary1@gmail.com We hope to be able to respond to you as soon as possible but in any case, no later than two weeks from receipt.</p>		
Charity’s Use Only		
Application Number		
Date Received		
Approved / Rejected Date and Reason		
Nominated Fund		
Amount Approved		

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Advice on filling in the form

- Date – this is the date you are completing the form
- Name of the Applicant – the person(s) or the name of the organisation who will receive the support (if its approved)
- Address of the Applicant – as above for the address of the Applicant
- Applicants phone number / email address (if available) This may be used to obtain any further information and communicate generally
- Name of referee – We use this same form for individuals (where referees are ALWAYS required) and organisations where they are not. Referees could be (for example) a doctor, a Home-School Link Worker, a Social Worker, a solicitor, an agent of the Citizens Advice Bureau, a member of the clergy. Others will be considered. The Trustees do not want this to stop Applicants from applying so please approach the Trust's secretary by email istsecretary1@gmail.com or by post: 5 Mallards, Alton GU34 2LB if this aspect is problematic
- The referee should state the capacity in which they are acting (for example the applicant's GP)
- Referees phone number / email address (if available) This may be used to obtain any further information and communicate generally
- The total amount of support requested should be the maximum monetary equivalent value of support that the Applicant is seeking. If this is not available, then please provide an estimate and say so. Please also provide any supporting documents such as shop price lists, quotations, etc. Make sure it is clear where the goods / services will come from. Please note that the charity will not provide cash or cheques to any Applicant but will obtain the goods and / or services on the Applicant's behalf. **DO NOT MAKE ANY COMMITMENT TO PURCHASE THE GOODS YOURSELF IN THE EXPECTATION OF RECEIVING A GRANT AS IT MAY NOT BE APPROVED.**
- The Applicant should not provide more information than is absolutely necessary to substantiate the Application – particularly medical, financial, domestic or other sensitive information.
- The Charity's Data Privacy Policy appears below. As we are unable to provide any support to Applicants without collecting the information of this form, if they do not wish to agree to our Data Privacy Policy then they should contact istsecretary1@gmail.com or by post:
5 Mallards, Alton GU34 2LB
- The Charity has rules which it must follow. Some of these require the Trustees to satisfy themselves that grants are not being made as a substitute for benefits available elsewhere. They therefore need to be sure that the Applicant has applied for any benefits to which they may be entitled, and this may have a bearing on whether the application is approved. The applicant and referee are jointly confirming this by ticking the Declaration box.
- Please note that if the application is unsuccessful the Charity will usually provide a short summary of why. Unfortunately, there is no further action that Applicants can take in this circumstance, but just because it may have been unsuccessful in this instance, it should not prevent a re-application for a different (or even the same) reason in the future, each application is judged independently on its own merit at that time. The Charity reserves the right to reject any application without providing reasons.

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Data Privacy Policy

The Trustees of the Isabella Schroder Trust (The Trust) need to collect the data on this application Form and potentially direct from the you or your referee and this may be stored and circulated by electronic means in order to properly consider your application. They therefore need to inform you of how this data will be managed and of your rights.

1. The Trust collects the personal data that has been provided on this form (and occasionally in subsequent communications) and it will be sent via email amongst the Trustees of the Trust with specific 3rd parties as described in paragraph 5 below but nowhere else.
2. The Trustees require your personal data solely to be able to make a reasoned decision about whether to approve your application or not. The Charity will retain personal data for no other purpose.
3. Where more data (such as clarifications) are required then all the data either you or your referee provide will be covered by this policy.
4. Where a referee is acting as an agent of another organisation (for example the Citizens Advice Bureau) the Trust will assume that they have collected your personal data with your knowledge and consent according to that organisation's procedures. The Trust will work on this basis and no further checks will be carried out in this regard but upon receipt will process your personal data received according to this policy.
5. Following receipt, the form will be acknowledged by the Trustees. The Trustees may use the data in any contact they have with other 3rd parties (such as other local charities) where they believe those others may be able to contribute towards your application. It will not be used for any other purpose whatsoever.
6. It will not be stored on any database or other bulk electronic processing system. The email systems are not guaranteed to be resident in the UK (for example Gmail) but the Trust works on the basis that these are secure in the same way as if they were in the UK.
7. The Charity will take all reasonable steps to store your personal data securely, but you do need to be aware that email is not in itself a secure communication mechanism.
8. In general, it is your (in collaboration with your Referee's) responsibility to judge what information to provide.
9. You have a right to have your data erased from the Charity's systems, although you should be aware that the Charity has a legal obligation to retain that data for a period of six years as it may be needed to demonstrate to the Charity Commission that The Charity has performed its obligations correctly. This may interfere with your right to have your data erased, but the Charity will take all reasonable steps to accommodate such requests. If you wish to have your data removed please contact the Charity's secretary.
10. In the event of an unauthorised disclosure (accidental or otherwise) the Charity will make all reasonable steps to correct the matter, will advise you of that fact and take reasonable steps to prevent further disclosure. In the event of a serious disclosure The Charity may be required to notify the Information Commissioners Office.
11. If you require any further information, then please contact the Charity's secretary and / or visit the Information Commissioners Office website at www.ICO.org.uk.