

Edridge Fund Application Form



Guidance Notes on completing the form

How to send the form

We prefer to receive applications by email, as this is much quicker. Please read the following sections carefully

1. *If you are sending your application from your Probation, Prison or Family Court* e mail address you can send it securely to edridge.applications@edridge.cjsm.net
You cannot use this address from your home e mail address!!! *See note 5 below re “Egress”*
2. *You can send the form from your home email, but this must be to office@edridgefund.org
Please note that this is not a secure email connection.*
3. *If you wish to send by email a handwritten scanned copy this must be sent as a pdf file (Acrobat Reader).
Most scanners can do this. Otherwise handwritten applications must be sent by ordinary post.*
4. *If you are unable to use email please return completed form to:
Edridge Applications, 160 Falcon Road, Battersea, LONDON SW11 2NY*
5. *We are unable to open emails from Family Court email accounts encrypted by “Egress” so please disable Egress before sending*

**IF YOU HAVE NOT HAD AN EMAIL OR LETTER OF ACKNOWLEDGEMENT WITHIN 5 WORKING DAYS
CALL OUR VOICEMAIL**

Tel (Central Voicemail): 020 3397 7025 E-mail: office@edridgefund.org

Please note that we no longer have a fax facility

Completing the Form

It is expected that all applications will be dealt with by the Trustees within three weeks, though decisions are often reached in a much shorter time. However, in cases of extreme emergency decisions can often be made within a very short time.

Whilst the headings listed under ‘Monthly Income’ and ‘Monthly Expenditure’ are largely self-explanatory, but the following information may be helpful, particularly relating to the following headings.

Income & Expenditure Section

Pensions:

This is meant to indicate any pension you receive; it is not the amount that is deducted from salary for pensions.

Entertainment, leisure, holidays:

This monthly figure should include such items as gym membership, going out to the cinema, for meals, etc. and should include the pro-rata monthly cost of holidays (if any).

Monthly Shopping:

This relates to the monthly cost of food shopping as well as cleaning materials, pet food, newspapers, etc.

Confidentiality statement

The Edridge Fund will not discuss any of the information disclosed in your application with anyone else unless you have indicated that you are happy for us to do so or, exceptionally, there is something that causes us to consider that you or someone else may be at risk of serious harm. Local Edridge Representatives do not see the Application Form, but we advise them when an application is made, so that they can assist if need be. If you would prefer your local Edridge Representative not to be informed, please indicate this in the section at the bottom of the first page of the application form

Reasons for making an application for a grant

To enable Trustees to make an informed decision, please provide as much relevant evidence as possible regarding your claim for financial assistance. When applying for a grant towards specific items, please provide a quote/estimate wherever possible.

Your local Edridge Representative can provide advice and assistance if necessary when completing this form. There is also guidance on how to complete this form on the first page of the Application Form

INCOME	£ - Monthly figures	EXPENDITURE	£ - Monthly figures
Salary		Mortgage/rent	
Pensions: SRP Private		Council tax	
Benefits, eg. CB, JSA, ESA, DLA		Home insurance	
Family Tax Credit		Energy costs	
Partner's Income *		Water/sewage rates	
<i>*Please include Partner Expenditure on the expenditure side where appropriate</i>		Cesspool	
		Personal insurance	
Maintenance		Telephone: mobile : landline	
Grants/allowances		TV rental, TV licence	
Other income, eg seasonal work, rental income		Internet	
		Car/motorbike HP, tax, insurance, fuel	
		Public transport	
		Monthly shopping	
		Childcare	
		Maintenance	
		Court Orders	
		Total repayment on loans etc <i>See Section below</i>	
TOTAL:	£	TOTAL:	£

Details of outstanding loans, overdrafts, credit card debts and arrears:

Name of lender/debtor	Original debt	Amount outstanding	Monthly repayments

Data Protection: Trustees may take any information disclosed in any previous applications within the last two years into account when considering your application.

Statement by Applicant

All information contained within this form is true to the best of my knowledge.

Signed:

Date:

Print Name:

Please now go to the next page to complete our Diversity Questionnaire, which will help us monitor our handling of applications to comply with our Equal Opportunities Policy

Diversity Questionnaire

This information is voluntary but, if given, enables the Trustees to demonstrate that all claims are fairly and equitably treated.

This information is stored separately from your application form

Please be assured this information will be treated in confidence and any data will only be used in creating statistics to assist us in analysing and monitoring Edridge grant activity from an equality and diversity perspective. We therefore really hope that you feel able to answer these questions. However, if you decline to answer one question, some of them or all of them, it makes no difference, our questionnaire is entirely voluntary, and your decision will in no way affect the outcome of your application to the Edridge Fund.

If you are completing the form on a computer just click on the tick box to select it

Gender: Female

Male

Transgender

Age: 18 - 25

26 - 40

41 - 60

60 and over

Do you have a disability? Yes No Prefer not to answer

Disability in this context under the terms of the Equality Act 2010 means a 'physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities'.

Please indicate your sexual orientation (please tick one only)

Bi-sexual Gay Lesbian Heterosexual Prefer not to answer

Please self-define your ethnic group.

Please tick the appropriate box to indicate your background.

(a) White

- British
- Irish
- Any other White background
please write in below

.....

(b) Black or Black British

- Caribbean
- African
- Any other Black background
please write in below

.....

(c) Mixed group

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background
please write in below

.....

(d) Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background
please write in below

.....

(e) Chinese

- Chinese
- Any other Chinese background
please write in below

.....

(f) Other

please write in below

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