

Application for Financial Assistance

1. Initial information	
Have you applied anywhere else concerning this request?	YES/NO
- if YES, please say where and date you expect to hear if you have been successful	
Where did you hear about the Dance Professionals Fund?	<input type="radio"/> word of mouth, <input type="radio"/> newsletter <input type="radio"/> online search <input type="radio"/> turn2us <input type="radio"/> social media (please specify) _____ <input type="radio"/> other (please specify) _____
2. Personal details	
Full Name	
Date of Birth	
NI Number	
Address	
Contact Number	
Email Address	
Do you have a disability?	YES/NO
Employment Status	<input type="radio"/> Employed <input type="radio"/> Unemployed <input type="radio"/> On Sick Leave <input type="radio"/> Other (please specify) _____
3. Personal circumstances	
Relationship Status	<input type="radio"/> I'm single <input type="radio"/> Live with Partner
Partner's details (if applicable):-	
Partner's Name	
Partner's Employment Status	<input type="radio"/> Employed <input type="radio"/> Unemployed <input type="radio"/> On Sick Leave <input type="radio"/> Other (please specify) _____

Application for Financial Assistance

Do you have children under 18?	YES/NO	
If YES, number of children		
Ages of children		
Do they live with you?	YES/NO	
Housing Status	<input type="radio"/> Rented <input type="radio"/> Owner mortgaged <input type="radio"/> Shared ownership <input type="radio"/> Living with parents <input type="radio"/> Other (please specify) _____	
4. Income		
Income (net) £	£	Please specify:
Pre-tax earnings		Week/Month
After tax/NI earnings		Week/Month
Working tax credits		Week/Month
Child Benefit		Week/Month
Child Tax Credit		Week/Month
Childcare Tax Credit		Week/Month
Pension		Week/Month
Pensions Credit		Week/Month
Partner's Earnings		Week/Month
Housing Benefit		Week/Month
Council Tax Benefit		Week/Month
Income Support/Job Seekers Allowance		Week/Month
Universal Credit		Week/Month
Grants from other Charities		Week/Month
TOTAL INCOME		Week/Month
5. Expenditure		
Expenditure £	£	Please specify:
Water Rates		Week/Month
Council Tax		Week/Month
Household Insurances		Week/Month
Gas/Electricity		Week/Month
Phone		Week/Month
Childcare		Week/Month
Rent		Week/Month
Mortgage		Week/Month
Medical costs		Week/Month
Travel and vehicle expenses		Week/Month
Debt repayments (loans, credit cards)		Week/Month
TOTAL EXPENDITURE		Week/Month

Application for Financial Assistance

6. Savings and assets	
Savings:	£
Bank balance/s:	
Other savings balance/s:	
Assets:	£
Property value (single/joint ownership)	
Second property/s value	
TOTAL SAVINGS AND ASSETS	
Debts:	£
Bank account overdraft	
Credit card balance	
Other loans	
Mortgage arrears	
TOTAL DEBTS	
7. Reason for applying	
What do you need help with?	<ul style="list-style-type: none"> ○ Living costs (go to Section '7a') ○ Wellbeing/Injury (go to Section '7b') ○ Retraining (go to Section '7c')

Application for Financial Assistance

a. Living Costs

Please provide a statement about how a grant/bursary will help you in your current circumstances

If you are applying for a specific item, e.g. household goods, please provide details of cost
(Please attach quotes or supporting evidence)

Application for Financial Assistance

b. Wellbeing/Injury	
Please provide a statement about how a grant/bursary will help you in your current circumstances	
Please provide as much information as you can about your diagnosis	
Has your treatment been recommended? <i>(Please attach letter/report of recommendation- we are unlikely to fund treatment without this)</i>	YES/NO
Please provide details of recommended treatment and cost of treatment	

Application for Financial Assistance

c. Retraining

Please provide a statement about how a grant/bursary will help you in your current circumstances

Please provide information about your reasons for retraining, including whether you have been accepted on to the course, or if not, when you expect to hear
(Please attach any relevant documentation, such as course provider)

Please provide a breakdown of your income and expenditure while you are retraining (normally this will be different from your usual income and expenditure)

Application for Financial Assistance

8. Consent

DATA PROTECTION

The details and sensitive information you have provided in this application form will be kept confidential in line with our Privacy Policy. The Dance Professionals Fund will never use it for any purpose other than in relation to your application for support.

Please read and sign the attached declaration:

I give my consent to Dance Professionals Fund to process this information for the purposes of:

- My application being considered for a grant by the Applications Committee.
- The Dance Professionals Fund sharing my details with other charities that may be able to assist me (where this is the case, we have sharing agreements in place, in line with GDPR).

I understand that Dance Professionals Fund will hold my personal data and information for as long as is necessary and will delete it after this time.

I have read the Dance Professionals Fund Privacy Policy.

The particulars that I have given on this application form are to the best of my knowledge correct.

Signed: _____ **Date:** _____

Please note that we cannot process your application if it is not signed and dated by you.

We send out a regular newsletter about our work. If you consent to us contacting you for this purpose, please 'Opt In' by ticking the box to confirm how you would like us to contact you:

Post

Email

Thank you for completing this form. Please post or email the form with a copy of your professional dance C.V. a copy of your most recent bank statement and supporting medical documentation, if applicable to:

**Dance Professionals Fund, Community Base, 113 Queens Road, Brighton, East Sussex, BN1 3XG Tel: 01273 234011
email: info@dancefund.org.uk**

Application for Financial Assistance

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Application for Financial Assistance

Privacy Statement – Dance Professionals Fund

This Privacy Statement outlines the way in which we use and disclose personal data that is provided to us. Dance Professionals Fund (DPF) recognises that your privacy is very important, so it is equally as important to us that you are confident with the way we handle your personal information.

DPF is committed to safeguarding the privacy of personal data and complying with the UK Data Protection Act 1998 and the European General Data Protection Regulation (2016/679) of the European Parliament 2018.

DPF is registered as a Data Controller with the Information Commission. DPF is the Data Controller for the purposes of collecting your information from our site.

Current legislation provides rights for individuals in relation to their personal data. To find out more about what these rights mean for you, refer to the Information Commissioner's website: <https://ico.org.uk>

What is Personal Data?

Personal data includes any data that relates to a living individual who can be identified from that data. This may include an individual's name, address, telephone numbers and/or email address.

Types of personal data collected and held by DPF:

Data may come from applicants, employees, supporters, volunteers, trustees and donors. Where necessary, for instance to process grant applications we will hold other relevant data such as financial and health related information.

How we collect personal data

The charity receives and stores personal information supplied to us either in writing, via email, via the telephone or in person. We sometimes receive personal information from third parties, for example, a welfare advisor, charity, agency or organisation who refers you to our service.

The information we hold will be accurate and up to date within our knowledge.

Purpose of using personal data

DPF principally collects personal information to provide you with the services, products or information you have requested. Where we use your information, it will be because you have consented to us doing so. Some examples can be found below:

- You have given your consent to use the information for a specified purpose (including grant administration)
- For marketing purposes, e.g. our quarterly newsletter
- We have a legal obligation to use your information, for example to claim Gift Aid

Application for Financial Assistance

How long we keep your personal information

When the personal data is no longer needed it will be destroyed or permanently rendered anonymous. Examples might be that the application process has been completed, or that volunteering, employment or trusteeship have terminated. As a rule, we will hold your information for a period of up to 3 years from the end of your relationship with the Charity in accordance with our data retention policy. Please see our full Data Protection Policy for details.

If you don't want Dance Professionals Fund to process your personal data

Individuals have the right to request access to and rectification or deletion of their personal data or restrict processing at any point from when personal data is provided to us.

The Charity will comply with all legal obligations including GDPR when we hold your data. If you have any reason why we should amend, delete or restrict use of your data, please contact us to discuss your concern.

We will keep a record for you until such time as you tell us that you no longer wish to be in touch with us (to exercise your right to be forgotten). In this instance Dance Professionals Fund will delete the majority of your personal data it holds, but will maintain basic personal data (name, address, email address and contact number) to ensure that we do not accidentally create a new record unless consent to create a new record is received. However, if you tell us that you don't want us to keep basic personal data about you, we will delete this.

Everyone has the right to object to Dance Professionals Fund processing their personal data for any or all of the purposes set out in this Privacy Notice and can do so at any time. If you wish to object, please email and tell us what type of personal data you don't want us to process (for example, your name, address, details of your enquiry) and/or in what area of our work you don't want your personal data used (see above for descriptions). Where you exercise this right you will no longer receive the service that you have requested to be excluded from, unless you inform us to re-instate this again.

Access to personal information

You have a right to request copies of the data held about you by DPF. To do so, please send us a Subject Access Request to info@dancefund.org.uk. There is a charge for this of £10.

Storage and security of personal data

To prevent unauthorised access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect.

Disclosure of Information

Your data is treated as strictly confidential and is only disclosed to third parties who have a need to access it, to fulfil the DPF's objectives. In these instances appropriate data sharing processes will be adhered to.

Application for Financial Assistance

The DPF may share applications with partner charities where it may be in the applicant's best interest to do so.

We may also share personal data with organisations, known as 'data processors', to process data on our behalf. We do not permit these parties to use such information for any other purposes than to perform the service instructed by us.

We may also need to disclose your information if required to do so by law. For example, we are legally required to provide your data to HMRC if you have agreed to us claiming Gift Aid on your behalf, and your donation has not been processed through CAF donate (see below).

Visitors to Dance Professionals Fund website

When someone visits www.dancefund.org.uk we use Google Analytics to collect standard internet log information and details of visitor behaviour patterns. This information is processed in a way that does not identify anyone.

Google Analytics stores information about what pages you visit, how long you are on the site, how you got there and what you clicked.

Cookies

A cookie is a small piece of data that is sent from our web server to your browser. It is stored on your hard drive. You can reset your browser to refuse cookies or alter you when a cookie is being sent. You cannot be identified by cookies.

Links to other websites

Dance Professionals Fund is not responsible for the content and practices of third party websites. You should refer to each respective privacy statements if you require information on how they process your data in line with GDPR.

Online Donations

All our online donations are processed by CAF Bank through its CAF Donate facility.

Information provided by our donors to the CAF Donate Service is processed by CAF Donate, who are the Data Processor. Where CAF Donate holds our donors' Personal Data, CAF Donate does so as agent for the Dance Professionals Fund and, therefore, the Dance Professionals Fund remains the Data Controller.

CAF Donate will hold the following information:

- Name and address, either postal or email, for those who have opted in to receive further communications;
- Bank account number, name and sort code (used for processing Direct Debits);
- Gift amount, purpose, date and method of payment (including cheque numbers or payment references);

Application for Financial Assistance

- Tax Status and Gift Aid Declaration information where gift aid can be reclaimed.

Where donations are made by visiting our partner fundraising sites personal data will be processed in line with each of those organisations data protection policies.

Consent

By providing us with your personal data you consent to the collection, storage and use of any information you provide in accordance with the above purposes.

You can withdraw your consent at any time. Please contact us if you want to do so by emailing info@dancefund.org.uk

Contact us

- If you have any questions or comments about our privacy practices or this Privacy Statement
- If you want to make use of any of the above rights, or other rights that you may have in relation to your personal data
- If you wish to view our full Data Protection Policy
- If you have other questions or requests

If you have any questions, please do not hesitate to email us or write to:

Data Protection Controller,
Dance Professionals Fund,
113 Queens Road
Brighton
East Sussex
BN1 3XG
info@dancefund.org.uk