|  |
| --- |
| 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*
 |  |
| Have you received any grants from another source in the last 12 months? | YES/NO |
| * *if YES, please say where from and amount*
 |  |
| Are you a member of any dance professional bodies? (i.e. Equity, One Dance UK, RAD).  | YES/NO |
| * *if YES, please specify*
 |  |
| Where did you hear about the Dance Professionals Fund? | * word of mouth (please specify e.g. friend, colleague)\_\_\_\_\_\_\_\_
* newsletter
* online search
* referral (please specify e.g. other charity) \_\_\_\_\_\_\_\_\_\_\_\_
* social media (please specify e.g. Twitter) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* previous DPF grant
* other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| 1. Personal details
 |
| Full Name |  |
| Date of Birth  |  |
| Are you a UK resident? | YES/NO |
| Address |  |
| Contact Number  |  |
| Email Address  |  |
| Do you have a disability? | YES/NO |
| Employment Status  | * Employed
* Self-employed
* Unemployed
* On Sick Leave
* Retired
* Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| 1. Personal circumstances
 |
| Relationship Status  | * I’m single
* Live with Partner
 |
| Partner’s details (if applicable):- |
| Partner’s Employment Status | * Employed
* Self-employed
* Unemployed
* On Sick Leave
* Retired
* Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| Do you have children under 18? | YES/NO |
| If YES, number of children |  |
| Ages of children  |  |
| Do they live with you? | YES/NO |
| * *if YES, please specify*
 | * Full-time
* Part-time
 |
| Are you a carer? | YES/NO |
| Housing Status  | * Rented
* Owner mortgaged
* Shared ownership
* Living with parents
* Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |

|  |
| --- |
| 1. Income
 |
| ***Income (net) £*** | ***£*** | ***Please specify:*** |
| After tax/NI earnings |  | Week/Month |
| Partner’s Earnings *(if applicable)* |  | 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 |
| 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 |
| Other income/benefits (i.e. maternity pay) |  | Week/Month |
| TOTAL INCOME |  | **Week/Month** |
| 1. 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** |
| 1. 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/rent arrears |  |
|  |  |
| TOTAL DEBTS |  |
| Bank Details: | Name on account: |  |
| Sort Code: |  |
| Account Number: |  |
| 1. Reason for applying
 |
| What do you need help with? | * Living costs (go to Section ‘7a’)
* Wellbeing/Injury (go to Section ‘7b’)
* Retraining (go to Section ‘7c’)
 |
| 1. **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)*** |
|  |

|  |
| --- |
| 1. 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? ***(Please attach letter/report of recommendation- we are unlikely to fund treatment without this)*** | YES/NO |
| Please provide details of recommended treatment and cost of treatment |
|  |
| 1. 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)   |
|  |
| 1. 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:** **application@dancefund.org.uk** |

**[DELIBERATELY LEFT BLANK]**

**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](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

**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.

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);
* 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