

Cost of Living Grant Application form



Please complete all sections of this form. If you have any questions or need help, please email applications@abf.org.uk, or ring **020 7836 6378**.

1. Personal details

Name

Professional name

Email

Telephone number

Mobile telephone number

Address

National Insurance

Date of Birth

No. of children under 18

Relationship Status:

Single

Living with Partner

Married

Are you a carer for another family member?
If yes, please give details.

Who do you live with?
Spouse/partner/children/friends

Date of application:

Please explain why you are applying for the **Cost of Living** grant here:

2. About your Career

Please provide a copy of your professional CV with this application form

How long have you worked as an actor or stage manager?

Please provide us with your Spotlight PIN number:

Have you applied to us before?

Yes

No

If you don't have a Spotlight CV, please explain why.

Are you a member of Equity?

If yes, please provide your membership number.

3. Finances

Your earnings last year

What was your earned income from employment in the last financial year?
Use the figure from your P60 or Self-Assessment declaration.

£

Please do not include information about any benefits you receive in this section.

If living with a partner, please declare their earnings too:

£

Property you own

Do you own your own home?

Yes

No

If yes, how much is the balance on your mortgage, and how many years do you have left on your mortgage term?

Balance

£

Years

Does anybody else share responsibility paying the mortgage?

What is your monthly mortgage contribution?

What is the total monthly payment?

£

Do you own more than one property?

Yes

No

Property you rent

Do you rent your home?

Yes No

If yes, how much is the total monthly rent for the property?

£

What is your monthly rental contribution?

£

What type of rented accommodation do you live in?

Private Council Housing Association

Your Debts

Please include details of personal loans, overdrafts, credit cards, store cards or payday loans. Also include any arrears on payments for rent, mortgage, gas, electricity, water or council tax.

Creditor e.g. Barclays Bank	Amount owed e.g. £5,000	Type of debt e.g. Overdraft / Loan / Energy arrears

Your Savings

What is the total value of your cash savings?

Do **NOT** include savings set aside for your **TAX BILL**.

£

Your partner's savings (if applicable)

£

Do you have any investments
e.g. stocks and shares

Yes No

If yes, please provide details:

You and your partner's income

Please include earnings over the last two months and explain if they are regular or one-off payments.

IF living with a partner, please enter your partner's income too. (If your partner has an income your application will still be considered. There is a box in section 4 for you to provide any further information you think we need.)

Source of Income e.g. Salary from partner's income	Amount you receive e.g. £100	Frequency of payment e.g. Weekly / Monthly	Regular income/ One-off payment

Benefits / Universal Credit and ESA

Please provide details of any benefits you or your partner currently receive

Name of benefit <i>e.g. Personal independence/ Universal Credit/ ESA/Housing Benefit</i>	Amount you receive <i>e.g. £100</i>	Amount your partner receives if applicable	Frequency of payment <i>e.g. Weekly / Monthly</i>

Your Expenditure

(IF living with a partner, please indicate in the relevant box if partner pays)

	Your expenditure	Partner's Expenditure/ Contribution	Weekly/Monthly
Water <i>e.g £26 per month</i>			
Gas			
Electricity			
Home Insurance			
Car Insurance			
Life Insurance			
TV / Phone / Internet			
Food shopping			
Travel <i>e.g petrol or travel costs</i>			
Council Tax			
Other			

As part of your application we require copies of yours and your partner's last two months' bank statements.

Please provide bank statements from ALL of your bank accounts covering the last two months.

4. Other Information

Are you a tax resident of the UK?

Yes No

If not, in which country are you registered to pay tax?

This box is for you to provide any further information you think we need.

E.g., my partner (whom I live with), and I are both actors and have a very low income.

Are you applying or have you received help from any other theatrical charities in addition to the Actors' Benevolent Fund?

Yes No

If so, which other charities? Please provide details of amount received and when.

There may be other arts charities that can help. Do you give authorisation for us to share the information provided with other theatrical charities?

Yes No

Where did you hear about the Actors' Benevolent Fund, e.g. advert in The Stage/word of mouth/etc.?

5. Payment Details

Please provide the details of the bank account you would like the grant to be paid into if your application is successful

Your Name

(Please print and please use your banking name)

Banking Details

Name of Bank:

Sort Code:

Address of Bank:

Account number:

6. Signed Declaration

I declare that the information provided in this application form is true and correct.

I declare that I have read and understood the Actors' Benevolent Funds' Personal data and GDPR Statement (below)

Personal data and GDPR Statement Personal data is information relating to a living individual who can be identified from that data. Identification can be by the information alone, or together with that data and other associated information, which is in the possession of, or likely to come into the possession of the 'Data Controller'. In the UK, the processing of personal data is governed by the Data Protection Act (2018), incorporating the General Data Protection Regulation (GDPR). You can find out more about your rights regarding data protection on the website of the UK's Information Commissioner's Office (ICO), see: ico.org.uk/your-data-matters.

The Actors' Benevolent Fund is the 'Data Controller' of the personal data you provide on this application form and in any supporting documentation. This means the Actors' Benevolent Fund determines how your personal data is processed and for what purposes. We will hold and process your personal data securely, in line with the Data Protection Act (2018). We only collect personal data which is adequate and relevant to the purposes we have specified, only retain this for as long as necessary and will not share your personal data with any other organisation without your consent. Under GDPR legislation a valid lawful basis is required to process personal data. The Actors' Benevolent Fund uses the lawful basis of f) Legitimate interests (as set out in Article 6 of GDPR) as the processing of your personal data is necessary to consider your application for support and if you are successful, to continue to provide support to you as a beneficiary of the Actors' Benevolent Fund.

Should you have any questions about how your personal data is being used please contact us by email: office@abf.org.uk or call us: 020 7836 6378 or write to us at: Actors' Benevolent Fund, 6 Adam Street, London WC2N 6AD. If you are not satisfied with the way your personal data is being handled, or with the response from us, you have the right to lodge a complaint with the ICO: ico.org.uk/make-a-complaint/your-personal-informationconcerns.

Date

Name

Signature

IMPORTANT – SUPPORTING DOCUMENTS

You need to send this completed application form together with:

- Full theatrical CV or Spotlight Pin, including at least two professional credits.
- Proof of your current benefit award. For example, a screenshot of your Universal Credit award showing your name and address and how it has been calculated or your tax credits or housing benefit award and showing the calculation of how it has been assessed.
- If you do not receive means-tested Government benefits, a copy of your bank statements (ALL accounts) from the past month. If you receive means-tested Government benefits, you do not need to send any bank statements.
- If you do not receive means-tested Government benefits and are living with a partner, a copy of their bank statements (ALL accounts) from the past month. If you receive means-tested Government benefits, you do not need to send any bank statements.
- If you do not receive means-tested Government benefits and are living with a partner, you will need to supply proof of partner's income. *(Please know that if your partner has an income your application will still be considered. There is a box in section 4 for you to provide any further information you think we need).*
- If asking for help with rent, council tax and/or energy arrears, a statement/proof will need to be provided.

PLEASE SEND YOUR COMPLETED APPLICATION FORM TOGETHER WITH THE RELEVANT SUPPORTING DOCUMENTS TO – applications@abf.org.uk

If you **do not have** access to a computer, please contact us and we can send you a hardcopy of the application form with a free return envelope and postage. If you have any questions or need help, please do not hesitate to email applications@abf.org.uk, or ring **020 7836 6378**.

Thank you for completing the application form. We will endeavor to contact you as soon as possible. Please be aware that we may need additional information to process your application.



Checklist

If you meet the criteria and are ready to proceed, we warmly encourage you to apply.

Please make sure that you have attached all of your supporting documents by putting a tick in the box, showing that you have read, understood and attached the correct supporting documents.

We will be unable to process your application unless you supply the following:

Full theatrical CV or your Spotlight Pin (including at least two professional credits).

A completed application form.

Proof of your current benefit award, for example a screen shot of your Universal Credit award showing your name and address and how it has been calculated or your tax credits or housing benefit award.

If you do not receive means-tested Government benefits, a copy of your bank statements (ALL accounts) from the past month (*1 month's worth of bank statements from all your accounts*). If you receive means-tested Government benefits, you do not need to send any bank statements.

If you do not receive means-tested Government benefits and are living with a partner, a copy of their bank statements (ALL accounts) from the past month (*1 month's worth of bank statements from all their accounts*).

If living with a partner, proof of partner's income will need to be supplied. (Please know that if your partner has an income your application will still be considered. There is a box in section 4 for you to provide any further information you think we need.)

If asking for help with rent, council tax and or energy arrears, as statement/proof will need to be provided.