

Financial | Assistance Form

Dear Member,

Thank you for contacting CIOB Assist.

If you wish to apply for financial assistance, please read the following information and fill in the application form below. When completed, you can return your completed application form via email to assist@ciob.org.uk together with the following documents:

- A copy/image of all paperwork showing a breakdown of any state benefits you receive
- A copy/image of photo ID such as a passport or driving licence
- Copies of your last three bank statements (this should be the main account showing income or benefits received and the main household expenditure items).
- If you have a partner and have more than one bank account, please provide statements for all relevant accounts
- Last pay slip for all members of the household who are employed (please include all income and assets for all members of the household in the application form)

Please note: We require these documents to satisfy Financial Auditors and Charity Regulators that the Fund provides financial assistance, based upon verification of an applicant's identity and circumstances.

All information provided is treated as strictly confidential and held securely, meeting General Data Protection Regulations.

Upon receipt of your completed application and supporting documentation, we will do our very best to help. If you have any questions or need assistance to complete the application please contact Emma McKay:
E: assist@ciob.org.uk T: +44 (0) 1344630733

Kind regards

A handwritten signature in black ink that reads "Emma McKay".

Emma McKay
CIOB Assist Fund Manager

t: +44 (0)1344 630 733

e:assist@ciob.org.uk

assist.ciob.org

Please read the following guidance before continuing with your application

What CIOB Assist can help with:

- Financial assistance for members and their dependent families in circumstances of crisis such as illness, unemployment and financial hardship
- Grants to help with general household costs
- Grants to help with essential travel (to work)
- Grants to help families in hardship to buy clothing, or household items
- Grants to help members with children living at home and in hardship
- Short-term, skills-based training

What CIOB Assist cannot normally help with:

- Membership fees and medical treatment
- Legal costs
- Business-related costs
- Educational costs
- Personal or business debts
- Purchase of motor vehicles

CIOB Assist does not pay debts. Financial assistance is a way of helping members to cope in circumstances of unemployment/illness or to help in cases of sudden crisis.

The Trustees normally try to offer their help to members who are facing a short-term difficulty with finances, due for example, to a period of unemployment/illness.

Financial Assistance Form

Private and confidential application for financial assistance. Information provided on this form is strictly confidential.

Section 1A: Personal details

Surname:

Title: Forename:

Membership number: Grade: Date of membership:
(MM/YYYY)

Are you a dependent of a past/present member? Yes No

If yes, include original date of membership:

Age: Date of birth: Country of birth:

Home address:

Post/zip code: Email:

Telephone: Mobile:
COUNTRY CODE AREA CODE NUMBER COUNTRY CODE NUMBER

Marital status: Married Widowed Divorced Separated Single

Nationality:

Section 2A: Family details

Name of family member	Date of birth	Country of birth	Living with applicant Yes / No	Contribution to household

Section 2B: Employment details

Please provide details of your present/most recent employment:

Employed
 Unemployed
 Retired

Date and details of current/most recent employment:

Are you now or have you ever been a member of any other professional body or society? Yes No

If so, which and when:

Are you a member of any unions, societies e.g. Freemasons? Yes No

Section 2C: Armed services details

Please indicate your or your partner's service with HM forces. If applying for parents or relatives, please give their details if applicable

Service/Branch	Number	Rank	Dates

Section 2D: Property details

Do you own a property? Yes No

If No, please go to Part 2E

If yes, please state approximate current value:

Date of purchase:

Amount of mortgage outstanding:

Remaining length of mortgage:

Type of mortgage:

Building society:

Please describe the condition of the property:

Section 2E: Rented accommodation details

Do you live in rented accommodation? Yes No

Is it: Council owned Housing association Part owned Tenant

If yes, please give details:

Please describe the condition of the property:

Section 2F: Financial details

Please state which currency you use:

How much money do you and your partner have in:

Current Accounts: Deposit Accounts: Building Society:

Income Bonds: Premium Bonds:

PEPS/TESSAS/ISAS: Cash/other:

Do you have any stocks or shares? Yes No

If so, please give details about the company, amount, type and value:

Do you have any Life Insurance policies? Yes No

If so, please give details about the company, life assured, amount and date of maturity:

How much money do you and your partner have in other investments?

Do you have any Endowment policies? Yes No

If so, please give details about the company, life assured, amount and date of maturity:

Do you have access to any family/other policies and/or finance? Yes No

If so, please give details about the company, life assured, amount and date of maturity:

Do you have any other property e.g. boats, caravans, holiday homes or time shares? Yes No

If so, please give details:

Any savings/investments that you have over £8000 may be taken into consideration but your application will be assessed according to your circumstances and needs at the time you seek assistance.

Section 2G: Monthly income

Monthly income	Amount
Earnings	
Wages/salary (applicant) NET	
Wages/salary (spouse/partner) NET	
Maintenance/CSA receipts	
Sub-letting, boarders etc.	
Self employment	
Pensions (applicant, spouse/partner)	
State retirement pension	
Occupational pension (state employers)	
State widow's pension/bereavement allowance	
War widow's pension	
HM forces pension	
War disablement pension	
Statutory sick pay	
Other state benefits	
JSA/income support/pension credit (applicant, spouse/partner)	
Employment & support allowance (applicant, spouse/partner)	

Disability living allowance (applicant, spouse/partner)	
Personal independence payment	
Mobility	
Care	
Attendance allowance	
Child benefit	
Working tax credit	
Child tax credit	
Council benefit	
Housing benefit	
Universal credit	
Any other income/benefits (Please specify)	
Total monthly income	

Section 2H: Monthly expenditure

Monthly income	Amount	Arrears	Office use
Mortgage			
Second mortgage			
Rent (before housing benefit)			
Council tax (before council tax benefit)			
Gas			
Electricity			
Magistrates court fines			
Maintenance/CSA payment			
Water rates/sewerage charges			
Telephone			
TV/satellite/cable			
Ground rent/service charges			
Building/contents insurance			
Other housing costs			
Mortgage endowment policy			

Life insurance			
Other insurance			
Other fuel (coal, oil, calor gas etc.)			
Pension contributions			
Housekeeping (including food, laundry, shopping etc).			
Car costs (including insurance, MOT, running cost, road TAX etc.)			
Travel costs (public transport/other)			
Work costs (meal, tools etc.)			
Clothing			
Prescription and health costs			
Carer/childcare costs			
Debts (See next page)			
Bank overdrafts			
Broadband			
Total monthly expenditure			

Comparison: Expense vs income

Total monthly expenditure	
Total monthly income	

Part 2I: Debt details

Please give details of any outstanding debts

Creditor name	Purpose of loan	Amount borrowed	Weekly instalments	Amount outstanding

Part 2J: Organisations and charity details

Please give details of all other organisations and charities you have approached

Name of charity/organisation	Please state if help granted/promised/refused	Amount granted

Section 2K: CIOB Assist

How did you hear about CIOB Assist?

Have you ever received financial help from the CIOB Assist before? Yes No

If so, please give details about the date(s), amount and purpose:

Section 3A: Reason for your application

Please give as much background information as possible.

If we don't have this information, we may not be able to proceed with your application or it may be delayed.

In this section, also tell us:

- a) How did you come to be in financial difficulty?
- b) What is the problem with which you need help?
- c) How can we help?

Please note: The trustees will not normally consider assisting financially with items or services already paid for prior to the application, except in cases where an emergency has resulted in the applicant going into debt.

Section 3A: (Continued)

What is the approximate amount you need help with (if known)?

Are you able to contribute anything towards the above – if so, how much?

What documents (e.g. estimates) are you sending as evidence?

Any other matters to be noted: e.g. special health problems, e.g. hearing, speech, sight, asthma or disablement (if any), any difficulties in managing gardening, shopping, cleaning, social isolation, housing issues, etc.

Section 4: For all applications

I declare that the foregoing particulars are accurate and give a true account of my/our present financial position and circumstances

Applicant/s signature:

Date:

DATA PROTECTION: By signing this form the applicant mentioned above agrees to the information in the form and any attachments being stored in CIOB Assist's filing system and summarised in CIOB Assist's computer system for the sole use of grant processing analyses and accounts.

Please save the pdf form and then either return the completed application form together with any supporting documentation to:

CIOB Assist, 1 Arlington Square, Downshire Way, Bracknell, RG12 1WA

or email the completed form together with any scanned supporting documentation to:

assist@ciob.org.uk

CIOB Assist: Privacy notice

CIOB Assist will process your personal information to verify membership status and to communicate with you in relation to matters which stem from your contact with the CIOB Assist. This may include (although will not be limited to):

- Accessing your CIOB membership information to confirm your identity when speaking with you about the nature of your enquiry, or providing information and advice via email.
- Processing your application for financial assistance from the CIOB Assist and any consequential matters therein.
- Where you have provided explicit consent for us to do so, approach other charitable organisations for the purposes of obtaining their support/contribution where this might assist you.
- Sharing your banking information with CIOB Finance Department in relation to processing payments of approved financial assistance into your nominated bank account by way of Bank Automated Credit System (BACS).

We process this information in order to comply with our legal obligations.

Your information will be stored securely on either the CIOB's systems, or on Microsoft Office 365 and Azure platforms which adheres to the EU-U.S. Privacy Shield and EU Model Clauses, with data stored in the UK and Europe. This storage will include the use of our Customer Relationship Management (CRM) databases, file stores, finance systems and email accounts. Additional security measures that the CIOB has in place include its adherence to PCI-DSS standards, password policies and laptop encryption. The CIOB also provides all staff with training on the principles of data protection and security.

The CIOB undertakes the processing of grant payments and Trustees oversee the applications. The data that you provide us with will be stored securely and confidentially on a dedicated partition of the CIOB's Central Server and accessed solely by the Secretary of the CIOB Benevolent Fund.

We may also share your data with companies who help us provide our services, including our IT service providers who store backup data. We are satisfied that all our providers are complying with their data protection obligations.

We will keep your data securely on a dedicated and secure partition on the CIOB's Central Server and will retain a full record of your contact with the CIOB Benevolent Fund for up to 10 years in order to enable us to offer continuity of service to you, following which it will be destroyed.

Your rights

Where processing of your personal data is based on consent, you can withdraw that consent at any time. CIOB Assist recognises the importance of confidentiality in every facet of its work in advising and supporting CIOB members.

You have the following rights. You can exercise these rights at any time by contacting us at mydata@ciob.org.uk. You have the right:

- To ask us not to process your personal data for any purposes beyond those for which you have contacted CIOB Assist. We will not use your data for any reason other than for processing your request/application for assistance and administering payment/s to you by way of financial assistance
- To request from us access to personal information held about you
- To ask for the information we hold about you to be rectified if it is inaccurate or incomplete

Your rights (continued)

- To ask for data to be erased provided that the personal data is no longer necessary for the purposes for which it was collected, you withdraw consent (if the legal basis for processing is consent), you exercise your right to object, set out below, and there are no overriding legitimate grounds for processing, the data is unlawfully processed or the data needs to be erased to comply with a legal obligation
- To ask for the processing of that information to be restricted if the accuracy of that data is contested, the processing is unlawful, the personal data is no longer necessary for the purposes for which it was collected or you exercise your right to object (pending verification of whether there are legitimate grounds for processing)
- To ask for data portability if the processing is carried out by automated means and the legal basis for processing is consent or contract.

Should you have any issues, concerns or problems in relation to your data, or wish to notify us of data which is inaccurate, please let us know by contacting us using the contact details below.

In the event that you are not satisfied with our processing of your personal data, you have the right to lodge a complaint with the relevant supervisory authority, which is the Information Commissioner's Office (ICO) in the UK, at any time. The ICO's contact details are available here:

<https://ico.org.uk/concerns/>

CIOB Assist is registered with the Information Commissioner's Office: ZA411111