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| Any queries please contact Dianne Hepworth  Tel: 01759 322102  Email: info@ncct.org.uk  Norman Collinson Charitable Trust,  Fairfield, The Mile, Pocklington, York YO42 1TW | Application Formfor the Norman Collinson Charitable Trust **2022** |

**Funding Criteria**

Applications will be considered for individuals / families in need of essential items who live within the City of York, or the immediate area. All applications must be submitted via a third party agency. We do not normally support applications for rent arrears or holidays. Please see notes below for carpet or flooring applications.

**PRIVACY NOTICE**

All information provided to the Norman Collinson Charitable Trust (NCCT) will be processed in line with the principles of good information handling. Information will be fairly and lawfully processed only for the purposes of assessing a grant application and should be adequate for the Trustees to consider the grant application and be entirely relevant to the application. We retain data only for the period required for legal retention within our accounting and charitable status requirements.

Please confirm with your signature that you give permission for NCCT to hold this personal data that you have provided in support of your grant application to the Trust.

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| Signature of the Client: |  |
| Date: |  |

Norman Collinson Charitable Trust only accepts applications about individuals where the application is supported by a professional third party on behalf of that individual. **NCCT requires the signature of the person sponsoring the application and details of a Manager who may be contacted in case of query or to verify information.**

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| Name of Sponsor: | Seen and approved by Manager: |
| Signature: | Name: |
| Date: | Job Title: |
| Office address: | Office address: |
| Tel No: | Tel No: |
| Email: | Email: |
| If the client is unable to sign this form please give reason why: | |

Forms that are not signed will be returned and all requested information is provided. Please help NCCT to help you by ensuring that all data held by NCCT is accurate and with your permission.

All applications for carpets / floorings must include a quotation which gives details of each room area to be covered (square metres). Without this information consideration of applications will be delayed as this information is sought.

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| Purpose of the Grant | | Amount needed £ | |
| Name, Address and Age of Client(s) | | **Family Structure including relationship to applicant** | **Age** |
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| Client Contact No: | |  |  |
| Details of total household incomeand sources of that income. Amounts should be stated £ (per month) | | Details of household expenses per month. Amounts should be stated £  Please include any known debts £ | |
| Social factors supporting the application | | | |
| Overview of the nature of any illness or disability, if relevant | | | |
| Has any other Charity been approached for this grant? Please give details |  | | |
| Has any charitable grant been made in the last 12 months for this client for other reasons? If yes, please give details |  | | |
| In the event of a grant being made, to whom should the cheque be payable?  Cheques will not be made out to individuals |  | | |

PLEASE ATTACH ANY ADDITIONAL RELEVANT INFORMATION ON A SEPARATE SHEET

If your application is for carpets/flooring please ensure you include a copy of the quotation which gives the areas (square metres) of each room to be covered.

**Forms should be either typewritten or clear handwriting used, unreadable forms will also be rejected. Please scan and send your completed and signed application form with quotations (if applicable) to info@ncct.org.uk**