

APPLICATION FOR A GRANT FROM THE HELPING HAND DNA FUND

FORM DNA1



The Helping Hand Fund

GUIDELINES

- If this form is not completed correctly, it will be returned.
- This form must be completed in BLOCK CAPITALS.
- If you need more help or advice, please contact us or a solicitor.

CASE REFERENCE NO.
(For Office Use)

ABOUT YOU

----- DD / MM / YYYY -----
Title First Name Last Name DOB

CONTACTING YOU

Do you have a usual home address?

No Yes: Address: -----
----- Postcode: -----

Email Address: ----- Home Number: -----
Mobile Number: ----- Work Phone Number: -----

To what address should we write to you?

Your usual home address (Above) Solicitor's Address: -----
 Your solicitor's address (Side) ----- Postcode: -----
 This Address: -----
----- Postcode: -----

Your usual home address is:	Owned by:
<input type="checkbox"/> A Tenancy (Rented) <input type="checkbox"/> Temporary <input type="checkbox"/> You parents' home (you live with them)	<input type="checkbox"/> You <input type="checkbox"/> Your partner
<input type="checkbox"/> Someone else's home - Your Relationship: -----	<input type="checkbox"/> You and your partner, jointly

Is your partner's usual home address different to yours?

No Yes: Partner's Address: -----
----- Postcode: -----

YOUR INCOME AND YOUR PARTNER'S INCOME

Do you or you partner receive any of the following benefits?

No Yes: **You:** Income Support Income-Related Employment and support allowance Guarantee State Pension Credit Income-Based Jobseeker's Allowance: When did you last sign on? DD / MM / YYYY

Your Partner: Income support Income-Related Employment and support allowance Guarantee State Pension Credit Income-Based Jobseeker's Allowance: When did you last sign on? DD / MM / YYYY

Do you or your partner, together, in a year have a total income from all sources before tax or any other deduction, of more than £12,475 (£239.90 a week)?

No Yes

Do you or your partner own or part-own any land or property of any kind, including your own home, in the United Kingdom or overseas?

No Yes

Do you or your partner have any savings or investments in the United Kingdom or overseas?

No Yes

Do your answers to the previous questions tell us that you have no income from any of the sources which we have asked about?

No Yes: How do you and your partner pay your bills and your daily expenses?

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DECLARATION BY YOU

I apply for Assistance from the Helping Hand DNA Fund

I declare that This form is a true statement of my financial circumstances and those of my partner to the best of my knowledge and belief. I understand that this form must be fully completed before a grant can be issued. I understand that if I tell you anything that is not true on this form or the documents I send with it, or leave anything out:
- I may be prosecuted for fraud. I understand that if I am convicted, I may be sent to prison or pay a fine.
- The Helping Hand DNA Fund may change the amount of the contribution which I must pay.

Changes I agree to tell the Helping Hand DNA Fund if my income or capital or those of my partner change. These changes include the sale of property, change of address, change in employment and change in capital.

Notice on fraud If false or inaccurate information is provided and fraud is identified, details will be passed on to fraud prevention agencies to prevent fraud and money laundering.

----- DD / MM / YYYY -----
Signature Date Full Name (BLOCK CAPITALS)

FOR OFFICE USE ONLY

I have performed the assessment for case number:

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The application is **passed**.

The application is **refused**. My reason(s):

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Granted: No income contribution

Granted: Contribution of: **£**

----- DD / MM / YYYY -----
Signature Date Full Name