



GUILD OF BENEVOLENCE

Guidance Notes for the Application for Financial Assistance

These Guidance Notes are to assist you in completing this application and to help you remember the items that you should include in the totals, should they apply to you. Please complete all sections of the form, sign and date the form in Section 12 on page 4, and return it as soon as possible to the Guild of Benevolence.

Remember to enter in the spaces provided all the figures relevant to your application. Enter your income and expenditure in the columns as appropriate, including in the 'Arrears' column any arrears that you owe. You can keep a copy of what you tell us on these notes for your future reference.

PERSONS ELIGIBLE TO APPLY FOR FINANCIAL ASSISTANCE

- (a) Past or present member of the Institute or of the Guild of Benevolence;
- (b)
 - i) Marine engineer who holds or has held a Certificate of Competency or Certificate of Service issued at any time by the relevant UK government department (including Class 1 Engineer Fishing) or agency for service in foreign going vessels, including Classes 1 to 4;
 - ii) Royal Navy Machinery Charge Qualification or Marine Engineer Officer of the Watch Qualification (1);
 - iii) Non-British qualifications equivalent to the above or certificates that have been approved by the IMO as meeting the STCW 95 Convention requirements are acceptable;
- (c) Past or present employee of the Institute or of the Guild of Benevolence;
- (d) Wife, husband, widow, widower, child and / or dependant of any of the persons referred to in (a), (b) or (c) above.

The "Institute" means The Institute of Marine Engineering, Science and Technology.

Question 6: Your Income

Please state the amount and full particulars against each item of the monies you receive in the column marked 'Weekly' and/or 'Monthly'. Add details and explanations as necessary or use a separate sheet of paper if you need more space. If you have a spouse or partner please ensure that you give your joint income.

	WEEKLY
State Retirement or Widows Pension (including Pension Credit)	£
War Pension/Service Pension/Service Disablement Allowance	£
Armed Forces Compensation Scheme	£
Pension from any other source (e.g. previous employer(s))	£
Income Support	£
Universal Credit	£
Income-based Jobseekers Allowance / Jobseekers Allowance	£
Disability Living Allowance or Personal Independence Payment (PIP)	£
Attendance Allowance	£
Carer's Allowance	£
Statutory Sick Pay	£
Employment and Support Allowance	£
Incapacity Benefit	£
Severe Disablement Allowance	£
Child Tax Credit	£

Working Tax Credit	£
Child Benefit	£
Guardian's Allowance	£
Industrial Injuries Disablement Benefit	£
Disablement Constant Attendance Allowance	£
Disablement Reduced Earnings Allowance	£
Disablement Retirement Allowance	£
Widowed Parent's Allowance	£
Bereavement Allowance	£
Care Home Funding	£
Income from any property owned by you	£
Grants from any other charity, organisation or society	£
Contribution to household by family members' (if any)	£
Earnings from employment (full or part-time)	£
Interest, Dividends or any other annual payments received	£
TOTAL INCOME	£

TOTAL ANNUAL INCOME (for office use only)	£
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Question 7: Monies you owe

Please provide details of all current debts, stating how the debt arose and what plans you have to repay the monies. Use a separate sheet of paper if necessary.

Question 8: Your Expenditure

Please state the amount against each item of the monies you have to pay each week and if in arrears give the amount outstanding in the box provided. Add details and explanations as necessary or use a separate sheet of paper if you need more space. If you have a spouse or partner please ensure that you give your joint expenditure.

Under 'Housekeeping Costs' remember to include all items such as groceries, fruit & vegetables, cleaning materials, health & hygiene, window cleaning, pet food, vets fees, washing, laundry & dry cleaning, home help. Under 'Any other Special Expenses' include computer consumables, Internet server fees, transport costs (car road tax, fuel, maintenance), mobility equipment maintenance, gardening, pocket money, hairdressing, chiropody, club fees, etc.

	WEEKLY	ARREARS
Mortgage repayments: Building Society/Bank/other lender	£	£
Rent paid to Landlord or Council (less Housing Benefit)	£	£
Council Tax (less Council Tax Benefit)	£	£
Water and Sewerage	£	£
Housekeeping (food & household expenses)	£	£
Heating & Lighting (fuel, gas, electricity)	£	£
Insurance Premiums (life, house, contents, car etc.)	£	£
Credit card payments	£	£
Hire Purchase payments	£	£
Loan repayments	£	£
Clothing, shoes etc.	£	£
TV Licence and/or rental	£	£
Telephone	£	£
Travel (give details)	£	£
Medical expenses (give details)	£	£
Care Home expenses	£	£
Holidays	£	£
Newspapers, magazines, books etc.	£	£
Any other Special Expenses (give details)	£	£
TOTAL EXPENSES/ARREARS	£	£

Question 11: Supporters

Please provide the names and addresses of TWO persons acquainted with your circumstances who, if deemed necessary by the Trustees, could corroborate the statements you have made in this application for financial assistance. The Trustees will assume that they have your permission to contact the individuals named and to discuss with them the personal details you have provided.