

Support for Furnishing Industry People

Financial grants & advice



The Furniture Makers' Company
the furnishing industry's charity

Dear Applicant

Thank you for your enquiry regarding support from The Furniture Makers' Company. In order for us to consider your application, please complete and return the attached application form as fully as possible. Previous applicants must wait 12 months before reapplying.

Eligibility

To be eligible for financial assistance, you must normally have a minimum of two years' employment service in any capacity within the UK furnishing industry.

Applications from partners and dependents of deceased employees can also be considered, where 'dependent' is defined as an individual who is financially or emotionally dependent upon the industry employee either through age (under 18) or due to mental or physical disability.

We require that you provide documentary evidence of your employment within the UK furnishing industry, such as:

- A letter/email from your employer confirming employment dates
- Employment contract
- Redundancy letter
- Payslip/pension advice slip or P45
- You can give us written permission to contact your employer directly, in order to speed up the processing time of the application.
- If you are self-employed, please send us any relevant documentation, for example two years' tax returns.

If you have no evidence of your employment, please complete the HM Revenue and Customs form, which is available at gov.uk/get-proof-employment-history

Alternatively, you can phone 0300 200 3500 and request an employment history giving your N.I. number. Unfortunately, it can take up to eight weeks or more for you to receive the information from HMRC, so applicants are encouraged to provide alternative employment confirmation where possible.

Grants can be awarded for:

- Essential household items
- Essential household bills
- General financial hardship
- Funeral expenses (up to £1,500 maximum)
- Disabled adaptations (not covered by Local Authority grants)
- Property repairs considered essential due to age, security or access

- Disabled / medical equipment
- Respite / convalescent breaks
- Emergency financial hardship due to a crisis -i.e.. short term and ongoing e.g. sickness (must include supporting documents)
- Pre-tenancy costs and removal costs
- Bankruptcy fees and Debt Relief Orders.

Grants are not normally agreed for:

- Assistance towards the clearance of consumer credit debt. In such cases you will need to talk to appropriate professional debt advice organisations. Bankruptcy and Debt Relief Order fees can be considered – see above.
- Legal costs
- Private education fees
- Replacement of statutory funding
- Non-essential home improvements
- Loans of any kind
- Memorial stones
- Holidays.

Please enclose with your application copies of three recent bank statements (this is essential) and any relevant supporting documentation such as:

- Quotes or invoices from suppliers
- Copies of any outstanding household bills
- Relevant reports or letters from Occupational Therapists or doctors
- Relevant supporting letters from caseworkers.

Important note

Suspected fraudulent applications will be investigated and if any documents provided or criteria stated are found to have been falsely created to mislead the charity, the application details will be passed to Action Fraud and sent to Police Intelligence Bureau. In cases of fraud this may lead to a criminal prosecution.

Applications cannot be processed unless you have signed the declaration at the end of the application form. By applying you giving consent for us to contact your employer for proof of employment.

Please return completed applications to welfareofficer@furnituremakers.org.uk

If you have any queries, please contact us for help on 07366 568458 or 020 7562 8528.

Application form for financial assistance



The Furniture Makers' Company
the furnishing industry's charity

Private and Confidential

Applicant details

Full name			
Date of birth		National Insurance Number	
Full Address		Marital status	
		Partner's full name	
		Date of birth	
Daytime contact number		Email	
Mobile number		Have you applied for a grant from us before?	Yes ☐ No ☐

Employment

Please give details below of your complete employment history in the Furniture Industry

Full name and address of employer	Job Title	From date	To date



Have you applied to any other charities? If yes, please give details below

Yes

☐

No

☐

Organisation applied to

Application status

Amount awarded

How did you hear about The Furniture Makers' Company?

Housing

Do you rent your property?

Council

☐

Social
Housing

☐

Private
Landlord

☐

No

☐

Do you own your property?

Yes

☐

No

☐

Current valuation

Outstanding
mortgage

Who lives with you? Names, relationships, ages



Financials

Total amount of savings held by members of your household (if none, please write none)

Current Account(s)		Building Society	
Bonds		PEPS/ISAs	
Premium Bonds		Stocks & Shares	
National Savings		Other	

If you have any debts, please list these below (including any amounts owing for household bills and credit cards)

Creditor	Monthly repayments	Current balance outstanding

Have you, or are you, applying for a Bankruptcy or Debt Relief Order?

Yes

☐

No

☐



Monthly Income for the whole household – please fill in the monthly amount for each

Salary (Net)		DLA/PIP Care	
Partner's Salary (Net)		DLA/PIP Mobility	
Working Tax Credit		Attendance Allowance	
Child Tax Credit		Industrial Injuries Benefit	
Child Benefit		Income Support	
Sick Pay (Statutory/ Company)		State Retirement Pension	
Maternity/ Paternity Pay		Other Pension(s)	
Universal Credit		Pension Credit	
Job Seekers Allowance		Child Maintenance	
Employment Support Allowance (ESA)		Income from charities	
Carer's Allowance		Housing Benefit	

Other income (please specify)



Monthly expenditure for the whole household – please fill in the monthly amount for each

Mortgage		Food/ housekeeping	
Rent		Clothing	
Council Tax (after benefit)		Childcare	
Water		Child maintenance	
Ground rent/ Service Charge		Care costs	
Gas		Medical Expenses	
Electricity		Hairdresser/Gardener/ Window Cleaner etc.	
Telephone		House Maintenance	
Television Licence		Meals on Wheels	
Insurances		Alarm Care Line	
Travel costs		Outings/Days Out	
Other expenditure (please specify)		Pets	



Statement

Please use this page to tell us about your current difficulties, why you are making this application and what help you would like us to consider. If you are facing an immediate crisis then please describe the situation and how long you consider the crisis to last for? E.g. awaiting Welfare Benefits assessment/accident/ongoing health condition etc. If you are applying for assistance with a particular bill or payment, please attach it to this request and if you are requesting a household item please give as much detail as possible of what you need:



Employment and Income Verification

As part of our commitment to ensuring that financial assistance reaches those who are genuinely in need, The Furniture Makers' Company may need to verify information provided in your application.

This is particularly important as we have experienced a number of fraudulent applications and cases where information provided could not be verified. To help protect our funds and ensure that grants are awarded fairly, we may contact your current or previous employer and, where appropriate, HM Revenue & Customs (HMRC) to verify information such as your employment history, dates of employment and income.

By completing and signing the authority below, you give The Furniture Makers' Company permission to make these checks where necessary in connection with your application.

Please complete the form below in full. Your information will be treated confidentially and will only be used for the purpose of assessing and verifying your application and preventing fraud.

HMRC Form of Authority

I request an Employment History Check under the relevant data protection legislation, including details of my employers and the years I was employed. I understand that the check may also confirm certain personal details.

I authorise HM Revenue & Customs to provide the requested information directly to the Furniture Makers' Company for the purpose of verifying the information provided in my welfare application.

I understand what information has been requested and that it may be provided directly to the Furniture Makers' Company. I confirm that I give my consent for HMRC to release this information for the purpose stated above.

Title	First name(s)
Date of birth	Last name
Any previous names	National Insurance number
Current address	Previous address

Signature

Date



Declaration

I declare that the information I have given on this form is correct and complete. I understand that you will use the information I have provided to process my application for assistance. Please read the Privacy Notice below, which explains how we will use the information you have supplied.

Applicant's signature

Date

Partner's signature

Date

Please note: we require that you or your partner have at least two years' employment service within the UK furnishing industry to be eligible for financial assistance.

Please return your completed application form with three recent bank statements and supporting documentation either by email or post to:

Welfare Officer
The Furniture Makers' Company
Furniture Makers' Hall
12 Austin Friars
London EC2N 2HE
welfareofficer@furnituremakers.org.uk

Privacy Notice

When you apply to the Furniture Makers' Company for assistance, we ask for your personal details and details of your financial circumstances, in order to fully understand your situation and so that we can make a decision about how we can best assist you.

We will store the information you provide on our computer database and in our filing systems, in order to process your application, and record the outcome. Unless you ask us not to do so, we will retain this information, so that, should you apply to us for help in the future, we have a record of your past application(s).

Under General Data Protection regulations, we have assessed that we have a legitimate interest in processing the personal data you have provided, because without doing so, we would not

be able to deal with your application for assistance.

You have the right to request a copy of the data we are holding about you or to request us to delete any data.

We will keep your information confidentially and securely within our organisation, except that:

- Where attempted fraudulent applications suspected, applicant details will be checked, and if found to be false, will be immediately refused. Applicant details will be passed to Action Fraud and passed to Police Intelligence Bureau for further investigations and possible prosecution.
- Where we have agreed to supply you with goods that you have requested, such as cooker, fridge, furniture etc.,

we will give your contact details to the company supplying the goods, in order that they can make a delivery to you.

- Where you have requested financial assistance to pay a bill, we may contact that company, giving your contact details and reference, in order to find out the payment details we need, to make the payment.
- Where you have told us that you have applied to another organisation for assistance, we may contact that organisation to request details of any help that they have agreed to provide. Where we think that you may be eligible to apply to another charity or organisation, we will advise you of this.