



**BUTCHERS' AND DROVERS' CHARITABLE INSTITUTION
APPLICATION FORM FOR ASSISTANCE**

GUIDANCE NOTES TO THOSE APPLYING

1. The Charity's rules state assistance may be given only to those persons, or their widows or dependent children, who are or have been connected with the Meat Trade within Great Britain and Republic of Ireland
2. The Committee will give preference to those applications providing details of Meat Trade connections, verified in writing by existing meat traders or by production of other documentation
3. If this form is being completed on behalf of an applicant, please give as much information as possible and explain in the space provided your connection with the applicant. Please answer all questions.
4. **Please send the COMPLETED FORM and EXAMPLES OF PROOF OF MEAT INDUSTRY CONNECTION by email to info@bdci.org.uk or post to Butchers' and Drovers' Charitable Institution, Fountain Precinct, 4th Floor Orchard Lane Wing, Balm Green, Sheffield S1 2JA.** Letters of employment, payslips, bill-heads, press cuttings and photographs are acceptable as proof. Please only send copies not originals. If you have any difficulties completing this form please telephone 01727 896094

A. APPLICANT'S DETAILS

FULL NAME (Mr/Mrs/Miss/Ms) DATE OF BIRTH.....

ADDRESS TELEPHONE

..... EMAIL

..... POSTCODE..... PLEASE UNDERLINE WHETHER MARRIED / SINGLE / WIDOWED / DIVORCED

Does the applicant have any children? YES/NO

CHILDRENS NAME	AGE	EMPLOYMENT	DO THEY PROVIDE HELP TO APPLICANT?	DO THEY RESIDE WITH YOU?
1.....
2.....
3.....
4.....

Details of other person(s) residing with applicant:

Name	Relationship	Age	Do they provide help to Applicant?
.....
.....

B. CONNECTION WITH MEAT TRADE

Please provide details of the applicant's connection to the meat industry.
If connection is based upon another's employment, please state your relationship
(e.g. Spouse, Parent) :

Name of meat trade company
.....
Address
.....
Dates Worked
.....
Job title and duties performed
.....

Name of meat trade company
.....
Address
.....
Dates Worked
.....
Job title and duties performed
.....

Name of meat trade company

 Address

 Dates Worked

 Job title and duties performed

Name of meat trade company

 Address

 Dates Worked

 Job title and duties performed

PLEASE CONTINUE ON A SEPARATE PIECE OF PAPER IF NECESSARY

DID THE APPLICANT (OR THE PERSON ON WHOSE CONNECTION THE APPLICATION IS BASED) HAVE HIS/HER OWN BUSINESS? YES / NO

If yes, state:

- a) Trading Name
- b) Business address
- c) Dates of operation of the business
- d) Names of meat trade firms with which you dealt

C. CAPITAL, PROPERTY, SAVINGS DEBTS

Please provide details of your finances:

SAVINGS £
 INVESTMENTS £ (CURRENT VALUE)
 BANK CURRENT ACCOUNT £

Housing Type (please tick)

Council House / Flat	Housing Association	Privately Rented	Sheltered Housing	Own Home	Nursing Home

If Own Home

OUTSTANDING MORTGAGE: £
 APPROXIMATE VALUE £

PLEASE GIVE BRIEF DESCRIPTION OF THE HOUSE INCLUDING ITS CONDITION?

.....
 HAVE YOU CONSIDERED AN EQUITY RELEASE SCHEME ON YOUR PROPERTY? YES / NO

DOES THE APPLICANT HAVE ANY DEBTS (E.G. OVERDRAFT, CATALOGUES, CREDIT CARDS)? YES / NO

LENDERS NAME	AMOUNT OWED	REASON FOR DEBT
.....
.....
.....
.....

G. ASSISTANCE REQUIRED

Please complete either (1) or (2)

1. FINANCIAL ASSISTANCE

Give details of the specific need (for example: general living expenses, medical equipment, house repairs, etc.)

.....
.....

If seeking a grant for a particular item(s), state cost: £

And state amount sought from this charity: £

2. NURSING OR RESIDENTIAL HOME FEE TOP-UP

Give following details:

Address of Home

.....

Fees per month £

How is this cost being met? per month
by: Local Authority or State £
Other bodies £
Own resources £
Other family members £

LEAVING A BALANCE OF: £

H. OTHER SOURCES OF HELP

It is important that you tell us about other charities you have approached

a) **Previous assistance:** please state whether you have received help from this charity in this past (date and amount)

b) Please tick whether you are also applying for help from the following charities:

- Grocery Aid
- Retail Trust
- Fishmongers' and Poulterers' Institution
- Provision Trades Benevolent Institution
- Other (please state)

c) Please give the name of all other charities you are seeking help from and state what the outcome has been or whether you are awaiting a reply:

Name	Date applied	Outcome (grant or awaiting)
1
2
3
4

d) If you have been paid a visit by a caseworker from another charity, please give details:

Caseworker's Charity Date of Visit
.....

I. HOW DID YOU HEAR ABOUT BDCI

Recommended by friend CAB SSAFA TRBL Leaflet through workplace

other please give details

J. YOUR AGREEMENT

I hereby declare that all questions contained in this application have been fully and truthfully answered to the best of my ability and that I undertake to inform you of any changes in my circumstances that might affect any decision to grant me assistance.

**APPLICANT’S SIGNATURE DATE
(OR PARTNER)**

IF YOU ARE A CASEWORKER / SOCIAL WORKER ETC. WHO IS COMPLETING THE FORM / OR SIGNING ON SOMEONE’S BEHALF PLEASE SIGN BELOW:

CASEWORKER’S SIGNATURE DATE

(Data Protection Act 1998 – by signing this form, you consent to the processing by this Charity of any personal data relating to you, gathering for the purpose of the Charity), and consent to the charity approaching third parties to gather further information on your behalf.

Registered Office Address: Fountain Precinct, 4th Floor Orchard Lane Wing, Balm Green, Sheffield S1 2JA

Registered Charity No: 1155703 A Private Limited Company registered in England and Wales No: 8880818