



The Royal Navy & Royal Marines
Children's Fund

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CASE No:	REF No:
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1. Particulars of applicant																					
Surname:	NI Number: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																				
First Names:	Date of Birth:																				
Address:	*Place of Birth:																				
	*Religion:																				
	Single/Married/Divorced/Widowed/Partner:																				
	Date of marriage/partnership (if applicable):																				
	Date of divorce/separation (if applicable):																				
Postcode:	Date spouse/partner died (if applicable):																				
Telephone:	Relationship to person in Section 4:																				
How long at this address?:	Previous address if changed within last 3 years:																				
Type of accommodation (house, flat etc):																					
Owner occupier/rented/leased:																					

2. Particulars of spouse/partner																					
Surname:	NI Number: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																				
First Names:	Date of Birth:																				
Address (if different from applicant):	*Place of Birth:																				
	*Religion:																				
	Reason for separate address if applicable:																				
Postcode:																					
Telephone:																					

*Note: a number of charities give only to people born in a certain place; others give specifically to people of a certain religion.

3. Particulars of sons and daughters (including adults) and dependants				
Name	Date of birth	Living at home/away	Relationship to applicant	Employed/unemployed, or at school/college/university

4. Particulars of person on whom eligibility is based			
Surname when serving:		Date of Birth:	
Forenames:		Relationship to Applicant:	
Date of death (if applicable):		Cause of death (if applicable):	
Rank:		Service Number:	
Medals/Decorations:		Character on discharge:	
Type of Service: (Wartime/Regular/National Service/TA/Reserve/Other):			
Service in operational theatres:			
If POW, state country and period:			
Service/Corps/Regiment <i>(include split service with dates; include all Corps/Regiments; for Royal Navy give last ship/establishment; for RAF state Trade)</i>	Date of Enlistment	Date of Discharge/Transfer	Reason for Discharge
Verification of Service. Have Service details been verified? YES/NO			
If Yes by what means?			

5. If spouse/partner also served:			
Surname when serving:		Date of Birth:	
Forenames:		Relationship to Applicant:	
Date of death (if applicable):		Cause of death (if applicable):	
Rank at end of Service:		Service Number:	
Medals/Decorations:		Character on discharge:	
Type of Service (Wartime/Regular/National Service/TA/Reserve/Other):			
Service in operational theatres:			
If POW, state country and period:			
Service/Corps/Regiment <i>(include split service with dates; include all Corps/Regiments; for Royal Navy give last ship/establishment; for RAF state Trade)</i>	Date of Enlistment	Date of Discharge/Transfer	Reason for Discharge
Verification of Service. Have Service details been verified? YES/NO			
If YES, by what means?			

6. Details of civilian employment (even if currently retired or unemployed this will help with almonisation)					
	Name of Employer	Nature of Employment	Dates		Union or Trade Association, or type of business
			From	To	
Applicant's Employment					
Spouse/partner's Employment					

7. Monthly income and expenditure of household					
Monthly income	£	Monthly expenditure	£	Arrears	Office Use
Earnings		Mortgage			
Wages/Salary (Applicant)		Second Mortgage			
Wages/Salary (Spouse/Partner)		Rent (<i>less Housing Benefit – see Section 9</i>)			
Maintenance/CSA Receipts		Council Tax (<i>Less Council Tax Benefit – see Section 9</i>)			
Sub-letting, boarders etc		Gas			
		Electricity			
Pensions (applicant)		Magistrates Court Fines			
Service Retirement Pension		Maintenance/CSA Payments			
Service Invalidation Pension		Water rates/sewage charges			
Occupational Pensions		Telephone			
State Retirement Pension		TV/video/satellite/cable			
War Disablement Pension		Ground rent/service charge			
State Widows Pension/Bereavement Allowance		Buildings/contents insurance			
War Widows Pension/AFFP Pension		Other housing costs			
		Mortgage endowment policy			
Pensions (Spouse/Partner)		Life insurance			
Service Retirement Pension		Other insurance(s)			
Service Invalidation pension		Other fuel (<i>incl oil, coal, calor gas</i>)			
Occupational Pensions		Pension contributions			
State Retirement Pension		Housekeeping (<i>incl food, laundry, cleaning materials, newspaper, pocket money etc</i>)			
War Disablement Pension		Car costs (<i>incl insurance, MOT, running costs, tax</i>)			
State Widows Pension/Bereavement Allowance		Travel costs (<i>incl taxis and buses</i>)			
War Widows Pension/AFFP Pension		School meals/meals at work			
		Clothing			
State Benefits		Prescription/health costs			
JSA/Income Support (applicant)		Carer/childminder costs			
JSA/Income Support (spouse/partner)		Liabilities/debts (<i>from section 10</i>)			
		Other expenditure			
Disability-related benefits – specify					
Family/child-related benefits – specify					
Other benefits – specify					
All other income (eg contributions from other household members)					
TOTAL INCOME		TOTAL EXPENDITURE			

8. Savings and capital

Applicant's and spouse/partner's total savings (incl capital, investments, building society, bank): £

9. State Benefits

Is the Applicant in receipt of housing benefit? YES/NO

Is the Applicant in receipt of council tax benefit? YES/NO

Are enquiries about other benefits being made? If YES, which benefits?

10. Liabilities/Debts (incl secured loans, unsecured loans, HP, trading agreements, loans from family members)

Creditors	Date of purchase	Amount of contract	Weekly instalments	Total arrears of instalments	Amount outstanding
TOTALS					

11. Previous Assistance (from all sources including the Royal British Legion and SSAFA Forces Help)

Date	Amount	Fund	Nature of Assistance

12. Assistance Required

Type of Assistance	Estimated Cost	Contribution from client and family members

13. Declaration

- I declare that the information I have given in Sections 1 – 12 is to the best of my knowledge correct
- I understand the information I have provided will be used to process this application for assistance.
- I agree that the details on this form may be passed in confidence to other agencies, including the Benefits Agency and other charities, in the course of this application
- I authorise the Royal Naval Benevolent Trust to approach other agencies, including the Benefits Agency and other charities, on my behalf

Signature of applicant: _____ Date: _____

Signature of applicant's spouse/partner: _____ Date: _____

14. Other funds approached (Local, national, occupational etc with amounts requested/promised/received if known)

1:	4:
2:	5:
3:	6:

15. Caseworker's Report and Recommendations

Caseworkers are reminded of their responsibilities with regard to the Data Protection Act 1998. A copy of "Notes for Clients" or equivalent Fair Processing Notice should be left with the applicant.

AMOUNT REQUIRED: £

(Continue on page 6 if necessary)

Signature of Caseworker:

Date:

Name in Blocks:

Office Held:

Postal Address:

Telephone:

Cheques should be made payable to and sent to:

(Continued from Section 15)



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