1. **Fast track £150 uniform grant application form
Please email your completed form(s) to** **grants@ftct.org.uk** **with the following THREE documents:**1. A copy of your P45 or a redundancy notification letter from your employer (dated 2016)2. A copy of your P60 for 2014/2015 **or** a letter from employer confirming the length or your employment (*must be at least one year*) 3. Photocopies of a Child Benefit letter or a recent (within the last three months) bank statement showing Child Benefit payment into your account.

**REGRETFULLY, WITHOUT THESE DOCUMENTS WE ARE UNABLE TO PROGRESS YOUR APPLICATION.**

|  |  |
| --- | --- |
| **Child’s name (TO BE QUOTED IN ALL COMMUNICATIONS WITH US)** |  |
| **Child’s date of birth** |  |
| Applicants name |  |
| Relationship to child(Please circle) | 1 Parent 2 Carer 3 Grandparent 4 Other (please specify): |
| What is/was the start date and end date at [BHS] [Austin Reed] | From ……………………. …… to ………………………… |
| What is/was your job title?  |  |
| Your home address |  |
| Your mobile number |  |
| Your email address |  |
| Preferred payment method | BACS Cheque/postIf BACS please provide your account details:Account holder:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of Bank:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sort code: \_\_ - \_\_ - \_\_Account number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| How did you hear about this FTCT scheme | 1 FTCT website 2 BHS intranet 3 Magazine 4 Other (please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Staying in touch ….. | Please tick here if you **do not want** to be added to our mailing list  |

 **Declaration to be signed**I hereby declare that the above information is correct. The Data Protection Act is in place to make sure that organisations do not misuse personal information given to them. By signing this form both the applicant and FTCT agree to all information given by the applicant (including reports or additional information from professionals) being stored in FTCT’s manual filing system and computer database for the sole process of grant processing, analysis, monitoring and accounting. All information will be treated in the strictest confidence and not shared with a third party (other than as stated above) without the agreement of the applicant unless a child or vulnerable person is considered to be at risk, in this case information may be shared with relevant statutory services.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date received** |  | **Assessed by** |  | **Date and authorised by** |  |
| **Cheque number/transfer number** |  | **Grant conditions met?** |  | **Amount & date receipts received** |  |

**Signed:........................................................ Date:...............................**