



FIGHTING HIV&AIDS ONE STAGE AT A TIME

The Make A Difference Hardship Crisis Fund Income Request Form

The aim of the Make A Difference Trust Crisis Fund is to provide support to those in need who are (or have been recently) employed within West End Theatre and as a result of Coronavirus/COVID-19 are experiencing unexpected financial difficulties because of theatre closures or self-isolation, threatening their ability to earn income and pay monthly overheads.

Important information

- **Please** ensure that all sections are completed fully. Mistakes or omissions will cause delays to your application.
- **Please** ensure you are eligible to apply. If you are unsure, contact the office to discuss in confidence before submitting your application.
- **Please RETURN YOUR COMPLETED FORM and any submissions by email to:**
hardshipfund@madtrust.org.uk

What Happens Next?

Once an application is received by the Hardship Fund, it is recorded and filed securely and you will be sent a confirmation email.

- We will read and process your application and based upon the information provided make an initial assessment and recommendation towards outcome.
- The Make A Difference Trust will aim to assess applications as quickly as possible.
- Please ensure you provide as comprehensive an application as possible, to give yourself the best chance of success.
- Once a grant has been agreed or rejected your details will be securely filed and held under the charity's data protection and file retention policy.

Who is Eligible to Apply?

The Make A Difference Crisis Fund will only be able to support those who meet the following 4 criteria:

1. The Crisis Fund is designed to support those who are active working members (or recently active working members) within the West End Theatre industry. This can be in any aspect of the industry including Performance, Front of House, Back Stage and Stage Craft.
2. The Crisis Fund is there to support unforeseen emergencies and should only be used when all other avenues have been considered (including, but not limited to: Requesting Mortgage Payment Holidays, Universal Credit). The Fund cannot replace statutory funding.

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3. The Crisis Fund is designed to provide support to those industry members who are experiencing unexpected financial distress due to Coronavirus COVID19 and has been asked to self-isolate or their employing theatre has closed due to the Coronavirus or government requirements.
4. The Crisis Fund will prioritise those who have helped the Make A Difference Trust in their fundraising events including West End Bares, West End Eurovision, A Mad Drag Night, West End Christmas, MAD Cabarets and West End Bares Calendar.

If you are unsure about your eligibility to the Crisis Fund, then please contact the office to discuss in total confidence on 020 7231 9719.

Application Form

Please answer all the questions accurately and where you feel it to be appropriate, provide additional supporting information. All submissions received by the Make A Difference Trust will be treated in absolute confidence.

Your Details

Title: Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other (Please Specify) _____

Surname: _____

Forenames: _____

Professional name (If different): _____

Address: _____

City: _____ **Postcode:** _____

Contact Number: _____ **Email:** _____

Date of Birth: _____ **Age:** _____

Family Status: Single ☐ Married ☐ Civil Partnership ☐ Widowed ☐ Divorced ☐

Dependents: How many dependents under 16 years old are you responsible for: _____

Do your dependents live at the same address as you? Yes ☐ No ☐ N/A ☐

Residency Status: UK National ☐ Other EU National ☐ Work Visa ☐

Indefinite or Limited ☐ Student Grant ☐ Student Visa ☐ Other _____
Leave to Remain

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Please Give the Following Details of Your Current/Recent Employment:

All applications are kept in total confidence and The Make A Difference Trust will not make any contact with your employer.

Current (or recent) Employer(s): _____

Nature of employment: _____

Job Title: _____ **Time in current job:** _____

Total number of years worked within the entertainment industry: _____

Your Current Income

(income that you expect to receive now and until theatres reopen)

Please write clearly and accurately details of your **MONTHLY** household income:

Your take-home pay (after tax) £ _____

Your partner's take-home pay (after tax) £ _____

Any other income you receive from people living with you £ _____

Benefits you or your partner receives £ _____

Universal Credit <https://bit.ly/3c2Zzyu> £ _____

Incapacity Benefit/ ESA/ SSP £ _____

Child Tax Credit £ _____

Child Benefit £ _____

Child Maintenance £ _____

Pensions (State or work) £ _____

Attendance Allowance £ _____

Other (Please Specify) _____ £ _____

Total Monthly Income for Household: £ _____

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Unit 7 City Business Centre, Lower Road, London SE16 2XB. T. +44 (0) 207 231 9719 E. office@madtrust.org.uk
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Company No. 6546586 Charity Registration No. 1124014 VAT No. 934 3578 03



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Your Expenditure

It is important that you are both honest and realistic about your expenditure so that the Trust can make the most appropriate response.

Please write clearly and accurately details of your **MONTHLY** household expenditure:

Housing Costs:

Rent £ _____

Mortgage (consider applying for a mortgage payment holiday) £ _____

Your Council Tax (after any statutory benefits) £ _____

Utilities:

Gas £ _____

Electricity £ _____

Water £ _____

Telephone £ _____

TV/Satellite/Broadband £ _____

TV Licence/ Netflix/ Sky/ Other £ _____

Travel Costs £ _____

Work costs (not travel) £ _____

Food and Housekeeping £ _____

Childcare Costs £ _____

Health Related Costs £ _____

Debt Payments £ _____

Total Monthly Expenditure for Household: £ _____

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Other Funds

Have you applied for a Mortgage Holiday?

Yes ☐ No ☐ N/A ☐

Have you applied for a rent reduction from your landlord?

Yes ☐ No ☐ N/A ☐

Have you applied for Universal Credit ¹

Yes ☐ No ☐

¹ Please call the office if you require assistance with completing the application form for Universal Credit

Have you applied to Self Employed Income Support Scheme²

Yes ☐ No ☐

² <https://www.gov.uk/guidance/claim-a-grant-through-the-coronavirus-covid-19-self-employment-income-support-scheme>

Have you made an application to any other charitable fund(s):

Yes ☐ No ☐

Information on other funds available at <https://theatresupport.info/>

If yes, please state name of fund and amount Requested/Granted

Name of fund

£

Requested

Granted

Name of fund

£

Requested

Granted

Please use this space to explain the outcome of any applications made

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Please identify the support you are requesting. Maximum grant available is £200

Type of Bill:

Amount Requested

£

£

£

£

Supporting Information

Please complete this section as fully as you can. By providing the following information we can determine how best we can support you. In addition, this information helps to guide the work of the Hardship Crisis Fund in assessing and evaluating its operating criteria:

Please let us know which MAD Trust fundraising Event(s) you took part in (this includes World AIDS Bucket collection appeals) – the year(s) and Event name(s) would be most useful.

Have you considered all the other avenues of support and still find yourself in need of hardship funds? – if so, please explain:

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Your Bank Details

If your application is successful, please share your bank account details so we can make immediately payment.

Account Name:

Sort Code:

Account Number:

Your Declaration

I confirm that, to the best of my knowledge and belief, all the information within this form is complete and correct. I understand that the details of this application may be discussed with other grant-giving organisations.

I further understand that if information on this form is found to be knowingly incorrect, I may be ineligible to apply for future grants.

I agree to my details being shared with all other charities in the SOLT Theatre support initiative.

Signature:

(Just type your name)

Date:

(dd/mm/yy)

- **NB** If you need to install the FREE Acrobat Reader DC software that will allow you to easily fill-in this application form and save it, simply go to <https://get.adobe.com/uk/reader/>
- Click on "Download Acrobat Reader" (Do not click on the options for Chrome Extension or the Optional Offers).
- Double click on the downloaded "readerdc_uk_***_install.exe" file to install the free software. NB you MUST click save or save as to save the details you have entered on the form.
- Once installed you can delete the installation file that you downloaded.

Save your completed form and email to: hardshipfund@madtrust.org.uk

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