

**REFERRAL FORM**

**Please do not include any recipient’s personal details e.g. names, on this form.**

***Every section must be completed – if details are missing this will delay the application.***

**Email the completed form to:** [**cheerfulsparrows@gmail.com**](mailto:cheerfulsparrows@gmail.com)

**Before completing the following form, please note that Cheerful Sparrows Thanet is a ‘Charity of Last Resort’ and you must have tried other agencies first.**

**Agency of Referrer:**

**Name and Job Title of Referrer:**

**Referrer email:**

**Referrer Contact Numbers:**

**Mobile Number:**

**Telephone Number:**

**Agency Address:**

**If, *for any reason*, I am unavailable please contact my colleague:**

**Name:**

**Email:**

**Telephone Number:**

**Mobile Number:**

**SUMMARY OF REQUEST**

**(NB – Bedbug infestations - Certification of Clearance must be provided before any request is considered.)**

**Date of Request: Initials of intended recipient:**

**Town of intended recipient**:

**Items requested:**

**Total amount of money requested: £**

***(Please enclose a written estimate from the store/establishment or catalogue prices where possible. Remember to include, where appropriate, delivery, installation and removal of old item costs. Please check that the item is in stock.)***

***----------------------------------------------------------------------------------------------------------------------------------------------***

**You must answer the 2 Questions below:**

**1. Have you visited the family home? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. As The Cheerful Sparrows Thanet is a ‘Charity of Last Resort’, which other organisations have you tried and what were their responses? *(Please refer to the list of charities on the website. This list is not exhaustive)***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Household Information:**

1. Household:
   * Number of Adults aged 18 years and over : \_\_\_\_\_\_
   * Number of Young People aged 5 years to 17 years: \_\_\_\_\_
   * Number of Children under the age of 5 years: \_\_\_\_\_
2. Housing:

* Privately rented: \_\_\_\_\_
* Council or Housing Association: \_\_\_\_\_
* Other \_\_\_\_\_\_

1. For all adults in the family, please indicate the number who are:

* In work 30 hours or over \_\_\_\_\_\_\_
* In work for between 16 hours and 29 hours \_\_\_\_\_\_
* In work for under 16 hours \_\_\_\_\_\_\_
* Seeking work \_\_\_\_\_
* Caring for children \_\_\_\_\_\_\_\_\_
* In education or training \_\_\_\_\_\_\_\_\_
* Retired \_\_\_\_\_\_\_
* Other (Please detail) \_\_\_\_\_\_\_\_

1. Number of family members who are receiving:

* Personal Independent Payment \_\_\_\_\_\_
* Disability Living Allowance \_\_\_\_\_\_\_\_
* Employment Support Allowance \_\_\_\_
* Attendance Allowance \_\_\_\_\_\_
* Carer’s Allowance \_\_\_\_\_\_
* Universal Credit \_\_\_\_\_\_\_\_

**FULL DETAILS OF REQUEST :** (***Please give us as much information as you are able, to help the Trustees give full consideration to your request. Missing details will delay the application.)***

**N.B. No Application will be considered without the following authority.**

**DATA PROTECTION POLICY**

**Please note – this section must be completed to comply with our Data Protection Policy.**

**I, ……………………………………., the referrer making this request, confirm that should the application be successful, the recipient**

* **has agreed that the supplier may be given their name, address and telephone number, if appropriate, for delivery or estimate purposes.**
* **understands that this may also require their details being sent via an unsecure email if the item were to be bought from the Internet.**

**If your application is successful, as part of the agreement you, as the referrer, undertake to:**

* ***Liaise with their Cheerful Sparrows’ contact within five working days to make further arrangements.***
* ***Confirm when the delivery has taken place.***

**Please also read and note the following:**

* ***The safe assembly, installation and placement of supplied items is not the responsibility of Cheerful Sparrows Thanet Charity.***
* ***It is the responsibility of the referrer to request appropriate goods and to the best of their ability, oversee their proper use.***
* ***Where professional installation has been pre-paid by Cheerful Sparrows Thanet Charity, e.g. white goods, the item must be installed on delivery, as agreed, or it will be removed and returned to the supplier.***

***I have read and noted the above details ……………………………………. (Referrer’s name)***