# BEFORE YOU APPLY

**Referral Form**

* Please note we are a charity of last resort, so you **must** approach other support agencies first.
* Please complete ALL sections – any missing details may delay your application.
* Do not include any recipient’s personal details, such as full names or addresses.

Email the completed form to cheerfulsparrows@gmail.com.

# DETAILS OF REFERRER

Agency Name:

Referrer Name:

Job title:

Email:

Mobile:

Landline:

Agency Address:

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

Name:

Email: Landline: Mobile:

# SUMMARY OF REQUEST

*Note on bedbug infestations: We require Certification of Clearance before we can consider your request*

Date of request:

Initials of intended recipient:

Town of intended recipient:

Items requested:

Total amount requested: £

**Please ensure that you:**

* Enclose a written estimate from the shop or provide catalogue prices where possible
* Include costs for delivery, installation and removal of old items (where applicable)
* Check that the item is in stock

# Please answer the following questions:

1. Have you visited the family home?
2. As Cheerful Sparrows Thanet is a charity of last resort, please list the other organisations you have tried and the responses you received. (You can find a list of some other charities [on our website](https://www.cheerfulsparrows.org.uk/referrals).)

# HOUSEHOLD INFORMATION

**Household members**

No. of adults aged 18 and over No. of young people aged 5 to 17 No. of children under 5

**Housing type** *(please select)*

Privately rented

Council or Housing Association Other

# For all adults in the household, how many are:

In work for 30 hours or over

In work for between 16 to 29 hours In work for under 16 hours Seeking work

Caring for children

In education or training Retired

Other (please give details)

**Number of family members who receive:** Personal Independence Payment (PIP) Disability Living Allowance (DLA) Employment Support Allowance (ESA) Attendance Allowance

Carer’s Allowance Universal Credit

# FULL DETAILS OF REQUEST

Please give as much information as you can to help our Trustees consider your request fully. Missing details will delay the application.

1. **DATA PROTECTION POLICY**

Please complete the following section to comply with our Data Protection Policy or we cannot consider your application.

I,

j

the referrer making this request, confirm that if the application is successful, the recipient:

* has agreed that the supplier can be given their name, address and phone number (if applicable) for delivery or estimate purposes.
* understands that this may also require their details being sent via an unsecure email if the item is bought online.

Under the terms of this agreement, if your application is successful, you (the Referrer) agree to:

* Liaise with your Cheerful Sparrows’ contact within 5 working days to make arrangements.
* Confirm when delivery has taken place.

Please note:

* 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 (i.e. for white goods) the item must be installed on delivery as agreed, or will be removed and returned to the supplier.

I have read and noted the above details:

Referrer’s Name

Date of application