

# RSSWS

## Application Form



The Royal Society *for*  
*the* Support *of*  
Women *of* Scotland

<b>About the woman applying for support</b>		
<b>1 - Full Name</b>	<b>2 - Title</b>	
<b>3 - What name would you prefer us to use when speaking or writing to you</b> (eg, if your name is Mrs Pamela Smith, you might prefer to be called Mrs Smith, Pamela or just Pam)?		
<b>4 - Phone No</b>	<b>5 - Email</b> (please only use yours)	
<b>6 – What is your date of birth?</b>		
<b>7 - Home address</b> (please include your postcode)		
<b>8 - What is the best way for us to contact you</b> (please circle ALL that apply)		
Email	Post	WhatsApp
Phone	SMS	
<b>9 - Please use this box to tell us about where you live</b> (e.g., do you rent your home (and if so, from whom), do you own your home (and if so, do you have a mortgage), do you have a shared ownership arrangement, do you live with family or friends, etc?)		

### About Your Eligibility

The Society's Royal Charter states that we can only support single women, aged 50 or over, and who have lived in Scotland for at least the last 2 years. The following questions are important to help us to assess if you meet these criteria.

**10 - Does anyone live with you (even if only part-time)?** Please circle ONE and add details if required.

No  Yes*	* If YES, please use this box to tell us who lives with you, how old they are what their relationship is to you and how often they stay with you.
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**11 - How long have you lived in Scotland?** Please circle ONE and add details if required.

All your life  More than 15 years  Between 5 and 15 years  Less than 5 years*	*If LESS THAN 5 YRS, please use this box to tell us when you moved to Scotland, why you did so and where you were living before.
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**12 - Have you EVER been married (or in a civil partnership)?** Please circle ONE and add details if required.

No  Yes*	*If YES, please use this box to tell us how your marriage / partnership came to an end. Did your spouse / partner die, did you get a divorce, did you make a written separation agreement or did your marriage / partnership end some other way (if so, please explain)?
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### About your financial circumstances

The Society has limits on the amount of savings and income you can have in order to qualify for our support. As part of our assessment of your application we will need to ask you for details of your financial circumstances, but at this point in the process we are just asking only for general information.

**13 - Approximately how much money do you have in your bank account(s)?** If you have more than one account, please tell us the total for ALL your accounts. Please circle ONE and add details if required.

Less than £6,000	Are there reasons why the total in your bank account(s) is higher than normal, or do you have significant bills that you need to pay? If so, we may be able take this into account.
Between £6,000 and £16,000	
Over £16,000	

**14 - Do you have any investments or other assets (for example shares, premium bonds, other bonds, etc)?** Please circle ONE and add details if required.

No	*If YES, please tell us about these and give us an approximate value.
Yes*	

**15 - Do you own any property or land (not including where you normally live)?** Please circle ONE and add details if required.

No	*If YES, please tell us about this property, give us an approximate value and let us know if there are any reasons why it would be difficult to sell.
Yes*	

**16 - Please tell us if you receive ANY of the following benefits / types of income / pensions? Please tick ALL that apply.**

State Retirement Pension	
Pension Credit	
Personal / Works / Occupational pension	
Attendance Allowance	
Universal Credit	
ESA	
Carers Allowance	
Salary / Wages / Self-employed earnings	
DLA / PIP / Adult Disability Payment	
Child Benefit	
Grant from another Charity (please add the Charity(s) name below)	

**17 – Please tell us about any other kinds of income you receive** (eg child support, redundancy pay, sick pay, kinship carer payments, etc.).

**18 - Do you have any loans / debts or are there particular bills you are struggling to pay?**

If so, please tell us about ALL of these and tell us about any help or advice you have received to deal with them. If not, please answer "None" to this question.

**19 - If you have had problems with debts, are you subject to a Trust Deed, Bankruptcy or Insolvency Agreement (or are you likely to be in the near future)?** If so, please provide details. If not, please answer "No" to this question.

**About why you are applying for support.**

**20 - In your own words, please tell us about what has happened in your life over the past few years that has led up to you applying to the Society for support.** Please continue on a separate sheet if you need to. The more you can explain to us, the easier it is for us to understand your situation.

<b>21 - Who told you about the Society or how did you first find out about us?</b> Please tick the ONE that best applies.	
Internet Search (please add details below)	
Advertisement (please add details below)	
Social Work / Social Care staff	
Job Centre / Benefits staff	
CAB / Advice Service staff	
NHS Staff (inc Macmillan or Maggie's Centres)	
Housing Association / Dept	
Another Grant-making Charity (eg RSABI) (please add details below)	
Other (please add details below)	
<b>22 - Please add details of how you found out about us</b> (eg if you saw an advertisement, please tell us where you saw it, if you found us on the internet, tell us which website, etc).	
<b>Referrer details</b>	
If you have been helped with this form, it can be very helpful to know the contact details of the person who helped you in case questions arise while we consider your application.	
<b>A - Please give your (i.e. the referrer's) name, email and phone contact details and tell us how you know the woman who is applying for support.</b>	
<b>B - Please sign and date to consent to us holding your details</b> (see our Privacy Policy for details)	
<b>Supporting documents</b>	
We need to see information to support your application so please send us the following. Copies are fine, but if you send us original documents, we will return these to you by post. If you do not send us these documents, it will slow down our consideration of your application. Please tick each box to confirm you have enclosed the documents requested.	
Bank statements for ALL your accounts showing the transactions for the most recent 3 MONTHS that you have statements for.	
If you were divorced or formally separated, a copy of your divorce certificate or your separation agreement.	
A copy of your Birth Certificate or a <u>copy</u> of an alternative form of ID which confirms your Date of Birth (such as Driver's Licence or Passport – please do NOT send us originals of these as we cannot guarantee their arrival).	
A copy of your latest Council Tax Bill	

<b>Declaration</b>	
It is important that the Society has a complete and accurate understanding of your personal and financial circumstances so that we can apply our policies in a fair and consistent manner when deciding whether we can offer you support. It is also important that you understand aspects of the way the Society works. Please tick to confirm each of the following and then sign and date this application.	
The information I have provided, and any information I will provide in the course of the Society's assessment of my application, is both complete and accurate.	
I understand that all support from the Society is made at the Trustees' discretion. I recognise that this means that while the Society is pleased to be able to support women, it is under no legal obligation to do so and the Society's support may change or end if there is a change in my circumstances or indeed in the Society's.	
I have been made aware of the Society's Privacy Policy which outlines the care that the Society takes with my personal data and the way that it will use this. I acknowledge that the Society may update this policy from time to time and I know that I can find a copy of the most up-to-date version on the Society's website or they will send me a copy of this if I ask them to do so.	
<b>Signature</b>	
<b>Signed</b>	<b>Date</b>

**Please now:**

- Make sure you have completed all sections of this form
- Make sure you have included the supporting documentation we have requested
- Return this form (and the supporting documents) to:  
RSSWS, 14 Rutland Square, Edinburgh, EH1 2BD
- Complete the final section on the following sheet.





### Equal opportunities Information

The Society is committed to providing support in a fair and open way to women from all communities and groups in Scotland. You do NOT have to answer the following questions, but it will help us meet our high standards if you do so. Your answers will be used for monitoring ONLY and are NOT included in the information we use to make decisions.

**23 - How is your health in general?** Please circle ONE.

Very Good	Good	Fair	Bad	Very Bad
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**24 - What is your country of birth?** Please circle ONE and add details if needed

Scotland	*If ELSEWHERE, please give the current name of the country you were born in.
England	
N Ireland	
Wales	
Elsewhere*	

**25 - What is your ethnic group?** Please tick ONE

White - Scottish	
White - British	
White - Irish	
White - Other	
Mixed or Multiple	
Asian (inc Scottish or British Asian) – of Pakistani, Indian, or Bangladeshi heritage	
Asian (inc Scottish or British Asian) – of Chinese heritage	
Asian (inc Scottish or British Asian) – of Other heritage	
African (inc Scottish or British African)	
Caribbean or Black	
Other Ethnic Group	