



Helping Local People in Need

If you live in Uttlesford or surrounding villages and you are struggling to afford everyday needs following a change to your circumstances, a crisis or a disaster, Sophie's Fund could help. Sophie's Fund aims to support people to live independently or to help them cope when they have no money. Awards are usually up to the value of £50, but larger amounts will be considered in exceptional circumstances. Sophie's Fund is limited; therefore Trustees will prioritise need and may not be able to approve all applications.

Before you make an application to Sophie's Fund you may find it useful to seek independent advice. For example, Uttlesford Citizens Advice can help with benefit entitlements, housing queries, debt and budgeting worries. You can make an appointment by calling 01799 618840, Monday to Friday, between 9.30am and 3.30pm. The service is free and confidential. Sophie's Fund works closely with Uttlesford Citizens Advice and operates a fast-track decision making process for applications made via this service.

Alternatively you can make an application to Sophie's Fund using this form. You may receive a telephone call from one of the Trustees of Sophie's Fund to discuss your application in more detail before a decision is made. If an award is made it will be in the form of a voucher or a direct payment, for example to a service provider or retailer. If you apply directly to Sophie's Fund we are unable to make cash payments. We aim to get in touch with you within 3 days of receiving your application.

About You

Mr / Mrs / Miss / Ms:	Name:
ADDRESS:	Postcode:
	Telephone Number:
Email Address:	
What are the best times for us to telephone you, (morning, afternoon etc)? (Email contact will only be made in exceptional circumstances)	
Can we leave a message? YES / NO	

How can Sophie’s Fund help you?

Please tell us how much money you need:

Please tell us why you need help from Sophie’s Fund:

- Daily Living expenses
- Essential journey costs
- Essential repairs
- Moving home
- Replace damaged items
- New clothing or footwear
- Medication or medical supplies
- Setting up home
- Other emergency (please specify below)

Please tell why you need an award and us what you are worried about if you do not get one. (Please continue on a separate sheet if necessary).

How did you hear about Sophie’s Fund?

Please email your completed form to info@sophiesfund.org or post it to:
Sophie’s Fund
C/O Uttlesford Citizens Advice
Barnards Yard
Saffron Walden
CB11 4EB

Data Protection Act

In order for us to help you we need to ask you for your personal details. These details may contain sensitive data. To comply with the Data Protection Act (1998) we must tell you how we use this data and ask for your permission.

Permission to store your data.

We are required by law to ask for your permission to hold your personal details while we make a decision on your application.

Permission to share your data with other providers

Everything you tell us will be treated confidentially; however we may suggest that you go to another organisation for advice or support because they will be more able to help you with all or part of your problem. We may be able to refer you to another organisation; in this case it might help if we could also share some of the information that you have given us with the other organisation.

If you give your consent, you are agreeing that Trustees of Sophie's Fund may:

- Refer you to other service providers
- Share your personal information with other organisations so that they have initial information about you and your possible problems.

What is personal and sensitive data?

Personal data is data which can be used to identify you. This may include your name, date of birth, address, telephone number etc. Sensitive data is information related to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and /or convictions.

Where will you store my data?

Your application form will be stored on a secure web-based server, until a decision has been made. Once a decision on your application has been agreed, your application form will be deleted. Your application will be assigned an anonymised code for accounting purposes.

Can I withhold my consent?

We will not share your information with anyone else without your consent, unless required to do so by law.

I agree that Trustees of Sophie's Fund may hold my data for the purpose of considering my application.

I do not wish my details to be stored in any format for any period of time.