



## **'Cost-of-Living Grant' Eligibility Policy**

- **You must work or have worked professionally as an actor or stage manager, and have at least two professional credits\* on your CV.**
  - Credits\* must involve a **named role** for which **you received payment**.
  - Please refrain from submitting roles undertaken during training, acting studies, or work as an extra or stand-in, as they will not be accepted.
  - An up-to-date CV or Spotlight Pin must be provided.
- **You must normally be based in the UK.**
- **You have a low income, or you are struggling to pay for everyday essentials such as:**
  - Household bills
  - Kitchen Appliances
  - Food costs
  - Clothes
  - Energy costs
  - Sudden expenses
- **You have savings below £6,000** (do not include any savings set aside for your tax bill).
- **If you receive means-tested Government benefits (Universal Credit, Tax Credits, Income Related Employment Support Allowance and Housing Benefit), you will need to send proof of your current benefit award.**
  - For example, a screen shot of your Universal Credit award clearly showing your name and address, and how it has been calculated, or your tax credits or housing benefit award. *Examples below.*
  - If you receive means-tested Government benefits, you do not need to send any bank statements.
- **If you do not receive means-tested Government benefits, you will need to supply your bank statements from the last two months for all your accounts.**
  - Please send a PDF copy of your bank statements and make sure it clearly shows your name and address. *Examples below.*
  - If you receive means-tested Government benefits, you do not need to send any bank statements.
- **If you do not receive means-tested Government benefits and are living with a partner, you will need to supply their bank statements from the last two months for all their accounts.**
  - Please send a PDF copy of their bank statements and make sure it clearly shows their name and address. *Examples below.*
  - If you receive means-tested Government benefits, you do not need to send any bank statements.
- **If you do not receive means-tested Government benefits and are living with a partner, you will need to supply evidence of monthly/weekly income, including your partner's income (if applicable).**
  - Please note that if your partner has an income, your application will still be considered.
- **If asking for help with rent, council tax and/or energy arrears, a statement/proof must be provided.**
- **You must give a detailed reason for applying for the Cost-of-Living grant and the impact any grant awarded would make.**





## **‘Cost-of-Living Grant’ Eligibility Policy**

**We will be unable to process your application unless you supply the following:**

- Full theatrical CV or Spotlight Pin, including at least two professional credits.
- A completed application form.
- Proof of your current benefit award. For example, a screenshot of your Universal Credit award showing your name and address and how it has been calculated or your tax credits or housing benefit award and showing the calculation of how it has been assessed.
- If you **do not** receive means-tested Government benefits, a copy of your bank statements (ALL accounts) from the past two months. If you receive means-tested Government benefits, you do not need to send any bank statements.
- If you **do not** receive means-tested Government benefits and are **living with a partner**, a copy of their bank statements (ALL accounts) from the past two months. If you receive means-tested Government benefits, you do not need to send any bank statements.
- If you **do not** receive means-tested Government benefits and are **living with a partner**, you will need to supply proof of partner's income. (Please know that if your partner has an income your application will still be considered. There is a box in section 4 for you to provide any further information you think we need.)
- If asking for help with rent, council tax and/or energy arrears, a statement/proof will need to be provided.

### **Decision Making:**

- We will prioritise applications to those that prove they are in the most financial need.
- We will consider the applicant's financial situation and all financial support received from Government Benefits, Charities, and Councils.
- We will consider any savings, and we ask that these be declared.
- A Welfare Advisor assesses and reviews all applications, and additional information may need to be supplied.
- Please note that your application will not be considered if you have received a Cost-of-Living grant from the ABF in the last six months.
- Due to volume, we cannot discuss the reasons for a refusal. The grants available and eligibility criteria may change from time to time, so please check carefully before applying.
- If you meet the criteria and are ready to proceed, we warmly encourage you to apply.
- This grant will be open for applications the first week of each month (1st – 7th).



# IMPORTANT: SUPPORTING DOCUMENTS

## 1. BANK STATEMENT

**SuttonBank**  
Old-fashioned Innovation

**PDF File**

Contact tel 800-422-3641  
see reverse for call times  
Text phone 800-422-3641  
used by deaf or speech impaired customers  
www.suttonbank.com/

2 Post Alley,  
Seattle,  
WA 98101

**Account Summary**

Opening Balance	9985.50
Payments in	6000.00
Payments Out	3700.00
Closing Balance	12285.50

01 Apr to 29 Apr 2021

Account name: Mr John Doe  
Routing: 041215663  
Account number: .....1234  
Sheet Number: 1

**Your Bank Account details**

Date	Details	Paid out	Paid in	Balance
01 Apr 2021	<b>BALANCE BROUGHT FORWARD</b>			<b>9985.50</b>
01 Apr 2021	WINDIXIE FOOD MARKET	300.00		9685.50
03 Apr 2021	FPL BILL PAYMENT #ACH2133 CODE 343.0	70.00		9615.50
06 Apr 2021	FL DISTRICT DESIGN FL, 33313	200.00		9415.50
06 Apr 2021	PAYROLL PAYMENT 22765556 GRABBA GUMMY		2950.00	12365.50
08 Apr 2021	36ONLINE TRANSFER TRANSFER TO Property Priorities LLC ***_**8652	2000.00		10365.50
08 Apr 2021	ELECTRONIC DBT EMPLOYMENT DEVEL EDD EFTPMT 413020 1582349784 CCD		50.00	10415.50
10 Apr 2021	ELECTRONIC DBT T-MOBILE.COM PCS SVC 102620WEB	100.00		10315.50
12 Apr 2021	DEBIT CARD POS Luckys Food Market Plantation, FL POS 3435 #4235	280.00		10035.50
15 Apr 2021	ELECTRONIC DBT Xfinity 6034XFIN 13232 4367452 CCD	150.00		9885.50



PDF File  
Address  
Full Name  
Date (Full Month)  
Account Number  
Income clearly seen  
Expenditure clearly seen

**Transaction History**

Date	Details	Deposits	Withdrawals	Balance
3/4/2021	Deposit	\$6,500.00		\$321,534.00
5/4/2021	Cheque No. 131		\$1,150.00	\$320,384.00
5/4/2021	Bank Fees		\$3.00	\$320,381.00
8/4/2021	Transfer	\$2,780.00		\$323,161.00
10/4/2021	Deposit	\$16,050.00		\$339,211.00
11/4/2021	Cheque No. 133		\$3,400.00	\$335,811.00
11/4/2021	Bank Fees		\$3.00	\$335,808.00

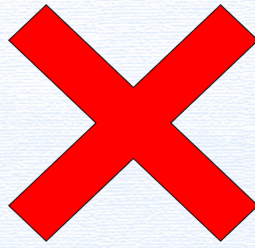
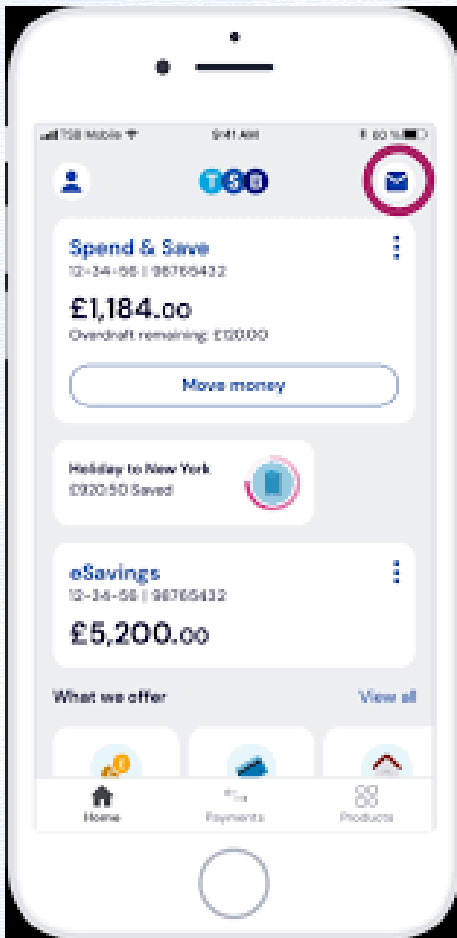


**Missing:**  
Address  
Full Name  
Date (Full Month)  
Account Number  
Do not accept Excel



# IMPORTANT: SUPPORTING DOCUMENTS

## 1. BANK STATEMENT



### Missing:

Address

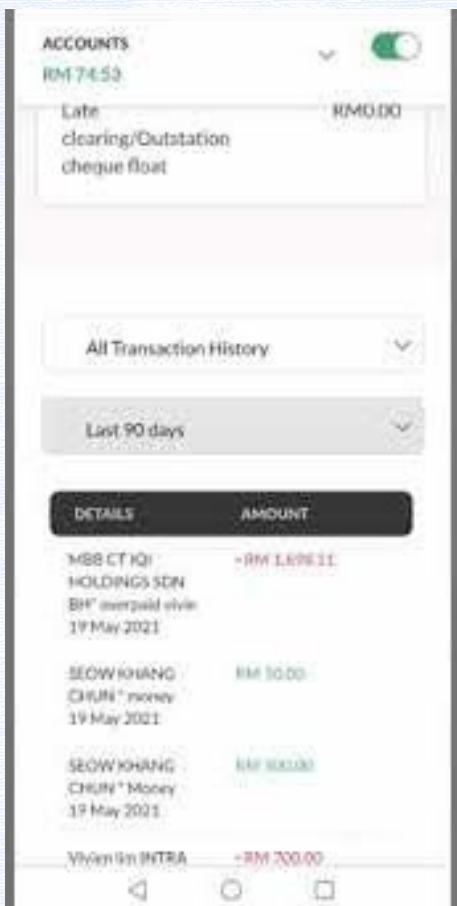
Full Name

Date (Full Month)

Monthly Income

Monthly Expenditure

Do not accept screenshots



### Missing:

Address

Full Name

Date (Full Month)

Cannot clearly see income

Cannot clearly see expenditure

Poor quality screenshot

Do not accept screenshots



# IMPORTANT: SUPPORTING DOCUMENTS

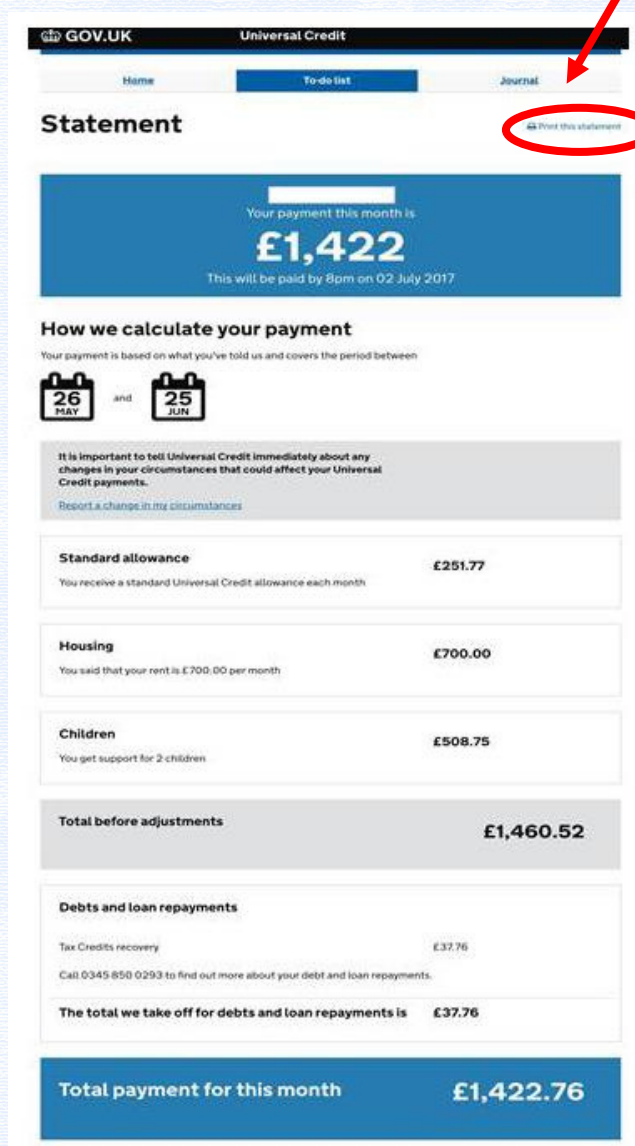
## 2. UNIVERSAL CREDIT STATEMENT

Below is an example of an acceptable Universal Credit monthly statement. The document you provide must show:

- Payment Period
- Claimant's name(s) and address
- All Allowances for the claimant's circumstances
- All Deductions for the claimant's circumstances
- Total payment for the month

The best way to provide this document is to download your UC statement by, logging into your Universal Credit account and go to the statement summary page. Then click into the most recent monthly statement, it will come up on the screen. You can then "Print to PDF" / "Save as PDF" You will have to save the document to your device (laptop, Computer or phone).

If you screenshot the images from your phone, YOU MUST copy all sections not just the Payment amount for the month. This will be time consuming and if unclear then it will not be accepted.



**GOV.UK** Universal Credit

Home **Journal**

**Statement**

[Print this statement](#)

Your payment this month is  
**£1,422**  
This will be paid by 8pm on 02 July 2017

**How we calculate your payment**  
Your payment is based on what you've told us and covers the period between

**26 MAY** and **25 JUN**

It is important to tell Universal Credit immediately about any changes in your circumstances that could affect your Universal Credit payments.  
[Report a change in my circumstances](#)

<b>Standard allowance</b> You receive a standard Universal Credit allowance each month	<b>£251.77</b>
<b>Housing</b> You said that your rent is £700.00 per month	<b>£700.00</b>
<b>Children</b> You get support for 2 children	<b>£508.75</b>
<b>Total before adjustments</b>	<b>£1,460.52</b>
<b>Debts and loan repayments</b>	
Tax Credits recovery	£37.76
Call 0345 850 0293 to find out more about your debt and loan repayments.	
<b>The total we take off for debts and loan repayments is</b>	<b>£37.76</b>
<b>Total payment for this month</b>	<b>£1,422.76</b>



# IMPORTANT: SUPPORTING DOCUMENTS

## 3. ENERGY, RENTAL AND COUNCIL TAX ARREARS

**Energy provider clearly seen**

**Full Name and Address**

**RICHBURNS**

**Date**

Date: 25/05/2012

**Account Number**

**Outstanding arrears clearly seen**

Dear Sirs,

Supply Address: Unit 4 Ashcroft Road, Accolam Furniture Components, Knowsley Industrial Park, Liverpool, L33 7TW

Customer Reference: 1000000000 / 1000000000

Outstanding Arrears: £36,775.39

We have been instructed by ScottishPower to collect your outstanding arrears. The above gas bill remains unpaid despite previous reminders.

It is now our intention to visit your premises on week commencing 31/05/2012 to collect payment of the outstanding balance. You will receive a charge of £42.00 on your account for the cost of this visit.

If you wish to prevent this you should ensure you contact us on 0208 477 4963 to arrange for the outstanding amount to be repaid before the date of the visit. Alternatively, you can make a payment or request a call back at a time that is convenient for you by visiting us at [www.payrichburns.co.uk](http://www.payrichburns.co.uk).

If you are having difficulties paying, or your business's circumstances have changed, please contact us as soon as possible as we may be able to help. We can discuss the payment options available to you, for example you could add the arrears onto a Direct Debit plan.

Should we not be able to come to an arrangement with you to repay the balance we will make an application for a Warrant of Entry, under the Rights of Entry (Gas and Electricity Boards) Act 1954, Section 2 (amended), from the Magistrates Court to enter the premises and disconnect the supply, or fit a Pay As You Go meter, dependent on your meter and supply type. You would then have to pay additional warrant costs of £200.00, as well as the outstanding amount and the cost of our first visit. Also, should your gas be disconnected, further costs of £55.00 and a security deposit will be charged for reconnection.

ScottishPower shares late payment information with credit reference agencies and if your bill is still unpaid after 3 months ScottishPower can register a credit default against you. If you do not pay, this may impact your ability to get credit or borrow money as a result. For example, you might not be able to obtain goods and services on credit or arrange a bank overdraft.

Yours sincerely,

*Rebecca Clark*  
Rebecca Clark  
Client Services Manager  
Richburns Ltd  
on behalf of ScottishPower

Other Support Available - If you are having difficulty paying, we can also direct you to Business Debtline who can give you free and independent debt advice. They will help you work out a budget and a plan for you to pay off your arrears. We will take their advice into account when discussing any repayment arrangement with you.

Richburns Ltd  
Telephone: 0208 367 1861  
Registered in England, Company Number: 12650515  
Registered Office: Third Floor, North House, 30 Edwards Way, Aintree, Liverpool, L15 3BE



Address

Full Name

Date

Account Number

Outstanding arrears clearly seen

Energy provider clearly seen

**Council clearly seen**

**LIABILITY ORDER**

**Full Name and Address**

**Haringey LONDON**

**Account Number**

**Date**

Council Tax account number: 1000378203X

Contact telephone number: 020 8469 3557

Date of issue: 14-JUL-2017

**Outstanding arrears clearly seen**

Address to which this notice refers:  
93 CAMPBELL ROAD LONDON N17 0AX

On Thursday 13th July 2017 at Highbury Corner Magistrates' Court, 51 Holloway Road, London, N7 6JA a liability order in the sum of £1016.17 was granted against you with additional costs of £115.00.

**A BALANCE OF £1131.17 IS OUTSTANDING AND MUST BE PAID IMMEDIATELY.** If you cannot pay this sum immediately you are required by law to complete and return the attached request for information form within the next 14 days. FAILURE TO DO SO IS A CRIMINAL OFFENCE AND WILL RESULT IN A FINE PAYABLE BY YOU.

**HOW A LIABILITY ORDER CAN BE ENFORCED:**

**Enforcement Agents:** The Council can use Enforcement Agents to recover the amount outstanding by removing and selling your possessions. You will be charged fees by the Enforcement Agents for each stage of the enforcement process. See table of fees overleaf.

**Attachment of Earnings:** The Council can order your employer to deduct money from your earnings and pay it direct to the Council.

**Deductions from Income Support, Job Seekers Allowance, Employment Support Allowance or Pension Credit:** The Council can order the Department for Work and Pensions (DWP) to deduct money from your benefit entitlement to be paid direct to the Council.

**Bankruptcy or winding up proceedings:** These proceedings can be undertaken by the Council when the amount outstanding is at a certain level. This may affect your credit rating.

**Charging Order:** If you own the property concerned, the Council can apply to have a charge raised against the property. This may lead to further action to enforce the charge, possibly by order for sale.

**Prison:** The Council can apply to the court for your committal to prison.



Address

Full Name

Date

Account Number

Outstanding arrears clearly seen

Council clearly seen





# CHECKLIST

If you meet the criteria and are ready to proceed, we warmly encourage you to apply.

**Please make sure that you have attached all of your supporting documents by putting a tick ☒ in the box, showing that you have read, understood and attached the correct supporting documents.**

**We will be unable to process your application unless you supply the following:**

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