Improving Lives.
Delivered by Charis



Application Advice

Our advice on how to apply for funding and how to upload the correct evidence



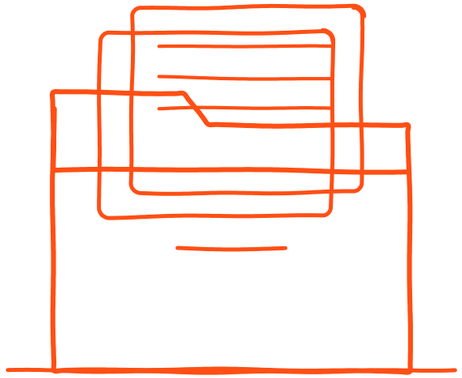
Getting started

You may be asked to send us evidence to support your application. Here's our advice on the best way to do this…

Preparation is key!

Before you begin your application

- Do you know your exact income and expenditure?
- Do you have all the right information?
- Complete a budget sheet with a FCA (Financial Conduct Authority) approved adviser
- Collate all your personal information and anything that relates to your circumstances



Use our evidence checklist on the right when you come to compile everything you need for your application.

Application evidence checklist

1.	Read carefully through this booklet	☑
2.	Check your evidence is within the correct year or period	☐
3.	Does it show your current address?	☐
4.	Does it show your name or someone in the household?	☐
5.	Does it show the amount of money you get?	☐
6.	Is the picture clear? No blurry pictures please!	☐
7.	Does it show your medical condition or diagnosis?	☐
8.	Is it on company headed paper or signed by a professional?	☐
9.	Is everything visible? We want to see the whole page	☐
10.	Upload your photos by the deadline or set a reminder	☐
11.	Enter your own…	☐
12.	Enter your own…	☐



Need a bit of help?

There’s always someone on hand to assist you.

Can't get online?
Ask a friend, neighbour, or visit your local library

Can't do it yourself?
Ask a family member, Citizens Advice or Support Worker

Can't find evidence of your benefit payment?
Ask Department for Work and Pensions, Pension Service or visit www.gov.uk

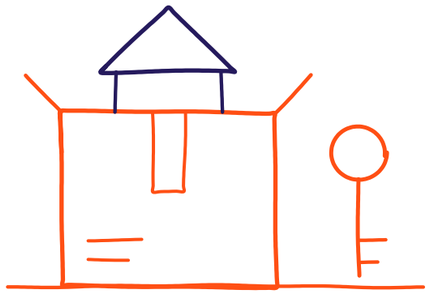
Can’t find income evidence?
Ask your employer or payment provider

Can’t find medical evidence?
Ask your GP for a patient summary which is free (avoid asking for a medical letter as you may be charged)

Can’t complete a budget sheet yourself?
Ask your nearest FCA approved adviser, you can find one on www.register.fca.org.uk

What to do if things change…

Don’t worry, we understand that these things happen, just let us know as soon as possible. You can upload or email us photocopies.



Power of attorney
We’ll accept the evidence with the Power of Attorney’s information on it, but you’ll need to upload proof of your address and a copy of the Power of Attorney document.

Moving or moved house
Upload a copy of the Tenancy Agreement or Council Tax letter.

Changed name or different name
Upload a copy of the Change of Name Deed Poll, Divorce Papers or Marriage Certificate.

Someone has moved in or out
Tell us who and when.

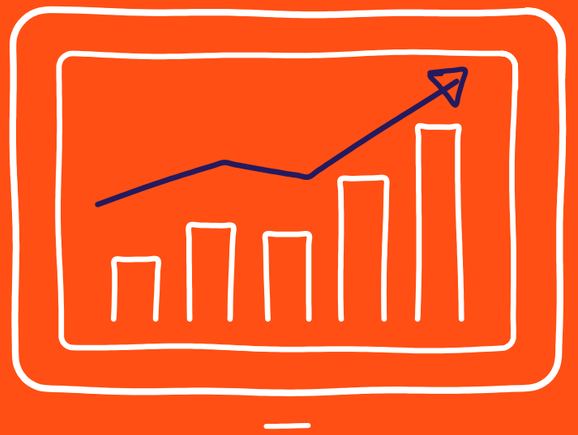
Job changes or income changes
Tell us what’s happened and upload a copy of your previous and current wage slips.

Ready to apply today?

We supply all the important criteria to help you make a successful application.

Quickly view which schemes are currently open and suitable for you today! You can also see which schemes are coming soon at:

improvinglives.uk



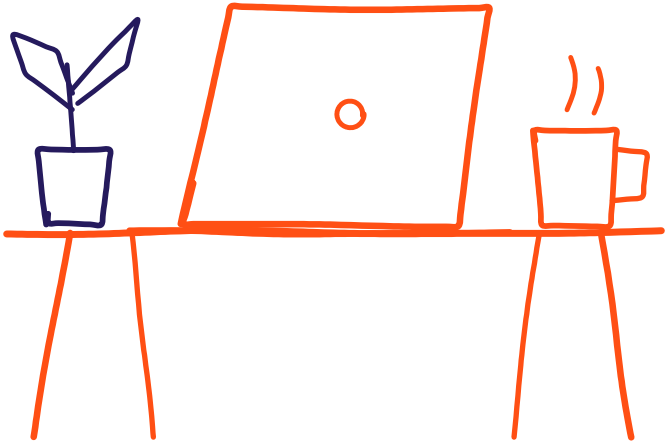
For more info, please:

Check the latest email or letter from us for contact details

Citizens Advice
www.citizensadvice.org.uk

Financial Conduct Authority
www.fca.org.uk

Frequently Asked Questions
improvinglives.uk/faqs



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