



'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 month for all your accounts.** *(1 month's worth of bank statements from 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 month for all their accounts.**
 - Please send a PDF copy of their bank statements and make sure it clearly shows their name and address. *(1 month's worth of bank statements from all their accounts) 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.**



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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 month (*1 month's worth of bank statements from all your accounts*). 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 month. 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 (1 month's worth of bank statements from all your accounts).



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 ← **Address clearly seen**

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

01 Apr to 29 Apr 2021 ← **Date (Full Month)**

Account name Mr John Doe	← Full Name	Rounting 041215663	Account number1234	← Account Number	Sheet Number 1
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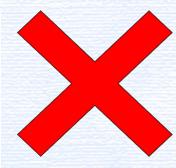
Your Bank Account details				
Date	Details	Paid out	Paid in	Balance
01 Apr 2021	BALANCE BROUGHT FORWARD			9985.50
01 Apr 2021	WINDIXIE FOOD MARKET	300.00		9685.50
03 Apr 2021	FPL BILL PAYMENT #ACH2133 CODE 343.0	70.00		9615.50
06 Apr 2021	FL DISTRICT DESIGN FL, 33313	200.00		9415.50
06 Apr 2021	PAYROLL 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

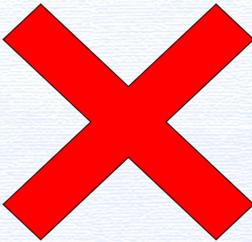
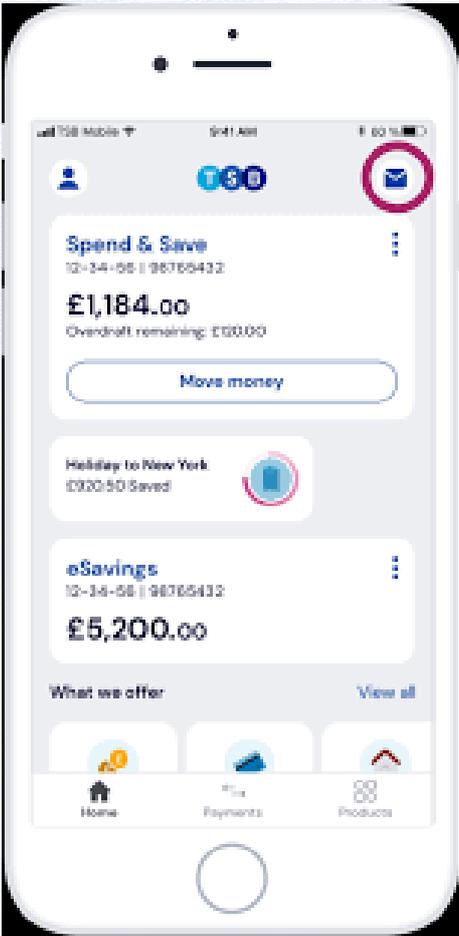
Date	Details	Deposits	Withdrawals	Balance
3/4/2021	Deposit	\$6,500.00		\$321,534.00
5/4/2021	Cheque No. 131		\$1,150.00	\$320,384.00
5/4/2021	Bank Fees		\$3.00	\$320,381.00
8/4/2021	Transfer	\$2,780.00		\$323,161.00
10/4/2021	Deposit	\$16,050.00		\$339,211.00
11/4/2021	Cheque No. 133		\$3,400.00	\$335,811.00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



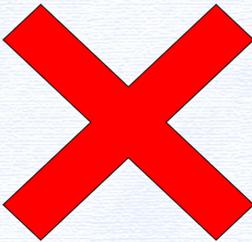
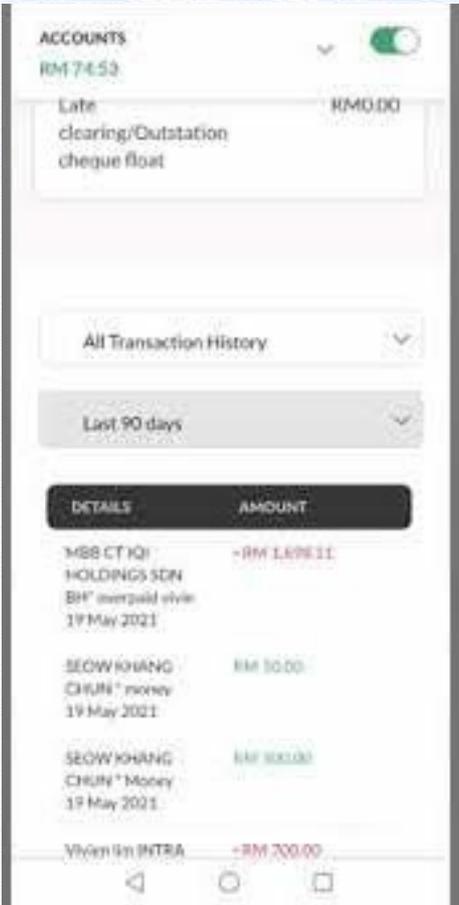
- Missing:**
- Address
- Full Name
- Date (Full Month)
- Account Number
- Do not accept Excel

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

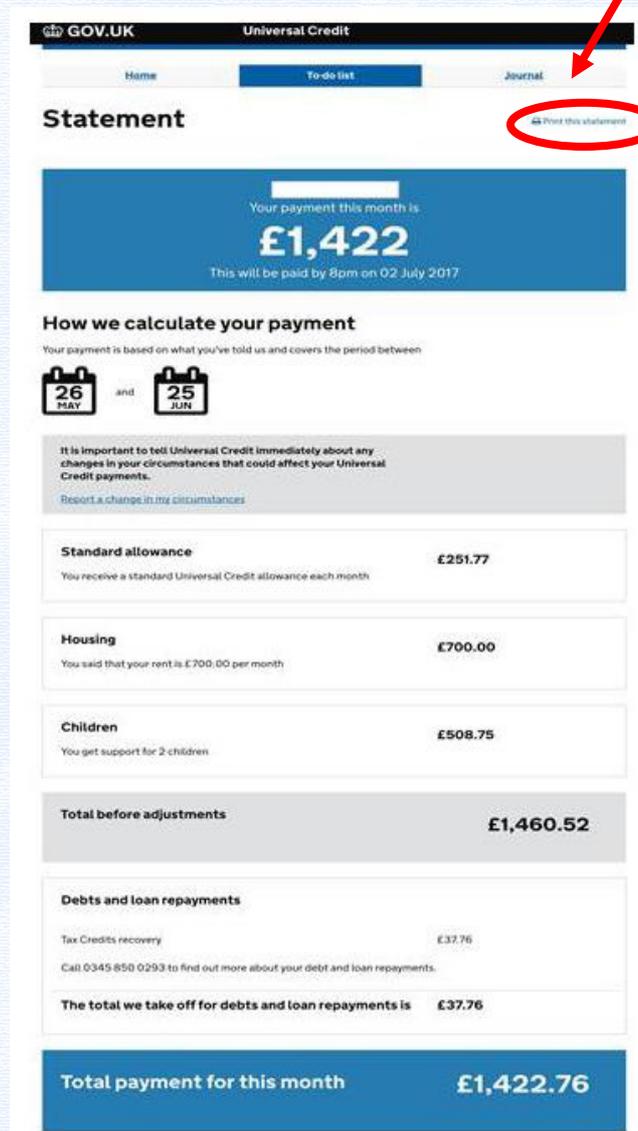
2. UNIVERSAL CREDIT STATEMENT

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.

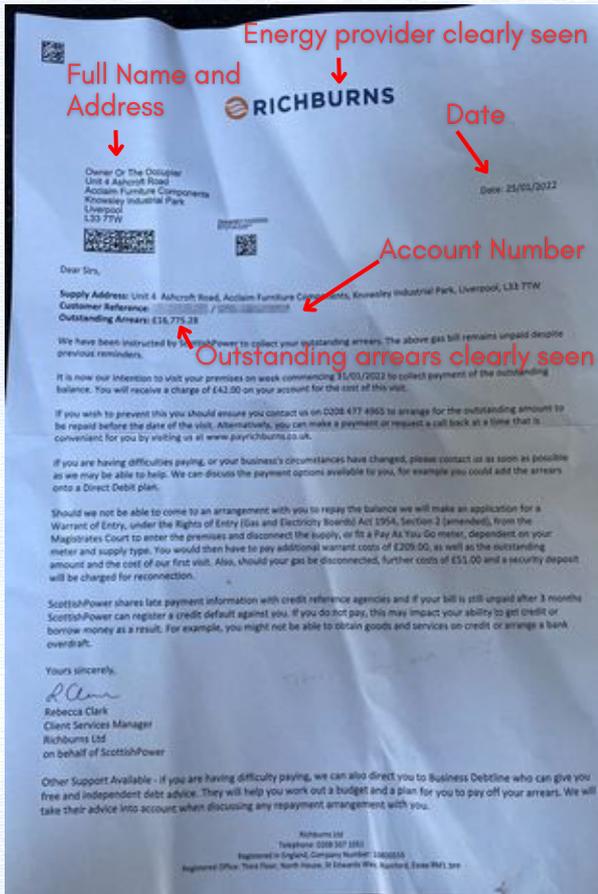


The screenshot shows a Universal Credit statement from GOV.UK. At the top, there are navigation links for 'Home', 'To-do list', and 'Journal'. The 'Journal' link is circled in red, with a red arrow pointing to it from the text above. Below the navigation is the 'Statement' header. A large blue box displays 'Your payment this month is £1,422' and 'This will be paid by 8pm on 02 July 2017'. Below this is a section titled 'How we calculate your payment' with a sub-header 'Your payment is based on what you've told us and covers the period between'. It shows a calendar for '26 MAY' and '25 JUN'. A warning box states: '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'. Below this is a table of allowances and deductions:

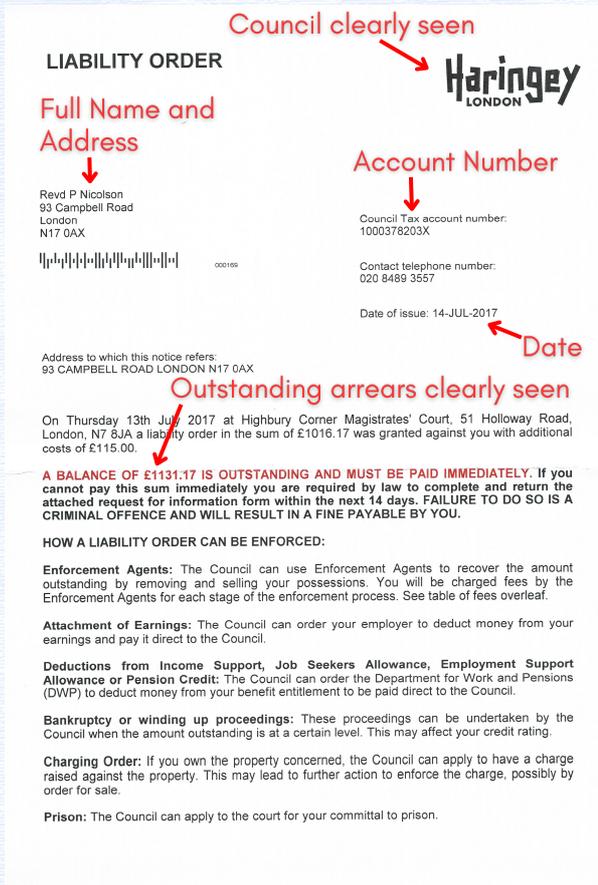
Category	Amount
Standard allowance	£251.77
Housing	£700.00
Children	£508.75
Total before adjustments	£1,460.52
Debts and loan repayments	
Tax Credits recovery	£37.76
The total we take off for debts and loan repayments is	£37.76
Total payment for this month	£1,422.76

IMPORTANT: SUPPORTING DOCUMENTS

3. ENERGY, RENTAL AND COUNCIL TAX ARREARS



Address
Full Name
Date
Account Number
Outstanding arrears clearly seen
Energy provider clearly seen



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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A completed application form.

Proof of your current benefit award, for example a screen shot of your Universal Credit award showing your name and address and how it has been calculated or your tax credits or housing benefit award.

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