**CONFIDENTIAL when completed**

**2023 The Folly Application Form**

**This form is for serving RAF personnel and RAF veterans applying for a break at The Folly.**

**Section 1 – RAF Service Details**

Please provide details of the individual who is serving or is a veteran.

|  |  |
| --- | --- |
| **Forename(s)** | **Surname** |
| **Address** | **Town** |
| **Postcode** | **Contact Number (in use during break)** |
| **Email Address** | **Date of Birth** |
| **Rank** | **Service Number** |
| **Have you had previous assistance from the RAFBF** |  |

**Section 2 – Lead Guest Details**

Please provide details of the lead guest unless it is the same as Section 1.

|  |  |
| --- | --- |
| **Forename(s)** | **Surname** |
| **Address** | **Town** |
| **Postcode** | **Contact Number (in use during break)** |
| **Email Address** | **Date of Birth** |
| **Relationship to the person who is currently serving in the RAF or is an RAF Veteran** |  |

**Section 3 – Other Guest Details**

The location capacity is eight and must not be exceeded for insurance purposes.

|  |  |
| --- | --- |
| **Forename(s)** | **Surname** |
| **Relationship to lead guest** | **Date of Birth if under 18** |
| **Forename(s)** | **Surname** |
| **Relationship to lead guest** | **Date of Birth if under 18** |
| **Forename(s)** | **Surname** |
| **Relationship to lead guest** | **Date of Birth if under 18** |
| **Forename(s)** | **Surname** |
| **Relationship to lead guest** | **Date of Birth if under 18** |
| **Forename(s)** | **Surname** |
| **Relationship to lead guest** | **Date of Birth if under 18** |
| **Forename(s)** | **Surname** |
| **Relationship to lead guest** | **Date of Birth if under 18** |
| **Forename(s)** | **Surname** |
| **Relationship to lead guest** | **Date of Birth if under 18** |

**Section 4 – Availability**

Please note we only offer one-week bookings with the changeover day on Mondays. All bookings are subject to Government restrictions. We allocate weeks fairly with priority given to those with welfare needs. We expect a high volume of applications which means availability may become limited. We cannot guarantee that we will be able to offer you a break.

|  |  |
| --- | --- |
| Please select your preference | Please select a week commencing on Monday |
| **First choice** |  |
| **Second choice** |  |
| **Third choice** |  |
| **I am flexible and would consider a cancellation** |  |

**Section 5 – Reason for Break Application**

To enable us to offer breaks according to a fair priority of need, please explain the reason for your break application. Please give a description of your circumstances including an indication of the need(s) and the urgency of the break:

**Section 6 – 2023 Fees and discounts**

The peak fee for summer and Easter holidays this year is £600.00 per week which can be discounted to £400.00. The off-peak fee this year is £475.00 which can be discounted to £275.00. For the discount to apply you must provide proof that you are in receipt of one the benefits below. Your entitlement letter must be no older than six months and if you do not have one then you can request this by calling The Department for Work and Pensions or printing the award from your journal if you are in receipt of Universal Credit. Please leave this section blank if you are not eligible for a discount.

|  |  |
| --- | --- |
| Means tested benefits | Please tick which one(s) apply |
| **Pension Credit** |  |
| **Universal Credit** |  |
| **Income Support** |  |
| **Income Related Employment & Support Allowance** |  |
| **Income Based Jobseekers Allowance** |  |
| **Housing Benefit** |  |
| **Working and Child Tax Credits** |  |

**Section 7 – Data Protection and Declaration**

Data Protection:

The RAF Benevolent Fund is committed to ensuring that we handle all data which we hold about you, in a safe, secure and responsible manner and in accordance with the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018.

The personal data submitted on this form, and any further supporting information we have asked you for, will be used for the following purposes:

* Assessing your application for a break
* For review when assessing any future welfare applications
* Monitoring the uptake of breaks
* Evaluating the way our break programme works and the impact it has

**Please tick this box if you agree to the RAF Benevolent Fund processing your personal data, including special category data, for the purpose of assessing this application for a break.**

**I agree**

For further information on how the RAF Benevolent Fund manages your data, and your rights, please ensure you have read the ‘Privacy Notice’ [here](https://www.rafbf.org/get-support/family-relationships/breaks-for-serving-families) and visit [www.rafbf.org/privacy](http://www.rafbf.org/privacy%20) which tells you how we will use, manage and store the personal data you have submitted in relation to this application.

Declaration:

I agree that:

* all the information provided in the application form is true and correct.
* I will inform the RAF Benevolent Fund of any change in my circumstances during the application process.
* the RAF Benevolent Fund reserves the right to undertake basic checks to confirm the veracity of the information provided.
* everyone whose details are included on this form have read, understood, and agreed to the above declarations.

**I agree**

|  |  |
| --- | --- |
| **Applicants Name** |  |
| **Date** |  |

**APPLICATION CHECKLIST –** It is important to provide us with proof of RAF service to enable us to process your application. A service check may be carried out if you are unable to provide this. Please attach your application to an email along with proof of RAF service and your means tested benefit entitlement letter (if applicable) and send to thefolly@rafbf.org.uk. To help us identify your application please type THE FOLLY BREAK APPLICATION and your NAME in the subject line.

**We are not responsible for the security of any emails you send to us while they are in transit.**