



## Guide to Completing Application Form for Disaster Relief

Hand Heart Pocket the charity of Freemasons Queensland, provides Disaster Relief assistance only when a natural disaster has occurred i.e. a cyclone or flood, and as a result a person is in need of benevolent relief.

Disaster Relief assistance can only be applied for as a one-off grant. If further assistance is required, a full Benevolence Assistance application form must be completed.

All sections of this form must be completed or marked N/A if not applicable.

### Applicant's Details – Section 1

This section provides details of who the assistance contributes to.

If you or your spouse/partner are currently unemployed, please record your previous occupation, the length of that employment and how long you have been unemployed for.

Part a) include details of the main applicant.

Part b) include the applicant's spouse or partner details.

Part c) include details of any dependents, or children the applicant may have. Please include any shared custody arrangements if this is applicable to your situation.

### Details of Disaster – Section 2

Part a) indicate what natural disaster has occurred.

Part b) explain specifically how this disaster has affected you. This should include information about water height or structural damage etc.

Please explain in as much detail as possible when answering this question as this will help us to process your application. Please attach a separate sheet if required.

Part c) Provide your temporary address and contact details, if you have temporarily relocated.



### **Verification Details – Section 3**

You do not have to be a Freemason or have a Masonic connection to apply for benevolence assistance. This section confirms if you have any connection, or affiliations with Freemasonry or that you have a responsible person in the community who is prepared to verify your application.

#### Part a)

If you are a Freemason, please complete part a) and disregard part b), part c) and then continue from section 4.

If you are not a Freemason, please skip part a) and move to part b).

#### Part b)

If you are a member of or affiliated with any other Masonic Order, please complete part b) and disregard part c), then continue from section 4.

If you are not a member of any other Masonic Order, please skip part b) and move to part c).

#### Part c)

If you have a Masonic connection, please complete part c) and then continue from section 4.

If you do not have a Masonic connection, please complete Section 4.

### **Applicant's Declaration – Section 4**

This is the final section of the application form and must be completed to ensure that we are able to assess and process your application.

Part a) is our statement to the applicant reaffirming that this application and the contents of this application are strictly private and will only be used to assess and process the application.

Part b) is the applicant's declaration to us that all of the information contained in the application form is correct and nothing has been intentionally omitted, or misstated. It is also the applicant agreeing to Hand Heart Pocket assessing their application and making any relevant enquiries, in order for us to assess this application.

Please note that qualifying for these payments may impact any benefits you are currently receiving from Centrelink. You will need to inform Centrelink of this additional assistance, if your application is approved.

These assistance payments could be assessable income for tax purposes, so please ensure you seek appropriate tax advice in preparing your annual tax return relating to the period of assistance.

## Application for Disaster Relief (Confidential)

All sections of this form must be completed or marked N/A if not applicable.

### Applicant's Details – Section 1

- a) Title:  Mr  Mrs  Ms  Miss  Other: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 First Name/s: \_\_\_\_\_ MI: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Residential Address: \_\_\_\_\_  
 Phone No: \_\_\_\_\_ Email: \_\_\_\_\_  
 Driver Licence No. \_\_\_\_\_ *Please attach a copy – front & back*  
 Marital Status:  Married  Single  Sole Parent  Widowed  De-facto Partnership  Separated

### Spouse/Partner Details:

- b) First Name/s: \_\_\_\_\_ MI: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Length of Partnership: \_\_\_\_\_
- c) Do you have any dependents?  Yes  No *(if more room is required please attach a separate sheet)*

Name	Relationship	Date of Birth	Year Level at School

### Details of Disaster – Section 2 (If more room is required please attach a separate sheet)

- a) Please indicate the type of disaster that occurred:
- Fire  Flood  Cyclone  Storm Damage  
 Drought  Earthquake  
 Other: \_\_\_\_\_

- b) Briefly describe how the disaster has impacted you and what loss was suffered?

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c) Have you relocated to a new address? *(please give details)*

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**Verification Details – Section 3**

*Note: You do not have to be a Freemason or have a Masonic connection to apply for benevolence assistance.*

a) Are you a Freemason?

Yes\*

No - please skip to part b)

Is this application being made through a Lodge? *Please note that all applications will be checked with the Lodge unless otherwise specifically requested by the applicant*

Yes

No - please state why

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Lodge Name and Number: \_\_\_\_\_

Name: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Your Date of Initiation: \_\_\_\_\_

Are you a member of any other Lodge/s or Royal Arch Chapter/s?  Yes  No

Please list details: \_\_\_\_\_

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***\*If you answered yes to part a) please proceed to Section 4***

b) Are you a member of any other Masonic Order such as Order of the Eastern Star?

Yes\*

No - please skip to part c)

Please list details: \_\_\_\_\_

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***\*If you answered yes to part b) please proceed to Section 4***

c) Do you have a Masonic Connection?

Yes\*

No

Name of Connection: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship with Masonic Connection (Friend, Family etc.): \_\_\_\_\_

***\*If you answered yes to part c) please proceed to section 4***

#### Applicant's Declaration – Section 4

##### a) Protecting Your Privacy

All information provided by you will be treated in accordance with our Privacy Policy and our obligations under the Privacy Act 1988 (COM), Information Privacy Act 2009 (QLD) and the Australian Privacy Principles (APP) and will only be used for internal assessment and processing purposes. You are entitled to request reasonable access to any information we hold about you. A copy of our Privacy Policy will be provided upon request.

##### b) Declaration

I/We declare that the information given in this application is true and complete and that no details have been intentionally omitted, or misstated. I/We understand that the information provided is used for the sole purpose of assessing and processing this application for Benevolence Assistance. I/We understand that it may be necessary for a representative of Hand Heart Pocket to make further enquiries regarding this application and may contact third parties in order to do so. I/We understand that our name and address may be provided to the contacts outlined in Section 6 in order to verify this application. I agree to repay any overpayment made of my providing incorrect information or my being found to being ineligible.

Please note that qualifying for these payments may impact any benefits you are currently receiving from Centrelink. You will need to inform Centrelink of this additional assistance, if your application is approved.

These assistance payments could be assessable income for tax purposes, so please ensure you seek appropriate tax advice in preparing your annual tax return relating to the period of assistance.

Applicant's Name	Signature	Date
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Spouse/Partner's Name	Signature	Date
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#### Bank Account Details

Account Name: \_\_\_\_\_

Bank: \_\_\_\_\_ BSB: \_\_\_\_\_

Account Number: \_\_\_\_\_