

How to complete the VRF Consent Form to avoid your application being returned

1. Don't use your own organisation's consent form or a note from the client

We can't accept your organisation's consent form. We also can't accept a note / letter from the client. We can only accept a completed, signed **VRF** Consent Form. This is because of General Data Protection Regulation ('GDPR'). We need to know that the client understands the Data Protection Privacy Notice on pages 1-3, and that they agree to the statement on page 4 of the form.

2. Use the current version of the consent form. We can't accept outdated versions. To avoid using outdated versions please don't save a copy. Always download the consent form either from our [Help Page](#) or from the application itself.

2a The Written Consent Form can be found in Section / Page 1 of the application form.

VRF Client Consent Form

Your client must be made aware that this application is being completed and submitted on their behalf. You must also explain how we will treat their confidential information.

Please see the [VRF Help page](#) for further information on how to complete the consent form.

Please obtain consent from your client **using the VRF consent form** which can be downloaded [here](#). **Please ensure the client has ticked the box on the form to confirm their consent** before scanning or photographing the form and uploading it below.

2b Only use Verbal Consent when the client isn't able or available to sign the Written Consent Form by hand themselves for personal, or practical reasons. The Verbal Consent Form from can be accessed by:

- Unticking the box 'I confirm that I have gained written consent from my client to make this application.' in Section/Page 1 of the application form.
- Ticking the box 'Please check the box below if your client is **not** able to give written consent for this application.'
- Download from the link.

I confirm that I have gained written consent from my client to make this application. I will upload the hand signed consent form below
My client has read the Data Protection Privacy Notice and they understand how St. Martin-in-the-Fields Charity will collect, use and store their data. I have explained this to my client and they have agreed to the Data Protection Privacy Notice.

Consent form upload

Please upload a scan or a photo of the completed client consent form below:

Choose your file(s)

File name

Date uploaded

Please check the box below if your client is **not** able to give written consent for this application.

Verbal consent form

Please download the alternative consent form here:

[Verbal consent form](#)

Continued/...

3. **Make sure the tick box on the Written / Verbal Consent Form has been filled in.** This is needed as confirmation that the client understands the Data Protection Privacy notice and that they give their consent.

VRF - Verbal Consent Form

This form is for **VERBAL CONSENT** and should only be used where the client is unable to give their written consent.

This Verbal Consent Form must be completed and signed by the Frontline Worker on the client's behalf. The form can be completed and signed electronically.

We cannot process your application unless this form is completed and signed and dated within the last 3 months.

A VRF grant is not guaranteed. We receive many applications daily, and don't have the funds to approve all of them. Our decisions are final.

Please provide a summary of why the client is unable to provide their written consent. You must demonstrate that written consent has been explored:

Verbal Consent Form:

The client has read/been read to this Data Protection Privacy Notice in full and they understand how St. Martin-in-the-Fields Charity will collect, use and store their data detailed in the section 1 of the Data Protection Privacy Notice. **(We cannot proceed with their application until they have confirmed their understanding of this notice.)**

(Please ✓ the box above if the client agrees to the statement)

VRF - Written Consent Form

This consent form must be completed, otherwise we cannot accept your application.

This form must be completed and signed by the client and it must be signed and dated **within the last 3 months** otherwise it will not be accepted.

A VRF grant is not guaranteed. We receive many applications daily, and don't have the funds to approve all of them. Our decisions are final.

I, _____ (Name of client)

have read this Data Protection Privacy Notice in full. I understand how St. Martin-in-the-Fields Charity will collect, use and store my data detailed in section 1 of the Data Protection Privacy Notice. **(We cannot proceed with your application until you have read and understood this notice.)**

(Place a ✓ in the box above if you agree to the statement)

4. If Verbal Consent is provided, please make sure that you fill in the text box giving the reason/s for this.

VRF - Verbal Consent Form

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This Verbal Consent Form must be completed and signed by the Frontline Worker on the client's behalf. The form can be completed and signed electronically.

We cannot process your application unless this form is completed and signed and dated within the last 3 months.

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(Please ✓ the box above if the client agrees to the statement)

5. **Make sure that written consent forms are signed in the clients handwriting.** Signatures must be in the client's own handwriting in the following formats:

- Handwritten directly on to the form
- Written using a mouse / touch pad / stylus
- A screenshot of the client's handwritten signature pasted into the form

We can't accept written consent forms with the client's name typed in by way of a signature with the following exception:

- Form is signed using 'DocuSign' (or similar, other software) where there is a label by the signature clearly stating that DocuSign / the relevant software has been used

6. **Fill in the signature date on the form.** We need to know the date the client gave their consent as we can't accept consent that is more than 3 months old.