

Consent Form Tips and Guidance: How to complete the VRF Consent Form to avoid your application being returned

We can only accept a completed and signed Emergency Grants (VRF) Client 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.

Where possible, please use our Written Consent Form to obtain written consent from the client (this is preferred).

- **If your client isn't available / able to give written consent**, please use our Verbal Consent Form
- Please 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.

We can't accept the following for client consent:

- Your organisation's consent form.
- A note / letter / email from you or the client by way of consent.

Please 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- We can't accept outdated versions.
- To avoid using outdated versions please don't save a copy.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.

1. Both the Written and Verbal Consent Forms can be downloaded from the first section of the application form as outlined below:

Actions ▾

Step 1 About the client

CLIENT CONSENT FORM

Client consent

Please download, complete and upload either a written consent form or verbal consent form confirming that your client has given permission for you to apply on their behalf.

Written consent is preferable where possible.

[Download the written consent form](#)

[Download the verbal consent form](#)

[Click here for tips on how to complete the consent form.](#)

* Upload consent form

Continued/..

2. **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 - 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)

I 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)

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)

3. 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

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

4. **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 accept the form 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
 - We **can't** accept written consent forms with the client's name typed in by way of a signature.
5. **Fill in the signature date on the form.** We need to know the date the client gave their consent.
 - We can't accept consent that is more than 3 months old.

Contacting us

If you have any queries about consent forms, please let us know: [Emergency Grants \(VRF\)](#).