



Benevolent Fund

Claim form for Community Member

**This fund is for severe hardship and financial loss
Please read the guidance notes overleaf before completing the form**

Applicants Name: Membership No:.....

Address: Length of Membership

..... Branch/Workplace

Postcode.....

Do you have Children (if yes how many) Are you married/partner/single.....

Are you a Carer Are you registered disabled

REQUESTED AMOUNT: £ (please state in GBPs the amount you wish to claim)	What specifically will the money be used for if your claim is awarded:
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REASONS FOR YOUR CLAIM – Please give in detail the reason for your claim, the particular circumstances you find yourselves in which led you to making a claim on the fund. Please understand that the BFC are not wishing to be intrusive, however the Committee needs to have relevant information to enable them to make an informed judgment and this claim will be kept confidential.
(please continue on separate sheet if necessary)

Are you in receipt of any of the following:- <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">No</th> </tr> </thead> <tbody> <tr><td>Company Sick Pay</td><td></td><td></td></tr> <tr><td>Statutory Sick Pay</td><td></td><td></td></tr> <tr><td>Incapacity Benefit</td><td></td><td></td></tr> <tr><td>Disability Benefit</td><td></td><td></td></tr> <tr><td>Child Tax Credit</td><td></td><td></td></tr> <tr><td>Family / Carer's Allowance</td><td></td><td></td></tr> <tr><td>Pension Benefits</td><td></td><td></td></tr> <tr><td>Single Parent Benefit</td><td></td><td></td></tr> <tr><td>Housing/Council Tax Benefit</td><td></td><td></td></tr> </tbody> </table>		Yes	No	Company Sick Pay			Statutory Sick Pay			Incapacity Benefit			Disability Benefit			Child Tax Credit			Family / Carer's Allowance			Pension Benefits			Single Parent Benefit			Housing/Council Tax Benefit			Give details of any other organisations you have approached for financial assistance or debt management advice. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">No</th> </tr> </thead> <tbody> <tr><td>Citizen Advice Bureau</td><td></td><td></td></tr> <tr><td>Jobcentre Plus</td><td></td><td></td></tr> <tr><td>Financial Advice Service</td><td></td><td></td></tr> <tr><td>Other</td><td></td><td></td></tr> </tbody> </table>		Yes	No	Citizen Advice Bureau			Jobcentre Plus			Financial Advice Service			Other		
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Guidance Notes for Applicants Completing Benevolent Fund Claim Forms

We understand that it may not be easy for you to make this claim, and we want to do all we can to assist you in your time of need, so if you follow these guidelines it will make your job easier, and help the Benevolent Fund Committee (BFC) to make an informed decision, and get help to you as quickly as possible.

- The Benevolent Fund has been set up to assist members who are in – ‘severe financial hardship’, and the Fund is available on the basis of donations agreed by the BFC, to members with at least one years membership, the claim has to be on an individual basis, and will be addressed specifically in relation to a members personal and family circumstances. Collective claims will not be considered, and please note the claim is not available to replace loss of wages, and is not available when other union benefits apply.
- The application form must be submitted to Community, Member Service Centre, Carpet Weavers Hall, Callows Lane, Kidderminster, DY10 2JG. An official will then contact you to discuss the application.
- Provide as much information as possible on the application form. The more information the BFC has regarding your circumstances, the clearer they can be in considering your claim, and the more chance you have of a successful outcome.
- You **MUST** be specific regarding the amount you are requesting, what it is for and the reason why. You should also provide details of your monthly household income and expenditure, details of any savings, assets and debts.
- Be specific about other organisations you have approached:
 - Who are they?
 - How have they responded? Is any solution pending from that source?
 - Why have you not applied to any other funding bodies?

Your claim to the union is very much last resort, you must provide evidence of all reasonable efforts made to claim from other relevant organisations (local authorities, benefits etc.)

Joe Mann MBE

Deputy General Secretary,

on behalf of the Benevolent Fund Committee