

Benevolent Fund (individual application)
Application form for Community members

Our benevolent fund is for members experiencing severe hardship or financial loss. Please take a moment to read the guidance notes before completing your application.

A bit about you

Your name:			
Branch/Workplace:			
Membership no.		Mobile no:	
Address		Postcode	

A bit about your situation

How much funding are you applying for?			
What specifically will the money be used for if your application is successful?			
Reasons for your application – Please give in detail your personal circumstances that have led you to apply to the fund. Please understand that members of the Benevolent Fund Committee are not wishing to be intrusive, however we do need to have relevant information to enable us to make an informed judgment and this application will be kept confidential. (feel free to continue on a separate sheet if you need to)			
		Please tick if you are in receipt of any of the following benefits:	
		Company Sick Pay <input type="checkbox"/> Statutory Sick Pay <input type="checkbox"/> Incapacity Benefit <input type="checkbox"/> Disability Benefit <input type="checkbox"/> Child Tax Credit <input type="checkbox"/> Family / Carer’s Allowance <input type="checkbox"/> Pension Benefits <input type="checkbox"/> Single Parent Benefit <input type="checkbox"/> Housing/Council Tax Benefit <input type="checkbox"/>	
		Please indicate any organisations you have approached for support:	
		Citizens Advice Bureau <input type="checkbox"/> JobcentrePlus <input type="checkbox"/> Financial advice service <input type="checkbox"/> Other (please specify) <input type="checkbox"/>	

BENEVOLENT FUND APPLICATION – FURTHER INFORMATION

Your name:

Your membership number:

Household income

Please provide full details of your own income, including any salary payments, welfare benefits or other income:

If you are currently absent from work, please provide details of your normal earnings:

(If applicable) Please provide full details of your partner's income, including any salary payments, welfare benefits or other income:

(If applicable) Please provide full details of any other household income:

Assets

Do you own your own home? If so, please provide an indication of value. Please also provide details of any outstanding mortgage or loans secured against the property.

Do you have any savings, shares or investments? If so, please provide details.

Do you have any other assets, such as possessions of high worth? If so, please provide details.

We are Community. The modern union for a changing world.

Expenditure

Please provide full details of your household expenditure. You may wish to consider the following:

	(£ per month)	(if applicable) Total amount outstanding
Mortgage payments		
Rent		
Secured loans		
Unsecured loans		
Pension contributions		
Credit card payments		
Savings/investments		
Council tax		
Electricity		
Gas		
Water		
Telephone/internet		
TV license/satellite TV		
Home/contents insurance		
Life assurance		
Motor insurance		
Travel expenses/vehicle running costs		
Child care		
Child maintenance		
Food & Clothing		
Entertainment		
Other (please specify)		

Debts

Please provide details of any other debts, which have not been explained so far.

Guidance Notes for Applicants Completing Benevolent Fund Application Forms

We understand that it may not be easy for you to make this application, 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 year’s membership. The application has to be on an individual basis, and will be addressed specifically in relation to a member’s personal and family circumstances. Please note that donations are not available to replace loss of wages, and are not available when other union benefits apply.
- The application form must be submitted to Community, Member Service Centre, Suite 7/8, 2nd Floor, Elgar House, Green Street, Kidderminster, DY10 1JF. An official will then contact you to discuss the application.
- Please 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 application, and the more chance you have of a successful outcome.
- Please be specific about 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 and how have they responded? Is any solution pending from that source?
- Please provide as much documentary evidence in support of your application as you are able. If you are able to provide copy wage slips and bank statements to show your recent income and current financial position, then please do so. If you are asking for a donation to assist you with the payment of a specific cost, then please provide documentation in support. For example, if you are in arrears with your rent or mortgage, you should try to provide a letter from your landlord or mortgage provider confirming the amount of arrears on your account. Other evidence of severe financial hardship might include such documents as overdue utility bills, letters from creditors, Court Orders or a notice of eviction.
- If in doubt, please contact our Service Centre team on 0800 389 6332 and ask to speak to an adviser.