

EMERGENCY GRANT APPLICATIONS

The charity is able to consider payment of an Emergency Grant up to a maximum of £150 ahead of receipt of a full application in certain circumstances. Wherever possible, this is arranged in liaison with the Branch and authorisation is sent via email for the Treasurer to make a cash payment to the member on our behalf which is then reimbursed once the full application has been received.

Previously, requests for payments were made via email by the Branch Welfare Officers, but the application process has now changed. The Branch is asked to complete a brief application form with the member (attached) and forward this either by scanning/email or fax. We also require confirmation of the current amount in the member's bank account(s) and those of his/her partner if applicable. This is usually in the form of a bank statement, but a cashpoint print-out is also acceptable.

Applications will receive a response within two hours (often less) and payment arranged if an Emergency Grant can be agreed. In cases where the Branch is unable to make the payment on behalf of the charity, the Casework Team will discuss alternative payment methods directly with the member to ensure that they receive the assistance as quickly as possible.

An Emergency Grant can only usually be considered when one or more of the following apply:

- The member and partner/family (if applicable) do not have food available for the next three days;
- There is no money available for pre-payment gas/electricity meters if this is the method of payment for fuel;
- The member and/or immediate family members (if applicable) are unable to meet essential travel costs to work/school/hospital during the next three days.

If member's emergency grant application is successful, member will not be eligible to apply for another Emergency Grant in the future;

Please ensure that Branch Welfare Officers and Branches are aware of this procedure for Emergency Grants.

Please note this form is not on the website, any queries contact support staff