**WESTBURY FRIENDLY SOCIETY**

**2020 Coronavirus Support Fund**

**A Guide for Applicants – Individuals and Families**

**Introduction**

Friendly Societies were originally formed to provide an early form of social security and would help members when they hit hard times. The Westbury Friendly Society was founded in the late eighteenth century and is one of only five remaining in Somerset. Currently, many people’s finances have been affected very badly by the coronavirus situation, and continuing with tradition, a support fund has now been established to help residents of the Westbury-sub-Mendip parish.

Anyone who is experiencing temporary financial difficulties as a result of COVID-19 may apply. You do not have to be a member of the Friendly Society.

This document sets out:

* the eligibility and criteria for application
* what will and will not be supported and
* how to apply.

**This application form and notes apply to individuals and families. Those seeking financial support for local voluntary organisations should use the separate form for organisations**

**Who can apply?**

Applications will be considered from any individual who: -

1. has been ordinarily resident in the parish of Westbury-sub-Mendip for the last twelve months
2. is self-employed or employed and has lost income owing to Covid-19
3. is over the age of 18 and has a UK bank account for payment
4. is not a full-time student
5. currently has a household income of less than £15,000 pa

Note: In accordance with (a) above, applications will not be considered from residents of Westbury-sub-Mendip on behalf of family members who do not live in the parish of Westbury-sub-Mendip.

**How to apply**

All applications must be made to the Chairman of the Friendly Society (ts15abs@gmail.com) in the first instance, using the form below. Your application will be dealt with in the strictest confidence. The small Grants Committee will review your application and give a response within 10 days.

If your application is successful you will be asked you how you would like to receive the funding.

**What will be supported.**

The Friendly Society has limited resources. This support scheme is designed to provide interim assistance to those members of our community who currently are experiencing financial difficulties.

* We are unable to replace your income. We aim to provide one-off short-term support towards **immediate and essential** living expenses (food, bills etc.).
* Consideration will be given to all applications received. The Friendly Society has limited funds, and therefore they cannot guarantee that all sums applied for will be met in full.
* We aim to support cases of genuine financial difficulty where other sources of funding are not available or, are not available in time to meet current need.
* We will only be able to consider one application per household.
* In addition to making grant payments, we also aim to help people find information on longer term sources of financial assistance, and organisations who are able to provide support with health, emotional or other difficulties resulting from the crisis.
* There is a list of other sources of funding on the village website which will be kept updated. A copy of the document as at 25.04.2020 is attached here for ease of reference.

**Support for applicants**

Individuals considering applying may find it helpful to talk through their circumstances in confidence with an advisor who can:

* help with completing the application,
* suggest additional potential sources of financial support and
* advise on other types of support that may be available.

To access this support please leave a telephone or text message on **07851 227855** giving your telephone number and saying that you would like to talk about financial support. Someone will ring you back.

**Policy for the Protection of Personal Data**

The Grants Committee managing the Coronavirus Support Fund on behalf of Westbury Friendly Society is committed to protecting the rights and privacy of all residents applying for support.

The Data Protection Act 1998 (DPA) and General Data Protection Regulations govern the use of information about an individual’s personal data.

We acknowledge that to access this programme you will be providing Westbury Friendly Society with personal information. We take the responsibility for keeping this information secure and confidential.

The information you provide will be used to assess whether the Westbury Friendly Society can provide interim financial assistance to you. All applications will be allocated a unique reference number to ensure identifiable information is anonymised.

We will not share your personal information with any other organisation or body.

Information received will be stored electronically with access secured under password protection. On conclusion of the Assistance Programme all information stored will be deleted.

**Westbury Friendly Society – Application for Financial Support - Individuals & Families.**

Please complete the form below giving as much detail as possible and return to the Chairman of the Friendly Society at ts15abs@gmail.com or by hand to Orchard Court, Wells Road, BA5 1EX

|  |  |
| --- | --- |
| *Name* |  |
| *Address* |  |
| *Email* |  |
| *Telephone Number* |  |
| **Please note that the information above will be kept strictly confidential**  |
| 1. How has COVID-19 changed your financial circumstances?
2. What is the immediate financial need? ( eg a specific bill, an essential repair, money for household essentials for next 3 weeks (to top up foodbank provision)
3. What size grant are you asking for? (Eg £30 per week for 3 weeks = £90)
4. How will this contribute to meeting your current needs? Eg this will enable my family to eat healthily until we are in receipt of Universal Credit
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|  |
| Amount applied for |  |
| Have you applied for, or had help from any other organisation? For example, food banks, or council tax relief from Mendip District Council?  |
|  |
| Signature – I confirm that all details are accurate, and I consent to Westbury Friendly Society holding my data for the purposes of applying to the support fund.  |  |