



Application for Financial Assistance

Guidelines to Applicants

Before completing the application form, please read the notes carefully below. When you have completed the application form, you should detach these notes and keep them for your reference.

Can we help you?

The Care Professionals Benevolent Fund will only consider applications for financial assistance from people who satisfy the following criteria:

- Worked within the Care Profession in the UK. We will only consider applications from people where they have been directly employed in the industry (e.g. they ran a care home) or where their employees main role was the provision (e.g. they worked at a care home in any capacity)
- Worked during one of the following three time frames:
 - Currently working within the industry
 - Have worked for one continuous year in the past five years
 - Have worked for seven years in their lifetime

Further guidance can be obtained on the definition of the Care Profession from our offices or website.

Reason for application

The Care Professionals Benevolent Fund are not at present able to consider applications for:

- Education related costs, such as private school fees, fees for educational courses, student loan repayments or student maintenance.
- Most private medical treatments
- Legal Costs
- Care fee shortfalls

Please note that no applications can be considered until all statutory sources of funding have been considered.

Supporting Documentation

ALL applications need to be supported in writing by an independent third party, who can confirm your situation and need for the assistance you are applying for.

See below, for a list of common requests:

- Debts - a letter will be required from a specialist debt advisor (e.g. Citizens Advice Bureau) - this will need to outline how the debt arose and what has changed in your circumstances to prevent the same situation arising again. A full breakdown of your debts and payment schedules will also be needed.
- Furniture - a letter will be required from an organisation that has can confirm your need for the items listed. They will need to have visited your home. In addition, quotes from reputable suppliers for such items will be needed.
- Medical - where assistance is needed for the purchase of medical equipment or for help with your day to day living costs due to ill health, we will require a letter from your doctor or consultant, who can confirm that your health

problems are sufficient to merit the item stated and that this item has been assessed as suitable to your specific needs. We will also need confirmation of how long the medical professional has known you.

- Housing Repairs/Alterations - we will need a letter from a specialist housing organisation - this will need to confirm that the request falls outside of statutory funding and/or if any such funding is available for part of the application.
- Rent and/or Deposit for a tenancy - we will require a letter from a specialist housing advisor (e.g. Shelter) or a tenancy support worker. This will need to confirm that you are not eligible for social housing and detail the reasons why and also provide a guide as to the likely cost of suitable housing to meet your requirements.
- Funeral Costs - prior to this being considered, you will need to have approached the Social Fund. In the event that they are unable to meet these costs, we will require a copy of their decision letter and a copy of the funeral directors bill/costs.

ALL applications will also be required to submit proof of your household income and savings

For this, we will accept independently certified copies of any of the following:

- A letter from the DWP/Pension Service giving a breakdown of your income
- A recent pay slip
- The last FULL month's bank statement - showing your benefits/wages/pensions (Last quarterly statement for Post Office Direct Payments)

We will also require a photocopy of a recent statement or latest page of a savings book for any savings that you may have.

Completing the Application Form

It is important that you include as much information and detail as you can when completing the application form and any omissions can adversely affect your eligibility for assistance.

In particular, we will require from you:

National Insurance Number(s)

This should include details of both yours and your spouse/partner (if applicable)

Work History

As your eligibility for assistance is based on your/your spouse or partner's work within the Care Profession, we require as much detail as possible of your work within the profession.

This should typically include:

- Old payslips (including the name of the company)
- References from previous employers
- Letters from previous employers
- Photographs of you at work

Please contact us if you do not have these documents, so that we may discuss other options.

Reason for Application

It is important to include as much information as possible about your circumstances and the type of assistance you are seeking, as this will help us to assess your application as quickly as possible.

In particular, it would be helpful if you could outline:

- How our assistance would improve your situation
- What changes you have made (if applicable), so that the situation will not occur again

Please note that we are unlikely to consider reimbursement for an item

Declaration Statement

Please note that we cannot process any application if this section is not dated and signed by you (and your spouse/partner where applicable)

Application Process

- Applications will be considered by the Trustees within 2 weeks
- A written notification of the decision will then be sent to you, including the reasons why we cannot help with your request, if appropriate.

Applying Again

- If you have previously received financial support from The Care Professionals Benevolent Fund, then we cannot usually consider a further grant for a year from the date of the previous grant notification letter.
- If a previous request for assistance was refused, please contact us before applying again and we will advise if your request can now be considered.
- If you are seeking help with something that we have previously contributed to you will need to explain what has happened to the original item or why you need this help again
- If we have previously helped with debts, it is unlikely that we will assist with them again. If this situation applies to you, please contact us before completing an application form.