

Shian Housing Association Ltd

Welfare Fund Tenants Application



Shian Housing Association's Welfare Fund exists to support tenants and residents. Decision on the allocation of funds will be made by the Welfare Fund Panel. Funds may be allocated to individual tenants who would benefit from some financial assistance. This could be for essential items of furniture for new tenants or tenants that are moving on from a Supported House or for items that would enhance the lives of a group of tenants e.g. gardening equipment or play equipment. The aim is to make a contribution where no other funding could be obtained or in circumstances where tenants need additional assistance to meet the cost of purchasing essential items.

CRITERIA FOR FUNDING

1. The maximum grant amount that can be awarded to an individual is £200.
2. Priority will be given to applications that address the needs of vulnerable tenants, older tenants, the unemployed and young people. (You will need to provide evidence in support of your prioritised needs).
3. Applicants are advised to approach other agencies in the first instance.
4. The funds cannot be used to fund items that are the responsibility of other external agencies or funding streams e.g. disabled adaptations, communal decorations or household improvements. Neither will the funds be made available for items that are not considered essential e.g. personal audio equipment, decorating.
5. Wherever possible direct payments will be made to the supplier. However if this is not possible payments will be made:
 - (a) Directly to applicants, by two instalments, into the applicants' bank account. The first instalment will be paid on approval and the final payment will be made after a valid receipt has been provided.
 - (b) For applicants who do not hold a bank account, payment will be made by cheque which can be cashed

at Shian's nominated bank, paid in two instalments; the first payment will be paid on approval and the final payment will be made after a valid receipt has been provided.

6. Applications by tenants must clearly indicate what the grant is for, how the grant will be spent, over what period of time and how it will benefit them.
7. Applications which demonstrate additional financial support has been obtained from other sources are still welcome but grants will only be awarded if it can be clearly shown that further funds are required.
8. Tenants who have had prior successful applications will not be excluded from applying again if they are in need of further assistance, however, they cannot do so within 12 months of receiving a grant. Where a further application is made, priority will be given to new applications where no funds have been awarded in the past.
9. Applications agreed and amounts awarded will be determined by the amount of funds available at any given time.
10. Once final payment has been issued, applicants will be asked to complete our feedback form detailing how the fund has benefited them and any other comments (i.e. whether they appreciate receiving the welfare fund).

PROCEDURE FOR AWARDING GRANTS

1. All applications will be anonymous to avoid individuals being identified against their wishes.
2. All decisions must be made using the above criteria.
3. Both successful and unsuccessful tenants will be notified of any decision made in respect of their application.
4. If the tenant does not have a bank account, wherever possible direct payments should be made, or a cheque issued to the tenant who can be cashed at the Shian's nominated bank.
5. A valid receipt will need to be provided to ensure that the grant has been spent on the items detailed in the application.
6. Misuse of the grant will exclude tenants from making further applications and a refund will be required.

SHIAN HOUSING ASSOCIATION LTD



WELFARE FUND - APPLICATION FORM

Tenant Name:	
Tenant's Address:	
Tel No:	

Amount Requested:	
--------------------------	--

What is the grant for?

Direct Payment to	
Bank Account Name:	
Bank Name:	
Bank Account No:	
Sort Code:	

If you do not have a bank account please specify the name, address and contact number of whom payment should be made to:

Payee Name	
Address	
Tel No:	

Give reasons why you feel you should be awarded with a grant?

Continue on blank page if you need to.

I agree to the abide by the terms stated in the Shian Housing Association Ltd's Welfare Fund and agree to refund any payments which have been misused.

Signed Dated

OFFICE USE ONLY

Grant Agreed	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Amount Agreed	£
--------------	------------------------------	-----------------------------	---------------	---

Authorised: Date

Print Name:

Authorised: Date

Print Name:

SHIAN HOUSING ASSOCIATION LTD



WELFARE FUND - FEEDBACK FORM

Tenant Name:	
Tenant's Address:	
Tel No:	

Amount Issued:	
-----------------------	--

What was the grant used for?

What did you think of our process for apply for payments from our welfare fund and are there any improvements you feel we could make?

Are there any other comments you would like to make?

Tenant's Signature:		Dated:	
----------------------------	--	---------------	--