



COVID-19 Financial Assistance Fund

Shian Housing Association's COVID-19 Financial Assistance Fund exists to support tenants and residents who have been affected by the pandemic. Decision on the allocation of funds will be made by the COVID-19 Financial Assistance Fund Panel (hereafter called "the Panel"). Funds may be allocated to individual tenants who would benefit from some financial assistance. The aim is to make a contribution where no other funding could be obtained or in circumstances where tenants have been affected by the Coronavirus.

Criteria for funding

The maximum grant amount that can be awarded is £100.

This fund is exclusively for tenants who have been affected by the Coronavirus pandemic. Priority will be given

- Applicants who have suffered job loss due to pandemic
- Tenants who have been engaging with Shian's team
- Tenants who incurred additional expenses i.e. utility cost during the lockdown period
- Tenants who complied with the conditions of Tenancy Agreement
- Tenants who did not have rent arrears or have complied with a rent arrears payment plan prior to COVID-19
- Vulnerable tenants who required additional support
- Key workers who incurred additional expenses i.e. transport cost to their workplace

Applicants should be advised to complete a simple form by themselves and they can seek assistance from Shian team member(s) in completing the form.

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.

Wherever possible direct payments will be made to the supplier. However, if this is not possible payments will be made:

Amount for Funding

The funds can only be given in the form of shopping vouchers i.e. Tesco or Sainsbury. 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 with the 9 months of their 1st application. Where a further application is made, priority will be given to new applications where no funds have been awarded in the past. The allocation of fund will be based on household members

- £50 for a single person
- £75 for a family with one child
- £100 for a family with two or more children

Procedure for awarding grants

If a Tenancy Services Officer identifies a tenant who would benefit from a grant an application form should be given to the tenant to complete or help them in completing the form

All applications will be anonymous to avoid individuals being identified against their wishes.

All decisions must be made using the above criteria.

Both successful and unsuccessful tenants must be notified of any decision made in respect of their application.

If an application is successful it must be approved by at least two members of the Panel.

SHIAN HOUSING ASSOCIATION LTD

COVID-19 Financial Assistance - APPLICATION FORM

Tenant Name:	
Tenant's Address:	
Tel No:	

Amount Requested:	
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What is the grant for?

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

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 COVID-19 Financial Assistance 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	£
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Authorised: Date

Print Name:

Authorised: Date

Print Name:

SHIAN HOUSING ASSOCIATION LTD

COVID-19 Financial Assistance -PANEL FEEDBACK FORM

Tenant Name:	
Tenant's Address:	
Tel No:	

Panel Members	1. 2. 3.
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Was the grant agreed?	
YES <input type="checkbox"/>	NO <input type="checkbox"/>

If yes, are there any restrictions on use of fund?

If No, give details why access to funds was denied?

Panel Chair		Dated:	
Panel Member		Dated:	
Panel Member		Dated:	