

Durham Martyrs Parish Hardship Fund Information Sheet.

Please read all of the following information before completing your application.

1. This Hardship Fund is to assist parishioners, and their families in the parish catchment area, suffering short term hardship.
2. After submitting your application, the Hardship Fund Assessment Panel will review your application and make their decision as soon as possible.
3. The maximum grant that the fund offers is normally £300. However, we are able to provide a larger amount in extenuating circumstances. In these cases, further documentation or information may be required.
4. All decisions made by the Hardship Fund Assessment Panel are final.
5. Information will be provided with alternative avenues of support

The panel members as of April 2024 are: Tom Harrison, Joe Hughes, Chris Mclean, Tony Power and Emma Turnbull with support from Fr Colm Hayden

Important:

- Your application will only be considered if you answer all the appropriate sections
- Carefully read the Data Protection statement below.

Confidentiality

Applications are seen only by those people directly involved in the work of the Hardship panel

Statement on Data Protection

The information you provide will be used only for the purposes of the administration of the above funds. It will be used by persons connected with the operation of these funds (e.g. administrators and treasurer). The information will be treated with sensitivity and in confidence at all times. It will normally be held for seven years and will then be destroyed. If you wish to see information that is held about you please contact the Parish Secretary.

Alternative Support

There are many other places you can turn to for advice and support during this difficult time.

The list below details examples of websites and contacts of organisations who are there to support you with free, confidential advice.

If your circumstances have changed as a result of Covid19, you may be entitled to universal credit support (financial), you may however just want clarification around mortgage or rent breaks and/or your legal position.

Citizens Advice Bureau

www.citizensadvice.org.uk

Telephone number 03444 111 444 Monday – Friday 9.00am until 17.00 pm – Check your phone provider is any cost attached – majority of cases it will be free within your mobile allowance.

Free advice and support given by trained advisors around such areas as benefits available, furlough, applying for universal credit, debt and housing queries.

North East First Credit Union

<https://nefirstcu.co.uk/>

Step Change

www.stepchange.org

Telephone number 0800 138 111 Monday – Friday 8.00am until 20.00pm. Sat 8.00am until 16.00pm.

Calls are free.

You can use webchat on their site also.

Stepchange are a registered charity that have provided free expert debt advice for over 25 years and currently help 650,000 people a year resolve their financial problems via this route. They also provide some guidance around mental health during these difficult times.

If you are worried about your finances, Step changes free guides can help you get the support you need.

- [Dealing with redundancy and debt](#)
- [What to do if your income has reduced](#)
- [Your complete guide to furloughing](#)
- [Dealing with rising energy bills](#)
- [Coronavirus, debt and your mental health](#)
- [What to do if you need urgent help with money](#)
- [Changes in circumstances due to coronavirus](#)

Other useful websites include:

www.gov.uk/coronavirus

www.gov.uk/universalcredit

Durham Martyrs Parish - Application for support from the Hardship Fund

Part 1: Your Personal Details

Please complete all parts

Your Title		
Your first name(s)		
Your Surname		
Your date of birth		
Your full address		
Postcode		
Telephone number(s)	Daytime:	
	Evening:	
	Mobile:	
Do you live:	Alone	
	With Dependent	
	With a partner/spouse?	
	With parents/guardian?	
What ages are your dependants?		
	Age	School (If applicable)
Dependent 1		
Dependent 2		
Dependent 3		
Dependent 4		

Part 2: Employment

Your Employment Details

Are you currently employed?	Yes	No
If so are you:	Full Time / Part Time	N/A
During the Covid-19 Outbreak have you been furloughed?	Yes	No
If so, at what percentage?		
Have you been made redundant during or due to the Covid-19 Outbreak?	Yes	No
If so, when?		

Your Partner's Employment Details: If you live alone, are a single parent or are the only income source for your household please move onto part 3.

Are they currently employed?	Yes	No
If so are they:	Full Time/ Part Time	N/A
During the Covid-19 Outbreak have they been furloughed?	Yes	No
If so, at what percentage?		
Have they been made redundant during or due to the Covid-19 Outbreak?	Yes	No
If so, when?		

Part 3: Financial Information

<u>Before the Covid-19 Outbreak</u> how much disposable income (after bills, rent, food etc.) did your household have each month?	£
How much disposable income (after bills, rent, food etc.) does your household have each month <u>currently</u> ?	£
Do you have any savings?	
Are you currently in the process of repaying any loans?	

What is the amount of financial support you require from the Hardship fund?	£
---	---

Part 4: Statement of need

Please state your need in a short supporting statement below

Large empty text area for providing a statement of need.

Part 5: Payment Details

Please provide details of the bank account into which the funds can be transferred if your application is successful.

Bank	
Branch	

Name on the Account	
---------------------	--

Sort Code						
-----------	--	--	--	--	--	--

Account Number									
----------------	--	--	--	--	--	--	--	--	--

Part 6: Declaration

I declare that the information that I have given on this form is correct and complete to the best of my knowledge.

Your name (CAPITALS)	
Your Signature	
Date	

Once completed the form should be posted, hand delivered or sent electronically to:

St Joseph's Church, Mill Lane, Gilesgate, Durham, DH1 2JG

E: secretary.stjandstg@btconnect.com
durhamsaints@outlook.com

Web: www.durhammartyrs.co.uk

All postal and hand delivered applications should be marked (HFPAN) in the top left hand corner of the envelope.

Approval (Internal use only):

<u>Yes</u>	£
Finance Chair Advised	Date
Confirmation Payment Made	Date