

# Crisis Fund Application Form



These guidance notes must be read carefully in conjunction with the information on our website. Please visit [www.kingston.gov.uk](http://www.kingston.gov.uk) for more information.

Awards for emergency support in a crisis are strictly discretionary. This means that the Council has the choice as to whether to make an award and will consider each application carefully based on the circumstances of each individual.

If you have made a claim for benefits from the Department for Work and Pensions (DWP) then you will need to contact them to either claim a Short Term Benefit Advance (STBA) if you have not yet received your benefit payment or Budgeting Loan instead. You will need to provide evidence to show that you have done this.

To claim a STBA or Budgeting Loan please call 0345 608 8545.

## **The DWP are responsible for awarding the following:**

- Sure Start Maternity Grant
- Cold Weather Payments and Winter Fuel Payments
- Funeral Payments

## **If you are in a crisis and you have dependents or disabilities**

If you feel you are in a crisis situation and you are under 18 or are under 25 and have previously been in care and have children, you should contact us on:

- 020 8547 5004 (during office hours)
- 020 8770 5000 (outside office hours - which is 5pm-9pm week days, 24 hours at weekends and bank holidays)

If you have:

- physical disabilities or difficulties due to frailty - associated with being an older person
- difficulties with your health, hearing or sight or learning disabilities

- difficulties with everyday needs like washing, dressing, preparing meals
- been allocated a social worker or have mental health issues
- indicated that you may have or are likely to suffer harm by someone else or feel unsafe

you should contact us on:

- 020 8547 5005 (during office hours)
- 020 8770 5000 (outside office hours - which is 5pm-9pm week days, 24 hours at weekends and bank holidays)

If you are in crisis as a result of a disaster or emergency situation we may be able to help you. We have a small fund to help those who are in crisis. **We do not offer cash payments.** Instead we may:

- provide food bank vouchers or sometimes issue food parcels directly
- provide vouchers for essential recycled furniture, furnishings and white goods which are needed to prevent serious risk to your health or safety, or that of your family's health or safety
- provide help with school uniform costs

The fund is very limited and so we need to prioritise those with the greatest need.

**To apply for help from our Crisis Fund you should:**

- live in the Royal Borough of Kingston upon Thames and have lived here for at least the last six weeks, or
- have been housed outside of Kingston borough by the council, within the last six months, or
- if you are leaving prison and will be living in the Kingston borough, or
- be in exceptional circumstances, such as urgent family relocation, for example through domestic violence or other crisis or the need to move unexpectedly

**You should also:**

- be aged 16 or over
- have not received crisis support within the last 12 months
- be in crisis as a result of an emergency or disaster (a disaster is a major fire, flood or explosion but not a small fire in one room or a leak from a washing machine)
- receive one of the following benefits: Income Support, Income based Jobseeker's Allowance, Employment and Support Allowance (income-related), Pension Credit or Universal Credit other than the Housing Costs component (you may also be eligible if you are about to leave an institution or care home within six weeks and be likely to get one of these benefits).

**How we decide what we can assist you with**

Upon receipt of your fully completed application, a Senior Officer will look at all of the information that you have provided before deciding if we can make an award. We may need to contact you if further information is required at this stage. As there is very limited funding we cannot make an award in every case. Therefore, it is important that we have as much information as possible in order to fully assess your situation as quickly as possible.

## Privacy Statement

This application and all documents related to this application will be treated in line with the Data Protection Act 1998 and may be shared within the authority and with other authorities. Any data deemed to be 'sensitive personal data' under the Act will only be disclosed to third parties as necessary for the operation and administration of the scheme and to other organisations where necessary to establish entitlement or otherwise as required by law. Kingston Council's full Privacy Notice can be found on the Council's website at [www.kingston.gov.uk](http://www.kingston.gov.uk)

Before you begin your application, please tick the box to confirm that you have fully read these

guidance notes.

## Crisis Fund Application Form

This form should be filled in **by the person who is making the application.**

If you find it difficult to fill in this form, someone else can fill it in for you.

If you are filling in this form for someone else, **tell us about them** throughout the form and also **complete this page.**

Please use ink. Fill in the form by fully answering all the questions and requests for information. **Your application may be delayed if we do not have all the information we need.**

### For people filling in and signing the form for someone else

Are you completing this form for someone else?

**No** Please make sure that you have answered all of the questions.

**Yes** Please tell us about yourself below

**I am their Social Worker**

**I am their Resettlement Officer**

**I am their appointee**



**Other (please detail below)**

**If you are completing this form for someone else please fill in your details below so that we can contact you if we have further questions:**

Title (Mr, Mrs, Ms, Miss): Forename: Surname:
Address (or agency name, such as CAB)
Job Title
Telephone Number:  Email address:

**These questions are about the person who is in crisis**

Do you have a partner?      **YES / NO**

By “partner” we mean someone of the same or opposite sex that you live with as a couple. You may be married or in a civil partnership or living together as if you were husband and wife or as if you were civil partners.

<b>You (the claimant)</b>
Title (Mr, Mrs, Ms, Miss): Forename(s): Surname: Date of birth:
National Insurance Number:
Address you wish to claim for, including full postcode:
Telephone Number:  Email address:

<b>Your partner</b>
Title (Mr, Mrs, Ms, Miss): Forename(s): Surname: Date of birth:
National Insurance Number:
Address you wish to claim for, including full postcode: (please write SAME if same as the claimant)
Telephone Number:  Email address:



**About your income:**

Allowances and Benefits	Yourself		Partner	
	weekly	Monthly	weekly	Monthly
Income Support	£		£	
Jobseeker's Allowance	£		£	
Employment and Support Allowance	£		£	
Universal Credit (excluding Housing Costs)	£		£	
Disability Living Allowance	£		£	
Personal Independence Payment	£		£	
Attendance Allowance	£		£	
Carer's Allowance	£		£	
Child Tax Credit	£		£	
Child Benefit	£		£	
State Retirement Pension	£		£	
War Pension	£		£	
War Widows Pension	£		£	
Pension Credit- Guaranteed Credit	£		£	
Pension Credit- Savings Credit	£		£	
Maintenance received/Child Support	£		£	

**Please provide a breakdown of your expenses:**

Expenses	Weekly £	Monthly £
Loans		
Rent/ Mortgage		
Council Tax		
Water charges		
Home/Contents insurance		
Life assurance		
Magistrates' court fines		
Maintenance payments		
Telephone		
Gas		
Electricity		
Food, cleaning materials etc		
TV licence/rental		
Satellite/cable subscription		

Laundry/machine rental		
Car expenses/petrol		
Other travelling expenses		
Prescriptions		
Other medical expenses		
School meals		
Clothing and shoes		
Child's pocket money		
Child minding		
Catalogue repayments		
Credit card/store card debts		
Broadband/internet access		
Cigarettes/alcohol		
Entertainment		
Pets		
Any Other expenses; please specify		
<b>Total expenses</b>		

**About Cash, Savings and Investments:**

Please answer the following questions about any other capital:

	Yes	No	If yes, please give details
Do you, your partner or any of your children have any money or property held in a trust fund?			
Do you, your partner or any of your children have any other capital, savings or investments, in the UK or abroad?			
Do you, your partner or any of your children own or partly own any property, land or timeshare, other than the home you live in, in the UK or abroad? This includes properties where there is an outstanding mortgage.			

**You need to tell us about all of your bank accounts, building society accounts and Post Office accounts, and all other cash, savings and investments**

Type of Capital	Name of Bank/Building Society	Account Number(s)	Yourself	Partner
			<b>Please write the current balance(s) in the spaces provided</b>	
Bank Accounts			£	£
Building Society Accounts			£	£
Post Office Account			£	£
Premium Bonds			£	£
Cash			£	£

**If you and your partner have any other income or capital, please tell us about this below:**



**Has a claim for a Short Term Benefit Advance or Budgeting Loan been made from the Department of Work and Pensions?**

**If yes – please confirm the date of claim and outcome:**

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**If no – please give reasons why a claim has not been made:**

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**Your Rent:**

The date that you moved into this address	
Amount of rent charged at this address	£                      per   week/ month/ four weekly (please circle)

**Who are you renting your property from?** Please place a tick against one of the following:

Private Landlord
Housing Association or other Registered Social Landlord
Kingston Council

**About the crisis**

A crisis is when for a period of time you are experiencing intense difficulty arising from an emergency or disaster.

What is the crisis and what has caused it? Tell us:

- What happened and when it happened
- What was damaged (if applicable)
- What support you would like to apply for

Do you have household insurance? **YES / NO**

If you do have insurance, please do the following:

- Provide confirmation of your household insurance
- Tell us if you intend to make a claim; if you do not intend to please explain why
- If you have claimed provide evidence of the claim, and the award received from the insurance company

If you do not currently have Contents Insurance and would like to find out more, you can do this by visiting the following website [www.moneyadvice.service.org.uk](http://www.moneyadvice.service.org.uk)

If you and any member of your household has any medical needs please give us full details below:

**Please provide the following information with your completed claim form:**

- Proof of all bank accounts, savings and investments such as the bank statements or updated bank books or investment certificates showing all of the last three months transactions and the current balance for all accounts you (and your partner if you have one) have.

If you do not have the original bank statements we may accept original printouts from your bank, which are usually printed on headed paper and date stamped. We may also accept printed statements from an online account as long as the web address is shown. We will not accept mini statements issued from a cash machine.

- Proof of the outcome of your Budgeting Loan application
- Proof of the outcome of your Short Term Benefit Advance Application
- Any medical evidence to support your application
- If you are applying for help with school uniform costs you will need to provide a letter from a professional, such as a Social Worker, Head Teacher or Doctor confirming your circumstances
- Any other evidence to support your application

**Kingston Council may make enquiries about the information needed to support the application and to prevent fraud and to protect public funds. If you receive an award under the Crisis Fund Scheme or the Community Care Fund Scheme by providing incorrect details or not giving us full details or providing false information you could be prosecuted.**

**This declaration is legally binding. Please read all the points carefully and make sure you understand them before signing and dating and/or submitting the form:**

- I declare that the information I have given on this form is correct and complete.
- I understand that if I knowingly give information that is incorrect or incomplete, I may be liable to

prosecution or other action.

- I understand that I must promptly tell Kingston Council of any further information which may affect the outcome of my application which I become aware of after it has been made.
- I declare that if my award is paid by payment card I will spend it on the items for which it was made and if requested will provide receipts to confirm this.
- I understand that Kingston Council may check the information I have given with other sources and that Kingston Council may use any information I have provided in connection with this and any other claim for Social Security benefits that I have made or may make.
- I understand that Kingston Council will make a joint decision with other relevant services/organisations such as Adult Social Care, Children's Services, Probation Service, Drug and Alcohol unit, etc. that you are known to or it is considered in your interest to be referred to and may share information with these organisations, if the law allows this.
- I understand that Kingston council may share information with the organisations that are helping with the solutions such as Kingston Foodbank, Kingston Community Furniture, Surrey Save Credit Union etc., if the law allows this.
- I understand Kingston Council may share information with other Government organisations, if the law allows this.
- I understand that I must tell the Council's Benefit Service straightaway if I have a change of circumstances which may affect my application.

**This is my application for an award from Kingston Councils Crisis Fund**

Signature of claimant:	Date:
Signature of partner:	Date:

**Contact Us**

The Benefits Service  
Royal Borough of Kingston, Guildhall 2, Kingston upon Thames, Surrey KT1 1EU

Our telephone number is 020 8547 5001

We answer telephone calls Monday to Friday from 9.00am to 5.00pm

You may post your documents into the secure red benefits post box situated on the ground floor foyer of Guildhall 2. Please ensure that your documents are in a sealed envelope. Please write your full name and address on the envelope and also state whether it is for the Crisis Fund or Community Care Fund. We will return original documents to you.

## EQUALITIES MONITORING SURVEY

To comply with The Equality Act 2010, it is recommended that, as a service provider the Council considers monitoring all of these categories, known as 'protected characteristics', sensitively and in confidence, to show that our services are fair. This information is confidential and will be stored in line with the requirements of the Data Protection Act. We will only use it to improve access to our Crisis Fund and Community Care Fund Scheme and help provide equal opportunities for everyone.

### 1. What is your gender?

Male		Female		Other		I would prefer not to say	
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### 2. What is your age?

16-25
26-35
36-45
46-55
56-65
65 +

### 3. What is your sexual orientation?

Bisexual	
Gay	
Heterosexual	
Lesbian	
Other	
I would prefer not to say	

### 4. What is your religion or belief?

Agnostic	
Atheist	
Buddhist	
Catholic	
Christian	
Hindu	
Jewish	
Muslim	
Sikh	
I would prefer not to say	

### 5. Are you blind?

Yes	No	I would prefer not to say
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**6. Are you deaf?**

Yes	No	I would prefer not to say
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**7. If you have a long term physical or mental health condition or disability, which of the following options best describes the nature of your condition?**

Learning Disability	
Mental Health	
Physical/Mobility	
Sensory	
Other	
I would prefer not to say	

**8. What is your ethnic origin?**

Arab	
<b>Asian or Asian British</b>	
Bangladeshi	
Indian	
Pakistani	
Tamil	
Any other South Asian background	
<b>Black or Black British</b>	
African	
Caribbean	
Any other Black background	

<b>Mixed</b>	
White and Arabic	
White and Asian	
White and Black African	
White and Black Caribbean	
Any other mixed background	
<b>White</b>	
British	
Eastern European	
Irish	
Gypsy or Irish Traveller	
Mediterranean	
Polish	
Any other White background	
Any other ethnic background	
I would prefer not to say	