**Caritas Westminster & St John Southworth Fund**

*For social action and the relief of hardship*

**CRISIS GRANTS - Information for Applicants**

*What is the St John Southworth Fund?*

The Fund is made up of funds held by the Roman Catholic Diocese of Westminster and supports the work of Caritas Westminster as part of its commitment to tackling poverty and exclusion. Caritas Grants are mostly given through this Fund to support local social action projects and also individuals or families facing extreme hardship. Grant applications need to be made through or supported by the local Catholic parish in the Diocese of Westminster.

*What are Crisis Grants?*

Crisis Grants are one-off payments which can help individuals or families facing hardship or very urgent needs, where a relatively small sum of money could make a significant difference. Crisis grants can be provided in order to purchase specific items urgently needed, such as furniture, white goods, carpets, children’s needs, clothing, training costs, medical needs, respite breaks, etc. Crisis Grants are given through a local Catholic parish in the Diocese of Westminster.

*Who is eligible and how much can be paid?*

Individuals or families facing extreme hardship or crisis where a one-off sum of between £30 and £1,500 could make a significant difference. Grants are made solely according to need and the Fund’s capacity to help, without any form of discrimination.

*Application*

* The application form must be completed and submitted by the parish priest (or his designated representative) to Caritas Grants. If a parish associated agency is involved in an application, the endorsement of the parish priest is a requirement. We are unable to accept applications submitted by individuals.
* The decision on whether to award a grant, and if so for how much, is made by a small Grants panel on behalf of the Diocese, normally within 3 working days of receipt of the application.

*Follow up*

* Payment will be made for the item(s) requested directly to the parish or associated agency, which should pay for the item(s) and will receive reimbursement. Receipts, invoices, proof of purchase or other documentation for the expenditure must be first obtained and passed to the Grants Administrator.
* Grant beneficiary and parish or agency will be asked to provide feedback on how the grant has helped. This may be used in our communication platforms always as anonymous feedback.

*Further help available*

**Stepchange** is the UK’s leading debt charity, offering free and confidential debt advice online and by phone. Visit [www.stepchange.org](http://www.stepchange.org) or call 0800 138 1111 (free call).

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| **Your completed application form below should be sent preferably by email to:** [**caritasgrants@rcdow.org.uk**](mailto:caritasgrants@rcdow.org.uk)  Grants Administrator, Caritas Westminster, Vaughan House, 46 Francis Street, London SW1P 1QN  Visit [www.caritaswestminster.org.uk/grants](http://www.caritaswestminster.org.uk/grants) for more information or call 020 7798 9063 |

**CRISIS GRANTS - Application Form**

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| Full name of applicant  (grant beneficiary) |  |
| Address |  |
| Other people in family – indicate relationships only |  |
| Requesting parish |  |
| Deanery |  |
| Name of person making this  application and designation  (in parish or other) |  |
| Address  Email  Tel. no. |  |
| How long have you known the grant applicant? |  |
| Total amount requested and summary of what is needed |  |
| Why is a crisis grant needed?  Please include information on:  - the applicant/family’s background situation  - how the grant will help  - what may happen if a grant isn’t given. |  |
| Have you/they applied anywhere else for help? If so, please give details |  |
| Specific details of item(s) requested including prices and where they will be purchased/supplied from |  |
| Who will buy the items and how payment needs to be made (by reimbursement) |  |
| Any other relevant  information |  |
| ***Protecting your privacy*** | *We will use the information submitted in this grant application within the Diocese of Westminster for the purposes of processing the grant application and any awarded grant. We will only share information with a third party (e.g. local authority, housing association, support agency) when this has been provided by the grant applicant for the purpose of processing the grant application and any awarded grant payment.*  *Caritas Westminster applies the Privacy Policy of the Diocese of Westminster. You can read our full privacy policy on:*  *https://rcdow.org.uk/diocese/privacy-policy/* |
|  | **I confirm that I discussed the Privacy Policy terms with the grant applicant and they have given consent to process their information as above.** (Please tick the box)  Yes |
| Date and signature of person making this application *(Electronic ok)* |  |
| Date and signature of Parish Priest endorsing this application – if different from above *(Electronic ok)* |  |