**Caritas Westminster & St John Southworth Fund**

*For social action and the relief of hardship*

**FUNERAL 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 Funeral Grants?*

The death of a loved one is always a difficult and distressing time and not being able to pay for the funeral adds greatly to this. Funeral grants can specifically help to fund funeral costs in cases of hardship. Funeral grants are offered by a third party who wish to remain anonymous and 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 up to a maximum of £1,500 can make a significant difference towards the funeral costs. 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. 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 directly to the funeral directors, or via the parish involved, in which case once a grant has been agreed the parish will pay and receive reimbursement. Appropriate receipts/invoices must be first obtained and passed to the Grants Administrator.
* Grant beneficiary and parish will be asked to provide feedback on how the grant has helped. This may be used across our communication platforms always as anonymous feedback.

*Additional help with funeral arrangements*

**Down to Earth** is a service offered by Quaker Social Action giving free practical guidance to those on low incomes struggling to afford a funeral. If the applicant still needs help, do contact Down to Earth at as early a stage as possible at downtoearth@qsa.org.uk or call 020 8983 5055.

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

**FUNERAL GRANTS - Application Form**

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| Full name of applicant (grant beneficiary) |  |
| Address |  |
| Name of deceased and relationship to applicant |  |
| Other people in family – indicate relationships only |  |
| Requesting parish |  |
| Deanery |  |
| Name of person making this application and designation(in parish or other) |  |
| AddressEmailTel. no. |  |
| How long have you known the grant applicant? |  |
| Amount requested |  |
| Why is a funeral grant needed? Please include information on:- the applicant/family’s background situation- the approximate total cost of the funeral (if known) and the shortfall |  |
| Have you/they applied anywhere else for help? If so, please give details |  |
| Any other relevant information  |  |
| Funeral Directors (if known) |  |
| Date of funeral (if known) |  |
| ***Protecting your privacy*** | *This grant is awarded by a third party who wish to remain anonymous. The names of the deceased, applicant, person making the application, and funeral directors will be shared in order for the grant to be made. These details will not be used for any other purpose.**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)* |  |