

Scottish Welfare Fund



Please read this before you phone 01546 605512 to complete your over the phone application

Part 1. General information about you and your family

You will need to provide details of your name, national insurance number and address and contact details for both you and your partner if you have one, tell us who else lives with you, how long you have lived at your current address, what sort of place you live in and who your landlord is if you rent your property. You will also be asked if you have made a previous application to SWF in the last 12 months.

Part 2. About money you have and receive

You will be asked what benefits you (and your partner if applicable) are on and how much you get and when the next payment is due and when the last payment was made to you; or if you are waiting to hear about a claim for benefits.

You will also be asked if you have received any other money recently, or have any savings (if so, how much and where it is held) or if you have been subject to any sanction or disallowance from your benefits. You will need to say if you have access to an overdraft or credit card facility or could get alternative help from friends, relatives, or charities and if you have already tried to get help elsewhere.

Part 3. What type of grant you are applying for and why?

3a – Crisis Grant in a Disaster

You will be asked to describe the disaster, how it has affected you and your family and state if you have claimed on insurance. You will also be asked to state what items you need, how much you think these will cost and who will use them.

3b – Crisis Grant in an Emergency

You will be asked what happened, to give the police incident number if there is one, what the risk is to your family's health and safety and what you need for living expenses.

3c – Community Care Grant

You will be asked to either:

- describe why you need help to establish yourself in the community or remain in the community; or
- describe the support programme you are following as part of a planned resettlement programme following an unsettled way of life; or
- describe the exceptional pressure on your family impact on your children; or
- say when and for how you need to care for a prisoner

You will also be asked to state what items you need, how much you think these will cost and who will use them.

Part 4. Other information that will help us to make a decision

You will be asked to tell us about what will happen if you don't get a grant and if there are any medical problems, difficulties or special circumstances affecting anyone in your household, if you have had any special help with these or had to spend extra money because of them.

Part 5. About other support you receive or might want to receive

You will be asked if you are already in contact with social services, housing, welfare rights or other services, or if you would like welfare rights, debt or money management advice.

Part 6. Declaration and what happens next

You may be asked to provide your bank or building society details for any payment you may be awarded but we may be able to give goods or vouchers instead. You also need to sign the declaration. You are also asked to answer some questions about yourself for equalities monitoring purposes.