



Tees Valley  
Community  
Foundation

Teesside Emergency  
Relief Fund  
(TERF)

Application Form  
&  
Guidelines

*At the heart of local giving*

## Teesside Emergency Relief Fund (TERF) Application Guidelines

Teesside **Emergency** Relief Fund (TERF) is an **emergency grant fund** to assist individuals living in Darlington, Hartlepool, Middlesbrough, Stockton on Tees and Redcar & Cleveland who are faced with an emergency or crisis. The operation of the Fund is at the Foundation's discretion and individuals do not have a statutory right to support from the Fund.

**Please note that the total amount of funding available in any financial year is limited and even if an application meets the criteria an award will not always be given. Consideration is given to each individual application against the fund available and priority of other applications.**

To be eligible for the Fund applicants must be aged over 16 and living in one of the local authority areas shown above. In exceptional circumstances applicants may be in the process of moving into one of these areas to flee domestic violence, hate crime, forced marriage or honour based violence.

The Fund is operated as a third party grant and individuals cannot apply directly, applications must be submitted by a support organisation who have detailed knowledge of the applicants circumstances.

The Fund is focused on supporting individuals facing crisis and this must be evident in the application. The fund will provide items to ensure applicants have:

- Something to sleep on; the safe preparation and storage of food, and ensure they can stay warm, dry and healthy.

Crisis might include:

- Force of Nature - such as fire, flood, or weather related poverty extreme cold or heat;
- Personal Crisis - such as relationship breakdown, domestic violence or family crisis;
- Poverty Related Crisis - such as loss of job or income

The Fund is **NOT** for lifestyle choices such as the desire of new furnishings when moving or non-essential items such as TV's, tumble dryers, household electrical, media equipment, or to alleviate debt problems. The fund will not support items such as soft furnishings, carpets or curtains.

The **application form must be completed in full and proof of income** should be attached. A full detailed weekly budget is also requested and it should be noted that if the budget includes excessive spending on non essential items it is likely to be refused.

Successful applicants will be issued with a voucher for the requested items and in a small number of cases monetary grants will be paid directly to the referring organisation who will supervise the spending of said Grant. Cash will not be given to any applicants.

**Applications are considered on a weekly basis and all decisions are final and cannot be appealed against.**

If you have any questions, please get in touch on 01642 260860 or email [info@teesvalleyfoundation.org](mailto:info@teesvalleyfoundation.org)

### About this form

If you have downloaded this form from our website or received it by email you can type directly onto it and save your answers.

You should save the form to your own computer first and you must have the latest version of Adobe Reader installed. Download it for free here.

<http://get.adobe.com/uk/reader/>

You must not change any of the questions or alter any part of the form. If you do, we will not accept your application.

If you are using a paper form please write clearly in black ink or type.

Do not use correction fluid, as your application will be returned.

## Section 1: Applicant Details

<b>First Applicant - Main Applicant</b>		<b>Second Applicant - spouse, partner or other</b>																																									
Name:		Name:																																									
Address:		Address:																																									
Telephone No:		Telephone No:																																									
DOB:		DOB:																																									
National Insurance No:		National Insurance No:																																									
Marital Status:		Marital Status:																																									
Employment Status:		Employment Status:																																									
Accommodation: Social Housing: (please tick) <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Thirteen</td> <td style="width: 33%;">Erimus Housing</td> <td style="width: 33%;">Thirteen</td> <td style="width: 33%;">Erimus Housing</td> </tr> <tr> <td>Housing H'pool</td> <td>Tees Valley Housing</td> <td>Housing H'pool</td> <td>Tees Valley Housing</td> </tr> <tr> <td>Tristar</td> <td>Coast &amp; Country</td> <td>Tristar</td> <td>Coast &amp; Country</td> </tr> <tr> <td>Owner</td> <td>Private rent</td> <td>Owner</td> <td>Private rent</td> </tr> <tr> <td></td> <td>Hostel</td> <td></td> <td>Hostel</td> </tr> </table> Other: (Please specify)		Thirteen	Erimus Housing	Thirteen	Erimus Housing	Housing H'pool	Tees Valley Housing	Housing H'pool	Tees Valley Housing	Tristar	Coast & Country	Tristar	Coast & Country	Owner	Private rent	Owner	Private rent		Hostel		Hostel	Accommodation: Social Housing: (please tick) <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Thirteen</td> <td style="width: 33%;">Erimus Housing</td> <td style="width: 33%;">Thirteen</td> <td style="width: 33%;">Erimus Housing</td> </tr> <tr> <td>Housing H'pool</td> <td>Tees Valley Housing</td> <td>Housing H'pool</td> <td>Tees Valley Housing</td> </tr> <tr> <td>Tristar</td> <td>Coast &amp; Country</td> <td>Tristar</td> <td>Coast &amp; Country</td> </tr> <tr> <td>Owner</td> <td>Private rent</td> <td>Owner</td> <td>Private rent</td> </tr> <tr> <td></td> <td>Hostel</td> <td></td> <td>Hostel</td> </tr> </table> Other: (Please specify)		Thirteen	Erimus Housing	Thirteen	Erimus Housing	Housing H'pool	Tees Valley Housing	Housing H'pool	Tees Valley Housing	Tristar	Coast & Country	Tristar	Coast & Country	Owner	Private rent	Owner	Private rent		Hostel		Hostel
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Relationship to 2nd applicant:		Reason for separate address: (if applicable)																																									

## Section 2: Dependants

<b>Name of Dependant:</b>	<b>Relationship to Application:</b>	<b>Age:</b>	<b>Living Home or Away:</b>

## Section 3: Income & Expenditure

Please note: proof of income is required before any application is considered. Photocopies of such proof are to be attached to the application form. In the case of a joint application, income from both applicants is required.

In the case of a joint application, both applicant's weekly income and expenditure is to be added together.

WEEKLY INCOME		WEEKLY EXPENDITURE	
Earnings	£	Outgoings	£
Wages/Salary (applicant)		Mortgage	
Wages/Salary (spouse/partner)		2nd Mortgage	
Maintenance/CSA		Rent (less housing benefit)	
Sub-letting, boarders		Council Tax	
<b>Pensions (main applicant)</b>		Gas	
State Retirement Pension		Electricity	
Service Retirement/Invalidity		Magistrates court fines	
Other Pension		Maintenance CSA payments	
<b>Pensions (spouse/partner)</b>		Water rates/sewage charges	
State Retirement Pension		Telephone (house)	
Service Retirement/Invalidity		Telephone (mobile)	
Other Pension		TV/Video/Satellite/cable	
<b>State Benefits</b>		Internet	
JSA/Income Support (applicant)		Ground rent/service charge	
JSA/Income Support (spouse/partner)		Building/contents insurance	
Disability-related benefits - specify		Other housing costs	
		Mortgage endowment policy	
Housing Benefit		Life insurance	
Council Tax Benefit		Other insurances - specify	
Family/child-related benefits—specify		Other fuel (oil, coal, calor gas)	
		Pension contributions	
		Housekeeping (food)	
		Housekeeping (other)	
Other benefits - specify		Car costs (insurance, MOT, tax etc)	
		Travel costs	
		School meals/work meals	
		Clothing	
All other income - specify		Prescription health costs	
		Carer/childcare costs	
		Liabilities/debts	
		Other - please state	
<b>Total Weekly Income</b>	<b>£</b>	<b>Total Weekly Expenditure</b>	<b>£</b>

**Applications WITHOUT proof of income will not be considered and returned to the referring agency.**

## Section 4: Savings & Capital

Applicant & spouse/partners total savings (inc capital, investments, building society, bank etc)	£
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## Section 5: State Benefits

Further to the information provided in Section 3, please provide details of any additional benefits which your client is in receipt of:	
	£

## Section 6: Liabilities/ Debts (inc secured, unsecured loans, HP, trading agreements, loans from family members)

Creditors	Date of Purchase	Amt of Contract	Weekly Instalments	Total Arrears of Instalment	Amount Outstanding
				<b>TOTAL:</b>	£

## Section 7: Other Assistance Applied For

<b>If crisis is caused by force of nature, was applicant insured?</b>	YES	NO
Please provide details:		
<b>Has the applicant applied elsewhere for crisis funding?</b>	YES	NO
Please provide details:		
<b>Has either applicant approached any other charity for assistance?</b>	YES	NO
Please provide details.		
<b>Has either applicant previously been a member of the armed forces??</b>	YES	NO
If yes, would you object to The Foundation referring you to SSAFA?		

## Section 8: Emergency Assistance Required

Type of Assistance Required or Item Required	Please provide detail of items required.	Order of Priority
<b>Single Bed</b> (Note double beds are only provided on joint applications)		
<b>Single Mattress</b>		
<b>Bedding</b> (duvet, pillows, blankets, duvet covers)		
<b>Under counter Fridge</b>		
<b>Mini Oven/Hob or Microwave</b>		
<b>Kitchen Essentials</b> (pots, pans, crockery etc)		
<b>Clothing</b>		
<b>Staying Warm</b> (blankets, utility costs)		
<b>Other:</b> (Please Specify)		

**PLEASE NOTE ALL ITEMS SUPPLIED BY TERF WILL BE IN FULL WORKING ORDER, THIS MAY INCLUDE NEW OR SECOND HAND GOODS.**

**Important Data Protection:** You agree that we may process, use and record the Personal Information provided on this form for the purpose of determining your application for financial assistance. You also agree, for that purpose, that we may disclose such Personal Information to any persons employed by Tees Valley Community Foundation and those given delegated authority to support this programme and exchange other Personal Information about you with those persons. We will not, however, disclose or exchange that information to or with any other person or organisation save and except where we are required or legally compelled to do so, where there is a duty to the public to disclose or where such disclosure is made at your request or with your consent.

I certify that the above information is correct to the best of my knowledge and consent to Tees Valley Community Foundation obtaining information from other agencies as necessary.

<b>Signed by First Applicant:</b>    <b>Date:</b>	<b>Signed by Second Applicant:</b>    <b>Date:</b>
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**BEFORE RETURNING YOUR APPLICATION FORM TOGETHER WITH PROOF OF INCOME (OF BOTH APPLICANTS, IF APPLICABLE), PLEASE ENSURE THAT YOUR SUPPORT WORKER COMPLETES PAGE 7. THE SUPPORT WORKER SHOULD SIGN, DATE AND STATE WHICH ORGANISATION THEY WORK FOR. THEY MUST ALSO GIVE THE ORGANISATION'S TELEPHONE NUMBER AND A CONTACT EMAIL.**

## Section 9A –Referring Organisation Report

Please provide a detailed reason for referral, please include the detail of the crisis faced by applicant and reasons for assistance. **(please refer to Guidance Notes at the front of this form for what should be included).**

## Section 9B: Referring Organisation Contact & Bank Details

**PLEASE ENSURE THAT ALL FIELDS ARE COMPLETED BELOW - FAILURE TO DO SO MAY RESULT IN DELAY OF APPLICATION**

Name of Referring Organisation:	
Contact Person: (Full Name)	
Position in Organisation:	
Address of Organisation:	
Contact Telephone Number:	
Contact Email Address:	
If the applicant is successful, I confirm that the referring organisation will accept payment and responsibility for monitoring the award (if applicable).	YES NO
Is this the first time you have made a referral to TERF?	YES NO
<b>If this is your first referral please complete the banking details below, if we already hold this info please circle 'already supplied'.</b>	
Bank Account Name: (of referral organisation)	ALREADY SUPPLIED
Bank Sorting Code:	ALREADY SUPPLIED
Bank Account Number:	ALREADY SUPPLIED
Reference (detail of what reference you would like us to include when making any payment)	



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Foundation



## Section 10: Checklist

**Please ensure the following has been completed** prior to submitting your application:

Fully completed application form which has been:

Signed by applicant(s)

Proof of income attached (ie notification of benefits letter, wage slip, recent bank statement)

Detailed referral report completed

Referring organisation details completed

**This form should be returned to:  
Tees Valley Community Foundation  
Wallace House  
Falcon Court  
Preston Farm  
Stockton-on-Tees  
TS18 3TX.**

**If you require any assistance in completing this application form, please contact Tees Valley Community Foundation. TEL: 01642 260860**