



Hay, Brecon & Talgarth Sanctuary for Refugees

Hardship Fund Guidelines

v2.1 29 November 2017

The purpose of the Hardship Fund is to hold money that will be immediately available to make small grants to meet emergency or short-term needs of individuals or families seeking refuge or asylum where these cannot be easily or promptly met from benefits or other sources. Beneficiaries will usually be persons living in the South Wales area. Exceptionally they may be persons moving to or from other areas or returning to their home countries.

Needs

Needs may include food, clothing, shelter, transport, health needs and therapies, education, training and equipment, but not excluding computers, phones, leisure, sport or entertainment where these may have important practical or therapeutic value.

How the fund works

The fund will be administered by the Treasurer of HBTSR plus two members elected initially by an HBTSR Group Meeting and thereafter re-elected at HBTSR's AGM. This group will be known as the Hardship Fund Sub-Committee.

The scheme will commence with £1,000 allocated from HBTSR's general funds and may be topped up from time to time on application by the Treasurer to an HBTSR Group Meeting.

Grants will typically be of £100 or less. Grants of up to £250 may be made by the sub-committee without application to HBTSR's Trustees. Larger sums will require approval of the Trustees.

Decisions on grants will be made by unanimous decision of the sub-committee. Payments will be made by the Treasurer. A written (or emailed) receipt will be requested from the beneficiary, or their sponsor.

When the balance in the fund falls below £250, the Treasurer will apply to the Trustees for a top-up from the general fund.

Who can apply?

A grant to an individual or family may be requested by:

- A partner organisation working with people seeking refuge or asylum.
- Any member of HBTSR or the HBTSR group meeting
- Any person or family seeking refuge or asylum

If the Sub-Committee declines the application, the applicant will be given an explanation and will have the right to appeal to an HBTSR Group Meeting.

Reporting

The Treasurer will report to each Group and Trustees Meeting the grants made and remaining balance in the scheme. A full account of transactions of the scheme will be included in the Treasurer's annual financial report to the HBTSR AGM.