

THE NIGHTINGALE FELLOWSHIP BENEVOLENT FUND (the "Fund")

GUIDELINES FOR APPLICANTS

INTRODUCTION

The Nightingale Fellowship is the alumni association of nurses who trained at the Nightingale Training School of St Thomas' Hospital or one of its successor training schools.

THE OBJECT OF THE FUND

The object of the charity is the relief, by monetary grants, of **FULL MEMBERS** of the Nightingale Fellowship who are in need through hardship, distress, or ill health.

ADMINISTRATION

The Fund is managed by the Benevolent Fund Advisory Committee (BFAC) whose members belong to the Nightingale Fellowship or are lay members with particular areas of expertise.

APPLICANTS

You can be of any age, perhaps finding difficulty managing on a small income or unable to work, possibly through injury or ill health. However the Fund has assisted members in a variety of situations and is proud of its record in bringing relief in distressing circumstances.

There are a few areas where we cannot provide direct help. These are for debt repayment, mortgage or rent arrears, medical treatment or payment of nursing / care home fees. There may be mitigating circumstances which could be taken into consideration, if your request falls into one of the listed ineligible categories; if this is the case, please contact the office to seek further clarity on what would be considered possible within an application.

We are able however to signpost members to appropriate services that may be helpful. As far as debt is concerned, we would urge members to make contact before the situation becomes unmanageable and suggest that you seek advice from a professional body or debt manager, or ask an appropriate person to do this on your behalf. This can be done through the Citizens' Advice Bureau, or for the older applicant, Age UK.

When you apply, you will be asked to ensure that you are receiving any state benefits to which you are entitled, and also to explore ways in which your income may be increased or your outgoings reduced. Again, this can be done through the Citizens' Advice Bureau, or for the older applicant, Age UK.

There may also be other charities that might be helpful. These are usually linked to specific occupations and may be viewed online or at the public library.

PLEASE NOTE THAT THESE PRELIMINARIES NEED NOT DELAY YOUR INITIAL APPLICATION.

Please know that your application will be assessed in strictest confidence and with compassion, against our agreed criteria.

GRANTS

Applicants are currently allowed £26,000 savings (excluding their home). Those with over £30,000 will not normally be considered

Assistance may be given by monetary grant which can be supplied for a specific purpose e.g. the provision of goods and / or services. Where a grant is made for a specific purpose, it must not be used for any other purpose. If a grant is used for a purpose other than that for

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which it was made, then it will be forfeit and repayable to the Fund unless the BFAC expressly waives this requirement in writing.

Monetary grants are made as a 'one-off' payment or as ongoing awards where there is a continuing need. Where support is provided for a specific purpose, this could be for example, for goods or services. Goods may include aids to daily living and the provision or replacement of white or other household goods. Services may cover help with utility bills and small building works and house repairs. The support provided by the Fund will only be monetary in nature and the Fund, the Trustees and BFAC will not accept responsibility for procuring goods or services directly or for the quality or suitability of any goods or services paid for by the Fund's support.

Payments are made to the beneficiary by cheque or by direct transfer into their bank account.

Normally, one grant is made per annum. However, in exceptional circumstances a second grant may be considered.

If the need is ongoing, the monetary award is usually delivered in two, six-monthly instalments.

THE RESPONSIBILITIES OF THE APPLICANT

1. Statutory regulations are subject to change from time to time. It is therefore your responsibility to explore whether charitable gifts will affect any state benefits that you are receiving.
2. If an award is made to purchase goods, equipment or services, the Trustees, the BFAC and the Fund will have no responsibility in relation to such goods, equipment or services. That responsibility lies entirely with the applicant.
3. If financial aid is requested for aids to support independence, the application must be supported by an occupational therapist (OT) or other relevant professional. If a fee is involved in obtaining a report, the BFAC may consider assisting. Again, the Fund, the BFAC and the Trustees will have no responsibility in relation to the goods, equipment or services.
4. If you are seeking structural changes to your home to aid independence, funding must be sought in the first instance through Social Services or the relevant Housing Association. If an application is made to the Fund, it must be supported by an OT or other relevant professional. If a fee is required in obtaining a report, the BFAC may consider assisting. You will need to get any permission required for the work to be done. We will direct you toward organisations e.g. Consumer Direct who can suggest reliable tradesmen. Usually more than *one* quote for the planned work is recommended; however the Trustees can accept no responsibility for hiring tradespeople, procuring materials, procuring works or for the standard of work undertaken. The Fund provides an award of funding only.
5. If financial help toward house repairs is requested you will need to get any permission required for the work to be done. We will direct you toward organisations e.g. Consumer Direct who can suggest reliable tradesmen. Usually more than one quote for the planned work is recommended; however the Trustees can accept no responsibility for hiring tradespeople, procuring materials, procuring works or for the standard of work undertaken. The Fund provides an award of funding only.

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THE APPLICATION PROCESS

- Phone, fax or e-mail the office for an application form. Telephone 01285 841908, Fax 01285 841576 or e-mail info@thenightingalefellowship.org.uk
- On receipt of the form, we will send you an acknowledgement. Your application will then be assessed by the BFAC at the next appropriate meeting. These are normally held twice a year in January and June. You will be informed of the decision in writing, as soon as possible after the meeting.
- If information is incomplete, you will be contacted by the office and advised of the information required. A suitable time can be arranged for a telephone call, when the information may more easily be provided.
- Approved grants will be made available as soon as possible either direct to you by cheque or into your bank account.
- Once awarded a grant, you or your representative, will be contacted annually and will be sent a further application form if appropriate.
- Completed application forms will be held securely for seven years after the need has been resolved, after which they will be destroyed. A permanent register of applicant's names will be maintained.
- If you seek other information or advice that is not within the remit of the BFAC you will be sign posted to a more suitable organisation, where possible, or advised that the Fund is unable to assist you.
- When sending an application form, applicants must sign to confirm that all information supplied is true, complete and accurate to the best of their knowledge and belief.
- The Trustees, the BFAC and the Fund are not liable for any injury or loss caused or deemed to be caused or in any other way related to the use (or misuse) of any goods, services or equipment that have been funded under a grant from the Fund.