Lytchett Matravers Coronavirus/Covid-19 Emergency Fund - Policy April 16, 2020

The LM Coronavirus / Covid-19 Emergency Fund has been set up to generally help and assist any LM resident who has severe difficulties during this lockdown period. The fund is hosted through JustGiving (<https://www.justgiving.com/crowdfunding/lytchettmatraverscovid19emergencyfund>) and via the grant obtained from the Dorset Coronavirus Community Fund.

The LM Parish Council are working in conjunction with the Lytchett Matravers Angels, a volunteer group who are working directly with residents.

These services to be provided by the fund include, but are not limited to

* Providing funding to top-up the food bank as required
* Providing funding directly to residents who have lost income (see below)
* Providing funding to assist volunteers in meeting the needs of residents through prescription collection, shopping payment/collection, phone calls, etc.
* Providing funding for a central phone number and any required leaflet/docket/poster printing

**Volunteer Expenses:**

* Payment per mile for authorized journeys 45p per mile
* Payment for use of pay-as-you-go phone usage £15 per month

To apply for expense reimbursement, please send an email to lytchettmatravers@dorset-aptc.gov.uk and complete an expense form (see attached).

**Emergency Grants for Residents:**

Any LM resident can apply for an emergency grant of up to £200 to help cover essential living costs until government support is delivered and as residents are able to resume normal working lives.

In order to apply you need to:

1. Live with the parish of Lytchett Matravers
2. Have become unemployed or without work due to the current Coronavirus pandemic
3. Not yet be in receipt of any money from the government Coronavirus schemes
4. Have no other available financial resources i.e. be in demonstrable and immediate need

Please send an email to lytchettmatravers@dorset-aptc.gov.uk and provide the following information

* Your name, address, contact details (including telephone number)
* Your family circumstances including all adults and children within your household; include ages of any children under 18
* Your employment situation and when you became unemployed.

Your request will be dealt with in strictest confidence. By making an application for an emergency grant you acknowledge the information you provide will be processed specifically for the purposes of decision making by the panel and for payment of any grant agreed. The information will be processed and stored securely in line with UK data protection legislation, it will not be used for any other purpose. On closure of the Lytchett Matravers emergency fund all details you have provided will be deleted, excepting an audit record of payments made.

If you meet the criteria and, as long as funds last, you will be given a grant. We will try to deal with requests as quickly as possible but please allow 48 hours for your application to be processed. Payment will be made by bank transfer to your account. We will ask for bank details once the grant is approved.

Each application will be checked to match the criteria above. In addition, the panel will take into account their knowledge of the applicant or look to other agencies that could support the grant.

The panel will consist of:

Rev. Stephen Partridge, vicar of St. Mary’s Church, LM

Simon France, Headteacher of LM Primary School

Andrew Mead, Headteacher of Lytchett Minster School

Funds will be distributed by LM Parish Council from the Crowdfunding Appeal.