



The Benevolent Society of St Patrick

Guidance on the distribution of grants

LONDON
IRISH
CENTRE

CHARITY

Who is eligible for a grant?

Grants are made to Irish persons and persons of Irish descent who are in need and resident in Greater London. The purpose of the grant scheme is to relieve hardship. If an applicant is not on a means-tested benefit, they must demonstrate that they are otherwise on a low income.

The funds available to the Society are limited, and can only be awarded to those in most need, and as the resources of the Society allow. It is generally expected that the applicant is unable to have their needs met from another source, such as a local welfare scheme.

Please note: We are unable to make payments directly to individuals.

What costs does the grant scheme cover?

Grants will be given for the following purposes:

- To provide items of clothing and footwear
- To fund Passport and Birth Certificate applications
- To provide essential items of household equipment
- To provide emergency special educational support
- To provide interim living costs to individuals whose statutory entitlements have been delayed as a result of system error
- To provide short term emergency accommodation for up to three nights
- To meet the cost of medical reports required to support welfare benefits claims and challenges
- To provide emergency support for winter heating costs
- To support convalescence
- To support moves to new accommodation

We are also able to contribute to the payment of charges for the preparation of medical reports to support challenges to negative welfare benefits decisions.

In exceptional circumstances applications that do not meet the criteria set out above may be considered by the Director of Welfare, within the charitable objectives of the Society. Only this post holder can award discretionary grants.

How is “need” assessed?

The overall nature of a potential beneficiary’s circumstances will be assessed. Key indicators of need include age, number of dependents, physical and mental health status, and condition/ security of accommodation.

Housing costs

Specific guidance applies to requests for grants to support emergency housing need. If you are making an application on these grounds, please contact the Administrator for a copy of this guidance.

How much can be requested?

The maximum standard grant award is £250, but in exceptional circumstances a grant can be considered up to the value of £500. Normally, only one application can be made per year in respect of a given individual.

Who can make an application?

Applications must be made by third-party organisations, usually charities. Applications by public bodies, such as Social Services departments, will also be considered, with the proviso that statutory funding to meet the identified need is not available.

How to apply

Applicant organisations are required to:

- Complete the application in full
- Provide relevant proof of income (see below)
- Sign and date the form, and ensure that the beneficiary also signs the form

Application form and supporting information should be sent to:

The Administrator
The Benevolent Society of St Patrick
London Irish Centre
50-52 Camden Square
London NW1 9XB

Alternatively, applications can be sent by email, with relevant scanned documentation, to: bsosp@londonirishcentre.org

What supporting information needs to be provided?

Wherever relevant, the applicant organisation will need to provide proof of the beneficiary's entitlement to/receipt of means-tested benefits, dated within the last three months. This can either be in the form of a DWP letter or a bank statement itemising benefit payments. If a client is not in receipt of such benefits, the form will ask for other income details to be supplied.

What about savings?

An application will not automatically be rejected if a potential beneficiary has a small amount of savings. The applicant's circumstances will be considered in the round.

Local welfare schemes

It is generally expected that an unsuccessful application has already been made to a local welfare scheme funded through a local authority, or that information is provided on the form that costs cannot be supported by such schemes. Please provide copy of refusal letter.

How payments are made

A BACS payment (bank transfer) will be made to the applicant's organisation. If the application is successful, we will ask for your organisation's bank details in order to make the payment. These are generated in weekly batches, so your application will be processed at the end of the week within which your grant has been awarded. Alternatively, we can make payments by cheque, but the turnaround for these payments is usually longer.

How long will an application take to be processed?

Applications will be processed within a week of receipt of a correctly completed application form and all supporting evidence. If a BACS transfer can be made, payment will be made at the end of the week within which a grant has been awarded. Cheque payments will take longer. In cases involving emergency costs, we will be able, subject to advance agreement with us, to make retrospective payments.

Keeping track of applications

If you need to contact the Administrator while the application is in process, please call Caitriona Carney on 0207 916 2222, or email bsosp@londonirishcentre.org. Please do not pass our contact details to potential beneficiaries.

Providing receipts

Applicant organisations must provide the Administrator with receipts, as evidence that monies awarded were spent on the items to the value of the amount requested. Failure to provide this evidence may lead to the applicant organisation having to repay the grant in full. Equally, if agencies do not comply with this requirement, the Society may decide not to accept further applications in the future.

Demonstrating impact

On occasions, the Society may request that an applicant organisation provides case study information to demonstrate the impact of the Society's grant awards.