



## **Medway Council – Crisis and Resilience Fund**

### **Professional Referral Scheme.**

Medway Council is committed to supporting our partners within Medway. We are pleased to be able to offer professionals supporting residents in Medway the ability to obtain direct access to the support provided by the Crisis and Resilience Fund.

Your organisation must:

- Provide community services within Medway area, which are of benefit to the residents of Medway area
- Have a formal constitution or set of rules
- Operate with no undue restrictions on membership

and be either:

- A constituted group with a volunteer management committee with a minimum of three unrelated members that meet on a regular basis (at least three times per year)
- A registered charity, with a board of trustees

Or:

- A registered Community Interest Company provide copies of your Community Interest Statement, details of the Asset Lock included in your Memorandum and Articles of Association, and a copy of your latest annual community interest report.

To be eligible for support, your client must:

- be a Medway resident
- be aged 16 or over
- be in a crisis
- have a household income of less than £39,527.43 after tax and National Insurance
- not have access to any immediate funds that can be relied on to meet the need they are applying for.

## **What can be provided?**

You can apply on behalf of Medway residents for assistance with:

- essential and priority bills
- housing costs
- food and other essential items (for example, period and hygiene products, and clothing including uniform, warm winter clothing and shoes)
- furniture and appliances (for example, beds and bedding, washing machines, window coverings and carpets, fridge-freezers and ovens)
- digital and connectivity essentials (for example, broadband or phone bills)
- essential transport-related costs (for example, repairing a car, buying a bicycle or bus pass or paying for fuel)
- utilities, including:
  - water (for example, drinking, washing, cooking, sanitary purposes and sewerage)
  - energy (for any form of fuel that is used for domestic heating, cooking or lighting, including oil or portable gas cylinders).

## **Reviews**

The Council will undertake due diligence on every referral made through our professionals' route by checking residency using information we hold and data we are able to access for the purposes of the grant. We do not expect you to provide any evidence to support the application when applying through the professionals' scheme.

The Council will also review applications made as a part of our compliance checks to ensure we safeguard public funds.

## **How do we make a referral?**

Your organisation needs to sign up to our professionals' scheme, completing the declaration for your organisation to enable your volunteers and staff to make referrals.

Once we have received your signed declaration, the Council's Chief Operating Officer and Leader will review your application to confirm that you are eligible to make referrals.

## **How will the support be provided?**

We'll provide support to applicants through:

- physical or digital cash payments (for example, via bank transfer or cash-out vouchers)
- vouchers
- supply of goods.

The Crisis and Resilience Fund has a cash first approach, however that does not mean cash only. If you believe your client needs an alternative payment method, please let us know.

## **What do we need to do?**

Complete the attached organisational declaration and return it to [CrisisPayments@medway.gov.uk](mailto:CrisisPayments@medway.gov.uk).

Once approved, you will receive a link to a secure form and a pin number.

## How do we complete the application form?

The form is straightforward to complete; however, we can provide you with support by emailing [CrisisPayments@medway.gov.uk](mailto:CrisisPayments@medway.gov.uk)

Please note that every form will contain the following declaration: |

### Form declaration.

For the purposes of the application, I refers to the applicant(s) or any person authorised to make the application on their behalf.

- I am the applicant or are authorised by the applicant to make this application on their behalf.
- I have read and understand [Medway Council's Crisis Payment Policy](#)
- I declare that the information provided on this application is correct and complete to the best of my knowledge and understand that providing false information on this application can lead to prosecution for a fraud offence under section 2 of the Fraud Act 2006.
- I agree to notify Medway Council immediately if there are any changes in my circumstances or if I no longer require the support applied for.
- I agree to Medway Council using information entered into this form for the purposes of assessing an application for the Crisis and Resilience Fund.
- I understand Medway Council will share the information provided with other agencies and bodies responsible for auditing or administering public funds, for the purpose of processing the application and the prevention and detection of fraud.
- I understand Medway Council aims to protect people's privacy and confidentiality and will only share personal information where necessary to provide the service.
- I understand any information that I have supplied in relation to any benefits that are received to support this application will only be disclosed to third parties as necessary for the operation and administration of the Crisis and Resilience Fund, and to other government departments or agencies, to validate proof of entitlement or as otherwise required by law

## What do we do if we have questions?

You can call 01634 331500 or email [CrisisPayments@medway.gov.uk](mailto:CrisisPayments@medway.gov.uk)