**Coronavirus Financial Support Scheme Application Form**

The SU has established a Financial Support Fund to support those staff for whom a reduction in pay due to furlough has placed them in hardship. While we cannot provide guarantees about the level of support, please be reassured that all cases will be considered against set criteria and that the SU will make every effort to provide support for our staff.

Please complete all sections of the application form, and return to [su-financial-support@sheffield.ac.uk](mailto:su-financial-support@sheffield.ac.uk) with your supporting evidence.

Please ensure that the email subject line is as follows: FIRST NAME, LAST NAME

Photographs or scans of your original documents will be accepted.





|  |  |
| --- | --- |
| National Insurance Number: |  |
| Full Name: |  |
| Current Address: |  |
| Contact telephone number: |  |
| Email Address: |  |



|  |  |
| --- | --- |
| Who lives in your household?  *Please include your relationship to each person.* |  |
| Do you have any dependents? *Please give number and age.* |  |
| Do you have a partner? Has Coronavirus affected their income/contribution to household finances? |  |



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| What do you need financial support to pay for?  *Please provide a breakdown of costs, you will also need to submit a budget planner (link below)* |  |
| How much do you need each week / month? |  |
| What have you already done to reduce your household outgoings? *( There are details in the criteria document that can help with this)* |  |
| Is there anything else affecting your income/expenditure which would help us to understand your financial circumstances? *(e.g. medical issues which have a financial cost)* |  |
| Do you see your circumstances changing again between now and the end of June? |  |



**Budget planner**

Non- Students please follow this link to complete and submit a copy of a [budget planner](https://www.moneyadviceservice.org.uk/en/tools/budget-planner) (if you already have an income/expenditure sheet you can submit this)

To be eligible for this funding students staff members must have already applied to the University scheme. The University [money planner](http://ssid.sheffield.ac.uk/money-planner/) you completed in that process can be submitted.

**Proof of income and outgoings**

3 months of bank statements for the household (applicant and partner if applicable), this information will be used to check the details in your budget planner are correct.

You can annotate your bank statements or send a second document outlining any payments, which may seem unclear to the reviewing panel.

**Personal Circumstances**

Evidence to explain personal circumstances e.g. medical evidence

**Other supporting**

Details of any funds that you have received or that you have are awaiting (email confirmations or screen shots)

A list of where else you are planning to apply for further funds

A list of organisations that you have already sought advice from (and any evidence available)



Have you attached the following, please tick –

* Budget Planner
* 3 months bank statements for myself
* 3 months bank statements for my partner ( if applicable)
* Personal circumstances evidence
* Screen shots / emails confirmation of ways you have lowered your outgoings
* Screen shots / emails confirmation of any funds received
* Screen shots / emails confirmation of any funds applied for
* Screen shots / emails confirmation of any advice received

Your application form and supporting evidence will now be checked by the Financial Support Scheme admin team, comprising of a People Development representative and a Finance representative. If all required evidence has been submitted, your application will be given to the panel for review. The panel comprises of an Office and a Director.

If you have not submitted the required evidence we will be in touch and you will be able to resubmit, however this will slow your application so please try to use the criteria and checklist to submit the correct evidence in the first instance.

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| Applicant signature ( can be digital) | Date |
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