

## LARGO AREA CORONAVIRUS RESPONSE TEAM (LACRT)

### SUPPORT IN TIMES OF NEED FUND APPLICATION FORM – FOR INDIVIDUALS & AGENCIES – EXPLANATORY NOTES

#### **Who Can Apply?**

People residing in Lundin Links, Lower Largo, Upper Largo, New Gilston, Woodside, Newburn or Drumeldrie may apply to this Fund. Agencies may apply to this Fund on behalf of a resident. The resident must be experiencing a genuine emergency as a result of the coronavirus pandemic. The Fund will consider an application from/on behalf of an individual who has applied to or has been unable to apply to other agencies. All details provided in applications will remain strictly confidential.

#### **How Do I Apply?**

A person or an agency can apply to the Fund by downloading an application form from [www.largocommunitiestogether.org.uk](http://www.largocommunitiestogether.org.uk). Paper copies of the form are available in local shops. The completed application form should be emailed to [LACRT@largocommunitiestogether.org.uk](mailto:LACRT@largocommunitiestogether.org.uk) with “Confidential SITNF Application” as the email subject or posted to “Confidential SITNF”, Largo Parish Church, Church Place, Upper Largo, KY8 6EH. Agencies covering the local area include Lundin Mill Primary School, Kirkton of Largo Primary School, St Agatha’s RC Primary School, Waid Academy, Largo Pre-school Playgroup, Levenmouth Foodbank, East Neuk Foodbank, Scoonie Medical Practice and Largo Parish Church. The identity of individuals applying via an agency will not be made known to LACRT. The identity of an individual applying to the Fund will only be known to three members of LACRT and all details provided will be kept confidential.

#### **What Can I Apply For?**

Applications will be considered for the purchase of items needed in an emergency. These may include giftcards for local shops and supermarkets to enable the purchase of food and other essential items including baby milk and nappies, white goods such as washing machines, cookers and fridges, and other essential household items, assistance with the cost of emergency repairs, and in certain circumstances assistance with travel costs to essential appointments. The items stated here are examples of what would be acceptable, other items will be considered.

#### **What Can I NOT Apply For?**

Applications will not be accepted for help with general debts or anything that is not deemed a genuine emergency.

#### **What Help Can I Expect?**

Funds are limited because we rely on receiving donations and grants to support the work of the Fund. We may only be able to contribute to the most genuine of cases but applications will receive fair and equitable consideration. Any award and the amount of any award is at the sole discretion of LACRT.

#### **How Long Does It Take?**

All applicants will be contacted within five days. Applicants will be notified of the outcome either directly or via the agency that made the application.

#### **How Will the Grant be Paid?**

Goods will be paid for directly to the supplier and delivery arranged to the individual or by the agency. Giftcards will be provided to the individual or to the agency to forward on to the applicant. Cash will not be given directly to an applicant.

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Name of Person or Referring Agency	
Contact Name at Agency (if relevant)	
Position Held at the Agency (if relevant)	
Telephone Number	
Email Address	
Please provide details of the need identified	
Please explain how your/the applicant's situation has been impacted by the coronavirus pandemic	
Please describe your/the applicant's current financial situation and sources of income	
Please provide details of the items required and approximate cost	

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Have you previously made an application to the fund [on behalf of this individual]?	Yes/No
Please provide details of previous application	
As the applicant/responsible officer for this organisation, I am confident that this application is genuine	
Name (Block letters)	
Signature	
Date	
LACRT will look after personal data in accordance with the requirements of the General Data Protection Regulation 2018 (GDPR). Please ask for more details of our policies and procedures.	