

LEEDS HARDSHIP FUND

Hardship Fund Arrangements (Winter 22-2023)

1. The referring organizations will be:

PAFRAS
British Red Cross
Meeting Point
Solace
LASSN
RETAS

The Steering Group for the Fund will comprise representatives of these organizations and of Leeds Refugee Forum (LRF) and Leeds City of Sanctuary.

2. LRF will administer the Fund but will not make referrals.

3. The Fund will start operating in the week beginning 5th December 2022 (first payment day 7th December) and will continue until the end of March 2023 (i.e. last payment date 29th March). Total - 19 weeks.

4. Referrals are for 1 – 4 weeks and are then reviewed. In exceptional circumstances, at the discretion of the referring organisation, referrals could be for longer.

5. People referred from one organisation cannot be referred from a different organisation for at least 8 weeks. They can however be re-referred by the original organisation.

6. Referrals need to be emailed to LRF (info@leedsrefugeeforum.org.uk) by 12.00 noon on Monday for payment on Wednesday (between 1.00 and 2:00pm).

7. The number of payments which can be made each week for each of the referring organizations will be:

PAFRAS	-	5 per week
British Red Cross	-	5 per week
Meeting Point	-	5 per week
Solace	-	2 per week
RETAS	-	2 per week
LASSN	-	2 per week

N.B. The numbers above relate to the number of payments each week, not the number of referrals.

8. The payment amounts are as follows:

- Single person £25
- Two people (couple or parent with child) £40

9. Payments can generally only be made to people who do **not** have refugee status/leave to remain and have no other income. In exceptional cases, payments may be made to people who have leave to remain but do not have any other income. Subject to those conditions, each referring organisation can choose its own method of selecting people for the Hardship Fund but should prioritise those who are most vulnerable, e.g. street homeless, women, children, and those with health issues.

10. In exceptional cases and when funds are not available from any other source, one-off payments may be made out of the Fund for expenses which either prevent people from going into destitution or enable them to get out of it, for example by strengthening a claim for asylum support or preventing it from being withdrawn – examples of such expenses would be medical reports and travel expenses.

11. Referrals should generally be for people in Leeds, including people who have just moved to Leeds. Referring organizations have discretion to make exceptions to this rule, for example people who attend the PAFRAS or Meeting Point drop-in but have temporary accommodation in say Bradford.

12. Given that the payments from the Hardship Fund are a stopgap solution which does not resolve the longer-term issues facing individuals, organizations are urged to ensure that people referred to the Fund are either receiving casework support already or will be referred to an organization which provides it.

13. LRF will monitor the number of referrals and the financial position of the Hardship Fund; will keep the members of the Steering Group informed; and will consult with referring organizations if it appears possible to increase the number of weekly referrals or necessary to reduce them.

14. Decisions about the Hardship Fund will be made by a Steering Group meeting or email consultation. LRF will invite all members of the Steering Group to any meeting or email all of them. Decisions will be made by those attending the meeting or replying to the email. Ideally decisions will be agreed together.