



GUIDE TO APPLYING TO THE CILEx BENEVOLENT FUND

What Type of Assistance Does the Fund Provide?

The Fund can provide a range of assistance, for example, to provide financial help to cover unexpected or unusual bills, utility bills or the purchase of something to help ease a disability. The Trustees can also provide guidance on State benefits and other resources available for those who need financial advice such as debt consolidation. In cases where financial funding is granted, the amount will normally be a small one-off payment or contribution. When considering whether financial assistance can be given, the Fund's Trustees expect applicants to have availed themselves of any State benefits to which they may be entitled. The Trustees will normally draw attention to such benefits if this does not seem to have been done.

What Type of Assistance Does the Fund Not Provide?

The Fund is not a grant or bursary scheme, and so cannot assist students with their cost of study. The Trustees do hope that a scheme to assist students will be available in the future. The Fund will not discharge outstanding judgment debts for applicants. The Fund cannot pay members subscription fees even if a member has been made redundant. Members who have been made redundant or who are facing redundancy should contact the CILEx Membership Department and arrange to be put on the monthly direct payment scheme to spread the cost of their membership throughout the year or to move to the non-practising membership grade.

What are the Criteria for Applying?

Applicants must have been a previous, or are a current member of CILEx, or a dependant of a member before you are able to apply to the Fund. Applicants must have been or are a member of CILEx for a minimum of one year before applying. The Fund does not assist new members with their costs of joining CILEx.

Is There a Limit to the Number of Times I Can Apply?

There is no limit to the number of times that an applicant may apply. However, the Trustees are aware of any past assistance granted and the Fund is not able to assist an applicant on an ongoing basis.

How Do I Apply?

All applicants must complete an CILEx Benevolent Fund Application Form. The Trustees are not able to consider an application if the Personal Budget Form (attached to the CILEx Benevolent Fund Application Form) is not fully completed. Failure to complete the application form completely and include all relevant enclosures will result in a delay in consideration of the application. The Fund does not pay an applicant directly but rather the creditor. Receipts or statements may be required. The Fund does not reimburse an applicant for any monies already paid. The Trustees reserve the right to contact employers or others direct in the course of considering the merits of the application. The Trustees will ensure that this will be done with discretion and in confidence.

What is the Time Frame for an Application to be Considered?

It can take up to 30 business days for completed applications to be considered. Applications can take longer if the application form is not completed fully, enclosures are not included with the application, the Trustees need clarification on the information provided or if there are any bank holidays during the consideration period.

If financial funding is granted, payments can take up to 15 business days to be sent to the creditor. The Fund is not responsible for any late fees, interest charges, penalty charges, court fees or any other issues associated with an applicant's creditor(s) that may be a result of the time frame for consideration.

Who Are the Trustees?

The Trustees of the Fund are:

Paul Clark, Lay Trustee (Chair)

Simon Wells, Lay Trustee (Vice Chair)

Joyce Arram FCILEx, FRSA, Honorary Vice President CILEx

Sandra Barton FCILEx and past President of CILEx

Diane Burleigh Honorary FCILEx and former Chief Executive of CILEx

All decisions regarding applications to The Fund are entirely at the Trustees' discretion and there is no right to appeal.