

# Welfare and Support Programme

## Information and Guidance for CILEX members

*This guidance provides important information. Please read before  
filling out an application form*

*June 2021*

## **Guidance and Information notes for applicants – CILEX Foundation Welfare and Support Programme**

Please ensure you read this guidance in full, before starting the application process for the CILEX Foundation Welfare and Support Programme.

### **1. What is the CILEX Foundation?**

1.1. The CILEX Foundation is a registered Charity (registered charity number 1185862) that supports CILEX Members, whether they are qualified CILEX Lawyers or CILEX Paralegals, non-practicing members or students studying the CILEX route to law.

1.2. One of the charitable aims of the CILEX Foundation is to *relieve poverty*. We do this by providing support, advice and – where appropriate – financial assistance to our members and their families.

### **2. What support is available under the Welfare and Support Programme?**

2.1 The Welfare and Support Programme has been designed to provide early intervention advice and support to members who may have had a change of circumstance or are struggling with problem debt. The aim is to enable the member to achieve financial peace-of-mind, manage their finances effectively and to avoid court action that could compromise their ability to practice Law.

2.2 Support could be in the form of a referral to a money advice or income maximisation service, assistance with the assessment and application for welfare benefits, or in some circumstances, a welfare grant paid towards a cost or expense that the member or their family would otherwise be unable to afford.

### **3. What is a CILEX Welfare Grant?**

3.1 A Welfare Grant is a financial payment, made by the CILEX Foundation to assist a member who is experiencing unexpected financial difficulty or else is suffering from financial hardship which is impacting their ability to afford essential items.

3.2 The aim of a Welfare Grant payment is to provide relief from financial difficulty for a period of time, in which the person making the claim will be supported to seek advice to maximise their income, minimise their debts and have confidence in managing their finances.

3.3 The grant may cover the full cost of the item or expense or may contribute towards the cost of the purchase. We therefore strongly advise that you do not agree to any purchase until any award is confirmed.

### **4. What sort of assistance can I apply for help with under the Welfare and Support Grant programme?**

4.1 The CILEX Foundation recognises that the needs of our members and their families change and can be impacted by many factors.

4.2 As such, the CILEX Foundation does not have a prescriptive list of items that can be claimed for. Instead, members are encouraged to consider the minimum award that would make a positive impact on their current financial situation.

4.3 There are some items or costs that the Charity is strictly unable to award for. These include non-essential membership subscriptions, non-essential household or leisure items or trips, fines and litigation costs, situations where statutory funding exists, Student Loan Company repayments, support for dependents living overseas, private education costs and non-essential insurances.

4.4. If you would like to access money advice, discuss the other early intervention options available, or need help making a claim, please contact the Charity Support Officer via the Contact Us form on the MyCILEX portal.

## **5. Who is eligible for a CILEX Foundation Welfare and Support Grant?**

5.1 To be eligible to make an application for a CILEX Welfare Grant, you must meet the following criteria:

- You must be a current member of CILEX,
- You must live in England or Wales.

5.2 CILEX members are able to make claims for costs to benefit themselves, or their dependent family members (spouse, child under the age of 18 or any person for whom the member has a formal caring responsibility, within the same household).

5.3 We will also consider applications made by those appointed to deal with the affairs of CILEX members who have died.

5.4 We are unable to consider applications from former members, including members who have allowed their membership to lapse prior to the submission of an application to the Foundation.

## **6 How do I apply?**

Please contact the Charity Support Officer via the Contact Us form on the MyCILEX portal – you will be emailed the CILEX Foundation Welfare and Support application form, which you will need to complete.

6.2 You will be asked to provide your details plus details of other people in your household, the nature of your claim and a detailed breakdown of your family's income and expenditure. This is to allow specialist claims assessors to consider not only your claim, but any additional support you may be entitled to.

## **7. How are applications assessed?**

6.1 Your application form, along with any supporting documents should be uploaded via the Contact Us form on the MyCILEX portal.

7.2 Once received, they are passed to an independent claim assessor. The CILEX Foundation use a specialist claims assessment service [Auriga Services Ltd](#), to review their application forms and make recommendations on suitable support.

7.3 Upon receipt of the recommendation from Auriga Services Ltd, your case will be considered by a panel of Trustees, who will decide on the support – including any financial grant – that the charity will offer to you.

## **8. How long does the application process take**

8.1 The CILEX Foundation Welfare Grant Programme can take up to 6 weeks, from initial application to payment of any grant or referral to support.

8.2 The CILEX Foundation Welfare Grant Programme is not a crisis grant service and cannot provide advances or transfer funds until approved. If you require urgent advice, please contact the following free national services:

- The Money Advice Service <https://www.moneyadviceservice.org.uk/en>
- Step-Change <https://www.stepchange.org/>
- Citizens Advice Bureau <https://www.citizensadvice.org.uk/>

## **9. How will the grant be paid?**

9.1 The grant will be paid by bank transfer. You will be required to provide invoices or quotes as part of the application process and may be asked for confirmation of banking details.

## **10. What if I need support with my application?**

10.1 It is important that the information contained in the application form is accurate, and we encourage applicants to complete the form themselves where possible, even if the grant you are applying for is to benefit someone else such as a dependent. If you require assistance in completing any part of the form, please contact the Charity Support Officer, via the Contact Us form on the MyCILEX portal.

## **11. When can I apply?**

10.1 There is no restriction on when you can apply to the CILEX Foundation Welfare Grant programme, providing that you meet the eligibility criteria set out in section 3 of this guide. The programme is available to members throughout the year.

11.2 We encourage members to apply at the earliest opportunity, to mitigate the cost of any claim, reduce the risk of further financial adversity and to achieve the maximum benefit from the support available to them.

## **12. What if I have applied before?**

12.1 Members who have applied to either the CILEX Foundation, or the former charity *The CILEX Benevolent Fund* are encouraged to make an application for support if they are in continued financial need.

12.2 Members should be aware that Trustees considering the applications are notified of previous awards, including the date and value of any financial grants.

## **13. Can I apply for help with the cost of my studies?**

13.1 The CILEX Foundation operates separate Scholarship and Bursary Programmes to support those wishing to enrol on the CILEX Professional Qualification, or to assist existing members with specialist career development courses.

## **14. Will I need to declare my application for financial support to CRL?**

14.1 Upon renewal of membership, CILEX Members must make a declaration to CILEx Regulation Limited in relation to their personal finances. Whilst CRL require declaration of certain debt agreements such as insolvency and bankruptcy, they would not require information about whether a member has sought money management advice or applied for charitable funding.

14.2 We recommend that if you are concerned about how your financial circumstances may impact your membership, that you contact CRL at the earliest opportunity.

14.3 For information on the CRL declaration requirements, please see here  
<https://cilexregulation.org.uk/prior-conduct/>

## **15 Will you share the details of my claim with CILEX, my learning provider, CRL or any other party?**

14.1 The CILEX Foundation will only share your data with your permission, such as when we pass your application form to Auriga Services Ltd for their claim assessment service, or if you agree for us to make a referral to another agency or support service.

15.2 There may be some legal exceptions, such as where we are required by law to disclose information, or if we become aware that a person is at risk of serious harm. For more information on how we use your data, please see our privacy notice online.

## **16. Grant making and Appeals**

16.1 Applications to the Welfare and Support Programme are decided on by a panel of Trustees, considering a number of factors including the recommendation from Auriga Services Ltd, funds available to the charity and volume of claims to the charity.

16.2 Recommendation of grant payment or other support by our independent claims assessors does not guarantee that an award will be made. Trustees reserve the right to make partial awards at their discretion.

16.3 Trustees' decisions are final, and there is no process for appeal. Members are however able to reapply should further need arise.

## **17. Use of data**

17.1 Refer to our web pages for our Data Protection, Privacy and Cookie policies.

## **18. If you would like to support the CILEX Foundation**

20.1 The CILEX Foundation is a registered charity (registered charity number 1185862), which relies on

fundraising to support members and their families. If you are a CILEX member or individual who would like to support our charity, contact us via the Contact Us form on the MyCILEX portal.

20.2 If you are an employer or organisation who would like to support the CILEX Foundation in widening the opportunities for under-represented groups to enter and progress within the legal profession please contact the Charity Support office via the Contact Us form on the MyCILEX portal.

20.3 If you are a charity or organisation that would like to partner with us to provide support to our members, please contact us via the Contact Us form on the MyCILEX portal.