**Application Form for COVID19 Staff Hardship Grant Scheme**

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| **Part 1 - To be completed by the Applicant** | | Office Use |
| **Application Date** |  |  |
| **Applicant First Name** |  |  |
| **Applicant Surname** |  |  |
| **Personal Reference/Person Reference Number** |  |  |
| **Applicant Home Address** |  |  |
| **Applicant Contact Phone Number** |  |  |
| **Applicant Email Address** |  |  |
| **Contract type** | Fixed Term Contract  TES Assignment Workers Agreement  Other, please specify |  |
| **Dates of employment/assignment with UoC**  **(start/end date**) |  |  |
| **Most recent role with UoC (Job Title, dates and Department)** |  |  |
| **Details of last 4 digits of bank account number\*1** |  |  |
| **Grant amount requested (max £1,250)\*2** |  |  |

\*1 This must be the bank account which payroll use for the payment of salary/wages.

\*2 Grant amounts are subject to income tax and national insurance. Please note, the amount received will be less than the amount awarded.

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| **Part 2 – To be completed by the Applicant** | |
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| **Details of the hardship request** |  |
| Please note that the request cannot be considered without **complete** details of:   * the exceptional reasons you are applying for financial assistance and the positive impact that a grant will make * recent losses in income * additional statutory and/or charitable and/or University support applied for and/or received * details of how a grant will be used * any other comments to support the application |  |
| **Applicant** Name, Job Title and Department:  **I confirm that the details in the application form are true and accurate.**  **I understand that the grant payment is considered a taxable benefit** and therefore will be subject to both income tax and National Insurance contributions.  **I confirm that I am eligible for the hardship grant scheme** (i.e. have an existing employment contract or workers assignment with less than 12 months remaining and am ineligible for the welfare loan).  Signature:  Date:  **Once you have signed and completed Part 1 and 2 of this application form, please arrange for it to be forwarded to your Departmental Administrator or equivalent to complete Part 3, before it is submitted to** [**staffhardshipgrant@admin.cam.ac.uk**](mailto:staffhardshipgrant@admin.cam.ac.uk) |  |

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| **Part 3 - To be completed by the Departmental Administrator or equivalent**  [Further guidance](https://www.hr.admin.cam.ac.uk/staff-hardship-grant-covid19/guidance-departmental-administrators) is available to Departmental Administrators when deciding whether to endorse an application for hardship. | |
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| **Departmental Administrator** Name, Job Title, Department and Contact Phone Number: |  |
| **Departmental Administrator Supporting Statement and endorsement:** |  |
| Signature:  I confirm that the applicant’s employment information has been verified and I believe that the applicant is eligible for the Staff Hardship Grant.  Date: |  |
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| Office Use Only: |  |