**Local Hardship Fund**

**Keele University UCU Local Hardship Fund: Policies and Procedures**

Keele University UCU branch has created a local hardship fund specifically aimed at assisting staff losing income due to strike action.

This document sets out the policies and procedures for claiming money from the hardship fund.

1. Anyone claiming assistance through the hardship fund must be a member of the UCU.
2. Anyone claiming assistance through the hardship fund must have taken strike action.
3. All payments will be made by cheque or BACS. This is a condition of our bank and cannot be changed by the branch – Cash cannot be issued.
4. All claims will be assessed by a hardship fund committee to ensure compliance with national guidelines.

The following procedures have been implemented to make this process as easy as possible:

1. **Completion of form**

Please would you complete the attached form and email it to the UCU treasurer at [k.tong@keele.ac.uk](mailto:k.tong@keele.ac.uk)

1. **Evidence of loss of earnings/hardship**

Please send in a payslip which shows deductions of earnings or any other evidence that shows you took part in strike action.

We are not asking for further evidence of hardship but this can be included at your discretion.

The usual payment is £50 per day of strike action. However, additional payments can be made at the discretion of the Hardship Committee once it is clear how many claims we have.

Please submit your claim as soon as possible.

For further information please contact Kay Tong on 31490.