

## **GUIDANCE NOTE – Newly Self-employed Hardship Fund – go-live date: 30 April 2020**

Accompanies V1.3 of the application form

Updated 29/04, 20:00

### **Background**

- The purpose of this fund is to provide hardship relief to newly self-employed individuals who have not been able to access support through other schemes.
- Successful applicants will receive a one-off payment of £2,000.
- Individuals may only apply once and only in one Local Authority area. This must be the Local Authority area in which they live, regardless of where they trade
- Officers should follow local guidance and best practice for financial management and counter-fraud

### **Check-list**

In order to be considered, applicants must:

- ✓ Have declared that they meet all of the eligibility criteria by inserting a tick/yes next to each requirement;
- ✓ Have ticked the box agreeing to the Declaration;
- ✓ Complete all the fields under Personal Information. Only the Trading Name is optional if not relevant, but it must be provided if any of the supporting documentation features a trading name;
- ✓ Include all the following supporting documentation:
  - photographic proof of identity;
  - proof of address;
  - evidence of active trading (bank statements and 2 other forms of evidence).
  - separate bank statement for the account into which they wish to receive the grant, if applicable

**In exceptional cases where applicants are unable to provide specific items of supporting evidence (see below), action officers may accept alternatives in line with the guidance, but in doing so must be satisfied with the integrity of the application as a whole. This means that the combination of other supporting evidence supplied must provide a convincing picture of an applicant with a legitimate claim.** This is fundamental to reducing fraud risk.

Successful applicants may continue to work or take on other employment including voluntary work while applying for or in receipt of grants.

### **Eligibility**

Applicants must confirm that they meet each of the eligibility criteria by inserting a tick/yes in the corresponding box. Failing this, the application should be rejected.

Officers are not expected to verify all of these statements, or undertake an assessment of hardship, or independently check the applicant's status with regards to working age benefits

No supporting evidence is required specifically for this section of the form.