



GUIDANCE NOTES FOR THE ALLOCATION OF HARDSHIP GRANTS

Hardship Grants will be used to help as many people as possible within Aberdeen City and it will be necessary to have an upper limit of **£1,000** per household, inclusive of VAT where applicable. In exceptional cases, an additional grant or loan may be considered.

The number and amount of hardship grants awarded within the calendar year shall be determined by the level of funds secured.

1. Applicants should: -

- a. have limited income, generally not exceeding **£240** per week for a single person and **£360** for a couple, excluding housing costs and disability benefits. All other avenues should be explored before the case comes to committee.

(Income levels will be reviewed annually in April and set at 5% above GPC rates, to the nearest £)

- b. be in financial hardship.
- c. be over 60 years of age, or be disabled, or be suffering chronic ill health.
- d. have limited capital.
- e. generally, be owner occupiers or tenants of a private landlord.

2. Priority will be given to repairs where: -

- a. the lack of repair will lead to a serious risk to health and/or safety.
- b. the client is likely to suffer hardship unless financial help is given.

3. Payment will be made to the contractor subject to the appropriate mandate being in place.

4. There should be no other appropriate source of financial help available, but where such other source can meet only part of the cost of a repair then a grant up to the agreed maximum will be considered.

5. Case Workers are permitted to spend up to **£300** per client, who fit the above criteria, without prior approval; the committee to be updated at quarterly meetings of any such expenditure.