



Hardship Fund Policy and Process

Our association recognises that members may face financial difficulties. To ensure all beekeepers can remain part of our community, we offer hardship support to cover annual membership fees.

Eligibility Criteria:

- Applicant must be a current or recently lapsed member (within 12 months).
- Applicant must reside locally and actively keep or intend to keep bees.

Financial Need (Self-Declaration):

Applicants may indicate financial difficulty due to low income, job loss, illness, caring responsibilities, or receiving income-related benefits.

Acceptable Evidence of Hardship (light-touch and non-intrusive):

- Self-declaration of financial hardship.
- Confirmation of receiving income-related benefits.
- Brief explanation of unexpected financial pressures.
- Statement of single-income household or student/retiree status.

Limits:

- One hardship award per member per membership year.
- Awards depend on available funds.

Application Process:

- Submit a short confidential form outlining circumstances.
- Two designated committee members review applications within 14 days.

Confidentiality:

All information is confidential and decisions are anonymised.

All documentation should be password protected

Annual Review:

Criteria and fund sustainability are reviewed yearly.

Appendix 1

Hardship Application Form

Member Hardship Support Application Form

Please provide the following details:

Name:

Address:

Email:

Phone:

Statement of Hardship (2–3 sentences):

Type of Evidence Provided:

- Self-declaration of financial difficulty
- Confirmation of income-related benefits
- Brief explanation of unexpected financial pressures
- Single-income household or student/retiree status

I confirm the information provided is accurate.

Signature: _____ Date: _____

Appendix 2

Website Text

Member-Facing Hardship Information

Hardship Support for Members

Our association offers a confidential hardship fund to support members facing financial difficulties.

Eligibility:

- Current or recently lapsed members (12 months)
- Local beekeepers actively engaged or intending to begin

Evidence of Hardship:

- Self-declaration of financial difficulty
- Confirmation of relevant benefits
- Explanation of unexpected financial pressures
- Single-income household, student or retiree status

How to Apply:

Download and submit the Hardship Application Form via email or directly to the committee.

secretary@clevelandbeekeepers.org.uk

All applications are strictly confidential

Appendix 3 -

Hardship Fund Review Log (Excel spreadsheet)

Confidential Hardship Fund Review Log

For Committee Use Only

Fields to complete for each application:

- Application ID:
- Date Received:
- Reviewer Names:
- Eligibility Confirmed (Yes/No):
- Evidence Reviewed:
- Decision (Approved/Declined):
- Notes (Anonymous summary only):
- Date Applicant Notified:

This document must be stored securely, password protected and accessed only by authorised reviewers.