

# Process for Accessing Gubay Crisis Fund

## Application Assessment Form

Request for the Gubay Crisis fund application

Application emailed to the School/Parish/Applicant

Applicant returns completed application form to [gubaycrisisfund@nugentcare.org](mailto:gubaycrisisfund@nugentcare.org)  
this is passed on to Leadership Team at Nugent for assessment.

Leadership Team at Nugent checks the application fits our criteria:  
Real crisis situation and one-off support can make a difference (not an on-going need)

NO

Criteria met?

YES

A letter is then send to the applicant to inform them of this decision  
(see email template) Gubay Crisis Fund docs/Applicant refusal letter template

A letter is then sent out to the applicant to inform them of this decision (see email template) Gubay Crisis Fund docs/Applicant successful letter template. Forward the application and this completed form to the finance department to process.

**It is essential that the information below is completed when assessing all applications.**

**In the event of successful applications, this paperwork along with the application form requires forwarding to finance. Any unsuccessful applications to be returned to the applicant stating the reason for the decision.**

Family's / Individual surname: \_\_\_\_\_ School: \_\_\_\_\_

Crisis fund awarded (please circle): YES / NO Amount awarded: £ \_\_\_\_\_

Reason for refusal: \_\_\_\_\_

Authorised by: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Authorised by: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_