



















GUIDELINES 2023-2024

-  All grants are discretionary. In exceptional circumstances, the grants set out below may be varied by the Trustees. The Trustees act as the Management Committee of the Fund. All applicants are expected to apply for all state benefits that they are entitled to as grants will not be used to replace such benefits. Grants will not normally be given to pay for private education or private medical fees where state-provided care is available.
-  Applications for help from NUJ Extra will be considered from dependants of deceased NUJ members, members of the NUJ, ex members of the NUJ who have left in good standing. In all cases, the NUJ member must have paid at least one year's contributions at the appropriate full members' rate in order to be considered for assistance. Former members, whose membership ceased because of lapsing or expulsion, shall not normally qualify for help, unless extenuating circumstances are established to the Trustees' satisfaction.
-  We normally help people whose lives have been changed by an accident, illness or some personal tragedy and who need our short-term help to get back on their feet. We cannot help those members who, on a day-to-day basis, are unable to make a living from journalism.
-  The basis of assistance shall be need, taking into account the total income and reserves of the applicant which must be declared by the applicant on the application form.
-  An applicant may be awarded a one-off grant to cover immediate need and/or a weekly/monthly grant. This will be at the discretion of the Trustees.
-  At the discretion of the Trustees, expenditure arising from any disability shall be taken into account.
-  A beneficiary who is in receipt of continuing help will normally receive a grant calculated by subtracting their total weekly income from an agreed poverty threshold figure for the nation in which they live, plus 10% or a figure as decided by the Trustees. Therefore, the grant will make up the difference between the applicant's total weekly income and this figure. The poverty threshold figure will be that established by an appropriate campaigning or national organisation for each nation and will be reviewed annually. An extra £120 or Euro equivalent shall be allocated for each dependant.
-  An applicant shall not normally receive a grant if his/her reserves exceed £12,000. In the case of each dependant of a beneficiary, this figure shall be increased by £2000.
-  All continuing grants shall be reviewed at least once a year by the Trustees.
-  If the applicant owns the house in which he/she lives, the value of that house shall be ignored in calculating reserves, but any rent received from letting shall be included in the weekly income.
-  All capital reserves and income must be declared, and beneficiaries must apply for all state, company, insurance or other benefits to which they are entitled.
-  With regard to continuing beneficiaries, to ease the transition when the applicant ceases to be dependant, the necessary reduction in income may be made in three instalments.
-  Beneficiaries receiving grants for equipment will be informed that it's theirs to keep. However, should equipment cost more than £500 become unsuitable and/or no longer needed, they will be asked to inform the charity in case it is needed by another NUJ beneficiary.
-  Applications should normally be endorsed by the member's branch welfare officer and/or branch or chapel committee unless the member, ex-member or dependants, live in an area not covered by a branch.
-  The Chair may make awards between meetings to cover emergency need. This must be endorsed by the next meeting of the Trustees.
-  It is the policy of the Trustees that NUJ Extra's reserves will not be used to help pay the credit card debts of an applicant.