

## Terms and Conditions – University of Bristol UCU Local Hardship Fund

1. As an initial, one-off payment, a *sum of £30,000* will be paid from University of Bristol UCU LA accounts to the Local Hardship Fund.
2. Donations to the Local Hardship Fund will be accepted. All donations received will be added to the initial sum of £30,000.
3. Claiming from Bristol UCU Hardship Fund is limited and restricted to low paid Bristol UCU members on a precarious contract.
4. 'Low paid Bristol UCU members on a precarious contract' is defined as a Bristol UCU member on *a) a hourly-paid contract and/or b) Grade I and below of the University of Bristol Grade Structure.*
5. Claiming from the Bristol UCU Hardship Fund is conditional on taking full strike action on up to three strike days. After this period, members are able to claim from the national strike fund.
6. In the case of Hourly-Paid Teachers (HPT) making a claim, they will be able to claim for their preparation and class delivery time. Claiming for assessment will not be allowed as HPTs may well be asked to deliver this work at a future date in response to a reasonable request.
7. The Hardship Fund is administered by branch officers, namely, the Treasurer, President and Branch Secretary. These Fund administrators will assess and authorise Hardship Fund claims/applications.
8. To make a claim/application from the fund Bristol UCU members need to show a payslip or contract that confirms their contractual status, *and* evidence that they have taken full strike action (*such as their email to HR confirming that the member has taken strike action*).
9. The Hardship Fund will also comply with the following eligibility and access criteria:
  - a) The application process must include a membership check and confirmation from the member that they will not receive more than the total loss from combined applications to UCU accredited funds.*
  - b) Payments should only be made from the Fund's bank account specifically set up for the purpose [for proper audit examination] and made by internet payment to the member concerned.*

*c) Claims must only be agreed and payments made on proof of loss of pay. Copies of evidence must be retained in the branch accounts, by the Branch Treasurer, for audit purposes.*

*d) All claims to the Fund must be submitted within 3 months of the loss of pay concerned.*