

Benevolence Assistance Program Guidelines

The Hand Heart Pocket Benevolent Fund provides benevolence assistance, a program designed to assist those in the community in necessitous circumstances.

1. Outline of program

The Hand Heart Pocket Benevolent Fund, is administered by The Board of Benevolence and of Aged Masons, Widows and Orphans' Fund as trustee, providing benevolent assistance to eligible recipients who find themselves in necessitous circumstances with modest support for essential living costs.

1.1 As a means of achieving this purpose, Hand Heart Pocket offers a program under which persons in need of benevolent relief may apply for financial assistance.

1.2 How does the program work?

(1) The program consists of five (5) different types of assistance; namely:

(a) **Benevolence Assistance** to those in need, which includes the following:

- (i) **Cost of Living Grant** which provides assistance with the costs of daily living of an amount which is reviewed annually for CPI;
- (ii) **Child Allowance** which provides assistance with the costs of educating children in primary or secondary school; the allowance is reviewed annually for CPI;
- (iii) **Special Grant (ongoing)** which provides assistance to those who have a special continuing need arising from their circumstances, such as medical costs, which is paid monthly; and
- (iv) **Special Grant (one-off/emergency)** which provides assistance to those who have a special need which does not require recurrent assistance, or due to emergency circumstances such as from a family emergency, accident and so on;

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(b) **Disaster Relief** which provides assistance to those in need as a consequence of a natural disaster; and

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(c) **Funeral Grants** which provides monetary assistance, capped at \$5,000, to assist with the cost of paying for a funeral in circumstances where the deceased or family cannot pay, especially where the death was unexpected.

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- (2) Members of the public are welcome to apply for any type of assistance. Assistance will be granted to those who meet the requirements for the type of assistance sought.

2. Purpose of the program

- 2.1 The purpose of the program is for the Hand Heart Pocket Benevolent Fund to achieve its purpose of providing benevolent relief to those in need in the community.

3. Eligibility requirements

- 3.1 To be eligible for assistance, the recipient and form of relief sought must be consistent with the fund's objects as set out below.
- 3.2 This means the Hand Heart Pocket Benevolent Fund can only provide assistance where:
 - (1) the beneficiary/ies is a person/s in need; and
 - (2) the grant will provide relief to the beneficiary/s which is benevolent.
- 3.3 Benevolent relief is relief which is directed towards relieving the poverty or distress experienced by people in need. The need might be caused by poverty, lack of financial resources, disability, sickness or such other circumstances which give rise to misfortune or helplessness.
- 3.4 General or abstract purposes such as promoting social welfare in the community will **NOT** meet the Hand Heart Pocket Benevolent Fund requirements. Further, it is not sufficient that a group of people are in need: the assistance needs to be for the relief of suffering and distress experienced by those people.

4. The application process

- 4.1 All applications for assistance must be submitted in the approved form.
- 4.2 Applications are considered and processed by Hand Heart Pocket monthly or by exception on a necessitous need basis.
- 4.3 If the application is approved, all payments are electronically transferred soon after requisite approval has been given. A member of staff will contact you in regard to your application and if successful, request your bank account details.

5. Assessment

- 5.1 Hand Heart Pocket will assess applications and consider the particular circumstances of each applicant to determine if the application meets its requirements.
- 5.2 Some factors which Hand Heart Pocket must consider in the application are:
 - (1) whether the applicant meets the eligibility requirements set out above;
 - (2) the measure of need must be such as to arouse compassion in the community;
 - (3) the need must not arise due to normal human experiences such as failure, loss of status etc; and
 - (4) the beneficiary must be in Australia.