

## **APPLICATION FOR MAYORAL RELIEF ASSISTANCE**

Each year the Wellington City Council allocates funding to assist people of the Wellington community who are in need of emergency assistance. The Wellington City Council does this in partnership with the Wellington City Mission.

### **Purpose:**

The Mayoral Relief Fund is to support Wellingtonians who are experiencing an emergency. This could be:

- Final notice or disconnection of key utilities such as power
- Tenancy at imminent risk of termination due to arrears
- Family or personal crisis
- Becoming homeless due to unforeseen circumstances

### **Criteria**

- Applicants must reside within the Wellington area
- Evidence must be shown as to the circumstances of need and how this is an emergency
- Evidence must be shown of alternatives sought to address need – for example contact with MSD
- A plan has been made to remedy any longer-term issues that are due to this emergency.

### **Process:**

- Wellington City Mission will endeavour to respond to applications in a timely way, as is practicable within working hours.
- Applications will be decided on a case-by-case basis.
- If more information is required, a case worker may contact the applicant to assist with this.
- No cash grants or loans will be provided to clients directly
- If your application is successful and funding is allocated, Wellington City Mission may contact you to find out how things are going.

### **Completed applications to be sent to:**

The Wellington City Mission  
19 Gordon Place, Newtown

**Hours:** 8 30 am to 4 30 pm Monday to Friday

**Phone:** 04 245 0900 **Email** [Referrals@wcm.org.nz](mailto:Referrals@wcm.org.nz)

**For more info please visit :** [www.wellingtoncitymission.org.nz](http://www.wellingtoncitymission.org.nz)

**APPLICATION FOR MAYORAL RELIEF ASSISTANCE**

Name: (first) \_\_\_\_\_ (surname) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Alternative contact (if applicable) \_\_\_\_\_

Benefit type/income source: \_\_\_\_\_

Reason for application: \_\_\_\_\_

What alternatives have been tried to meet your need? If unsuccessful, please give details of reasons.

Amount sought from Mayoral Relief Funding : \$ \_\_\_\_\_

Date of application : \_\_\_\_\_

Please outline future steps that will be taken to address any longer term issues to address the emergency situation.

This may include appointments booked with housing providers, alternative accommodation, appointments with budgeting or financial support services, GP etc.

The more info you can provide will hasten our ability to process your application.

Before completing this application, please ensure that you have attached evidence of your circumstances:

- details of your income such a benefit breakdown, payslips or bank statements
- support letters, bills for unexpected expenses, final notice given for tenancy or utiliites, decline letters from other services, emails about expected appointments, etc.

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**For Wellington City Mission agents assessing Mayoral Relief:**

Form assessed by: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant is normally residing within Wellington City

Situation is an emergency – an exceptional situation or circumstance

Need cannot be met through other means - taking into account the likelihood of its achievement in a timely manner

Applicant has provided some evidence of their circumstances which support the definition of an emergency

A plan of next steps for solving their presenting issue has been discussed

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Approved Yes  No

Signed Manager or Mayoral Relief Coordinator:

\_\_\_\_\_

Date: \_\_\_\_\_

If declined, please detail reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_