

STRATEGIC LEGAL FUND FOR VULNERABLE YOUNG MIGRANTS

**funded by Trust for London and Esmée Fairbairn Foundation;
managed by MigrationWork CIC**

Claiming your grant

Please read these details carefully and keep them in a safe place for future reference.

When claiming your grant please follow the procedures below to help us to process your claim speedily and efficiently.

Your grant is paid in two instalments: one at the start and one at the midway point.

When you are ready to claim the instalment of your grant, follow these steps.

1. Enclosed with these letters is a payment request form. Check that the details on the form are correct.
2. Check that you meet all the conditions of the grant which were detailed in your conditions of grant offer (the purple document).
3. If the details are correct, an authorised claimant must sign the form and return it to us. (Names of authorised claimants are given on the form).

What happens next?

4. On receiving your payment request form, we will transfer your instalment to the bank account stated on your claim form, usually within three weeks.
5. We will send you a letter to confirm the payment transfer has been made.
6. If further instalments of the grant are due we will send you a form to claim your next instalment. You should keep it safe until your next instalment is due then follow steps 1, 2 and 3 above.

What if the details on the request form are wrong?

7. If any of the details on the request form have changed, you should amend them and explain why they have changed in the space provided on the form.

What if there are any other problems?

8. If you lose your claim form, please contact us and we will issue another. Please do not use copies of old forms.
9. If you wish to change one of your two authorised claimants please ring or write to us. We will explain what to do next.