

**Middle Temple Emergency Assistance Fund**

**Application Form 2023/24**

**General**

The Middle Temple is able to make awards to members of the Inn who are unable to access financial support from the Bar Benevolent Association and who are student members of the Inn or in pupillage, or who have pupillage arranged (including where a pupillage has been deferred), to alleviate cases of serious unexpected hardship. Their purpose is to ensure, so far as possible, that members of the Inn with the potential to succeed at the Bar are not prevented from doing so by some unexpected financial setback. The funds available are limited.

It is not possible to define in advance every situation which may qualify, but an application for an award from the Fund would be appropriate in cases where an applicant is suffering hardship as a result of the loss of income as a result of the Covid-19 pandemic and in cases such as the drying up of expected funds because of the illness of the applicant, or the death, illness or loss of employment of a breadwinner: cases which might loosely be described as an unexpected catastrophe. Such developments are in principle unforeseen, but it is appreciated that they are not necessarily sudden.

The awards are not intended to deal with the historic debts, however large, which many students now have by the end of their academic and professional studies, or with the shortfall in funding by chambers in the rare cases where unfunded pupillages are permitted. They are not a supplement or substitute for an Inn scholarship.

**Eligibility criteria**

In order to qualify for the Middle Temple Emergency Assistance Fund you must be a member or student member of the Inn. In addition, you must be:

* Attending the GDL or BPTC course; or
* In pupillage (but you must not have received a brief); or
* In receipt of a confirmed offer of pupillage that has been deferred or delayed for any reason.

Please note that in the event that you are in your second 6 pupillage and you have received a brief you will be eligible to make an application to the Bar Benevolent Association.

In addition, you will need to show that:

* You are intending to and have a realistic prospect of practising at the Bar of England & Wales;
* You have suffered some serious and unexpected financial hardship.

**The Application**

To make an application, please complete the form below and email it to the Inn at [EmergencyAssistanceFund@middletemple.org.uk](mailto:EmergencyAssistanceFund@middletemple.org.uk), accompanied by a full curriculum vitae. In the nature of these awards there is no closing date for applications: the committee meets to consider applications from time to time.

**Financial Means Form**

You will find a financial means form enclosed within this application form.

During the current emergency we are asking you to complete the form for the period of 3 months (or until 30 June 2020) as an alternative.

The information you provide will be treated with the strictest confidence and in accordance with the Inn’s Data Protection Policy. Further details of this policy can be found be at <http://www.middletemple.org.uk/about-us/data-protection>

When completing the form, please give us the most accurate information you can; verification may be requested. Please provide as much information as possible and add further detail using the space provided. When making estimates please be reasonable/realistic. If you have a valid reason for a figure being more than is normally to be anticipated, please provide an explanation of this in the space provided.

In the expenses section you find the following headings:

* *Rent/Mortgage Payments*: If your rent includes bills, there is no need to separate the payments between “rent” and “bills”, please put the total in rent with an explanatory note.
* *Bills:* this encompasses all forms of household utility bill, including internet and mobile phones.
* *Food*
* *Comfort and Wellbeing*: This is expenditure that covers items that provide quality of life and comfort. These may well include your hobbies and interests. Please be realistic in your estimate.
* *Leisure and Entertainment*: expenditure in this category is expected to cover a moderate social life. Please be realistic in your estimate.
* *Personal Items*: this covers expenditure for items such as clothing, toiletries, or dry-cleaning.
* *Transport:* This is the expenditure of getting to and from chambers.

In the space entitled “Amount Requested” please put an estimation of how much you are seeking to receive through your application. This figure should be realistic.

Please note: If your form is not completed fully, you will be asked for additional information and your application may not be processed, may be delayed, and could be rejected.



**Application Form for Support from the MT Emergency Assistance Fund 2022**

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| **Title** |  |
| **Forename(s)** |  |
| **Surname** |  |
| **Email** |  |
| **Mobile Telephone** |  |

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| --- | --- |
| **Permanent Address** |  |
| **Postcode** |  |
| **Telephone** |  |

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| --- | --- |
| **Current Address**  (If different from above) |  |
| **Postcode** |  |
| **Telephone** |  |

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| **Middle Temple Number** |  |
| **Bar Council Number** |  |
| **Year of Call** |  |

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| **Name of Chambers**  (where you are/will be undertaking pupillage) |  |
| **Chambers Address** |  |
| **Postcode** |  |
| **Pupil Supervisor** |  |
| **Name of college where you are undertaking the GDL/BPTC**  **(if relevant)** |  |

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| **Supporting Statement**  Please explain your present position and the nature of your hardship as fully as possible. |
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| **Please give details of your academic and employment background.** |
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**Once you have fully completed all of the relevant sections above, please follow the instructions below. Failure to do so may result in your application not being processed.**

1. Please make sure your Financial Means form fits on two pages only. If you need to change the font size of your comments, or put your comments in the separate box that asks for any other financial information on the previous page, please do so.
2. Type your initials on the bottom of every page, where indicated.
3. Read the declaration below, tick the boxes, then sign and date.
4. E-signatures will be accepted
5. Submit your form as per the instructions provided.
6. Please email your application to [EmergencyAssistanceFund@middletemple.org.uk](mailto:EmergencyAssistanceFund@middletemple.org.uk)

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| **DECLARATION**  *Please tick each box to confirm you have read and understood each statement, then sign and date the declaration.*  By signing this document;  I declare that the above particulars are true in all respects, and I will inform the Inn of any changes to my circumstances that occur while my application is being considered  I confirm that I am a member of Middle Temple  I confirm that I have been awarded pupillage at the Bar of England and Wales or that I am attending a GDL/BPTC course at the institution that I have named in this application  I confirm that it is my intention to practise at the Bar of England and Wales  **Signature** ……………………………………………………………    **Date** ……………………… |

Data Protection

The Honourable Society of the Middle Temple (the Inn) processes and stores personal information in accordance with the Data Protection Act 2018 and the Inn’s Data Protection Policy.

By submitting an Emergency Assistance Fund application you are agreeing to the Inn storing and using your data to administer your application, and to produce summary information for statistical, regulatory and audit purposes. The information that the Inn holds is mainly provided by yourself, but may also be collected from other sources such as references or information already in the public domain. The information will be held securely and will only be accessed by Inn staff with appropriate permissions. This information will be kept and used for the duration of the application process and will be stored for 1 year, after which it will be confidentially destroyed. A small amount of information about any awards given will be added to a restricted section of your electronic member record.

If your contact details change it is your responsibility to update us so that the information we hold on you is accurate and up to date.

Third Parties

Your information will not be distributed to third parties unless it is anonymised, you give us explicit consent to do so, we are required to do so under a statutory or legal obligation, or are permitted to do so by the Data Protection Act. There are a small number of reasons where we may need to share some of your information with Third Parties for processes essential to managing your membership. For example, we provide the General Council of the Bar (also known as the Bar Council) with some equality information, if provided, for statutory purposes.

If you want to view the Inn’s Data Protection Policy, have any queries or want to see the personal data the Inn holds on you by making a Subject Access Request, please visit the Data Protection page on our website for information http://www.middletemple.org.uk/about-us/data-protection.

**FINANCIAL MEANS**

Please read the separate guidance sheet before filling in this form. Complete this form in pounds sterling, for the current [12 month/3 month]\* period.

Please ensure the form remains on two pages in total. \*please delete as appropriate

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| Title: |  | Chambers/College: |  |
| First name: |  | Location of Chambers/College: |  |
| Surname: |  | Town/city you live in: |  |

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| **(Anticipated) Expenditure** | | | | |
|  | **Monthly Cost** | **Yearly/**  **3 monthly cost** | **Explanatory Notes**  *Please use this section to clarify your expenditure* | **For use by Panel** |
| **Rent/Mortgage Payments**  *If your rent includes bills please identify this in the explanatory notes* |  |  |  |  |
| **Bills**  *Includes mobile phones* |  |  |  |  |
| **Food** |  |  |  |  |
| **Comfort and Well-Being**  *Quality of life expenditure, this can include hobbies and interests* |  |  |  |  |
| **Leisure and Entertainment**  *Expenditure to cover a moderate social life* |  |  |  |  |
| **Personal Items**  *Covers items such as clothing, toiletries, or dry-cleaning* |  |  |  |  |
| **Transport**  *Covers transport to and from chambers.* |  |  |  |  |
| **Total Expenditure** |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **(Anticipated) Income** | | | | |
|  | **Monthly Income** | **Yearly/3 monthly Income** | **Explanatory Notes**  *Please use this section to clarify your income* | **For use by Panel** |
| **Pupillage Award/Income** |  |  |  |  |
| **Estimated earnings from any sources** |  |  |  |  |
| **Income from Family** |  |  |  |  |
| **Income from other sources** |  |  |  |  |
| **Total** |  |  |  |  |

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| Existing Indebtedness | | |  | Any Anticipated Indebtedness | | |  | Assets |  |
|  | **Amount** | **Due date** |  |  | **Amount** | **Due Date** |  |  | **Amount** |
| Student Loans |  |  |  | **Proposed bank loan(s)** |  |  |  | **Property** |  |
| \* |  |  |  | **\*** |  |  |  | **Savings** |  |
| \* |  |  |  | \* |  |  |  | **Investments** |  |
| TOTAL |  |  |  | **TOTAL** |  |  |  | **Total** |  |

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| **Amount Requested**  *Please identify the amount you hope to receive through this application* | |  |
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| **Final Award** | **For use by Panel** | |
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**Equality and Diversity Monitoring Form**

Middle Temple is committed to providing a professional home where all members of the Inn, at all stages of their career, are made to feel welcome and comfortable at the Inn. To that extent we strive to attract members of all backgrounds, cultures, and those with disabilities. We ask that applicants and members help us to measure our progress in achieving these goals by providing information about ethnicity, nationality, gender, and disability status.

The Middle Temple will connect this information to your individual profile on our Customer Relationship Management (CRM) system, and will occasionally use that data for various purposes. This may include (but is not limited to): creating statistics about our members for monitoring and reporting purposes (information will be anonymised for this purpose), targeting particular members for opportunities of interest, and event management. For a full list of how we might use this data please read the Inn’s Data Protection Policy, available on our website. All information will be stored and used in accordance with the Inn’s Data Protection Policy. No individual will be disadvantaged due to any equality and diversity information provided. We are also required to provide details about a member’s ethnicity, nationality and gender to The Bar Council of England and Wales once that member has been Called to the Bar, for the Bar Council to be able to create statistics for reporting purposes.

By submitting this form you are consenting to the Inn storing and using this information. Please note that there is no obligation to provide this information and failure to provide it will not disadvantage you in any way.

**Please note the panel considering your application will not be given a copy of this questionnaire.**

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| **Gender**. Please specify to which gender you identify |
| Male Female Other Prefer not to say |
| If *other* please specify: |

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| **Disability**. Are you disabled within the meaning specified by the Equality Act 2010[[1]](#footnote-1) |
| Yes No Prefer not to say |
| If *yes* please provide detail[[2]](#footnote-2) |

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| **Ethnicity:s** | |
| White | English/Welsh/Scottish/Northern Irish/British  Irish  Gypsy or Irish Traveller  Any other white background, please specify: |
| Mixed/Multiple | White and Black Caribbean  White and Black African  White and Asian  Any other mixed/multiple ethic background, please specify: |
| Asian/Asian British | Indian  Pakistan  Bangladeshi  Chinese  Any other Asian background, please specify: |
| Black/Black British | African  Caribbean  Any other Black/African/Caribbean background, please specify: |
| Other ethnic Group | Arab  Other, please specify: |
| Prefer not to say | If you would prefer not to say please tick here |

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| **Nationality:** Please specify your nationality, if you would prefer not to say, please write “prefer not to say” |
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| **Date of Birth:** |
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| **I consent to the supply of this information to the Bar Council and the Bar Standards Board for the purpose described above.** |
| Yes No |

If you have any other questions regarding how your data will be used please contact [dataprotection@middletemple.org.uk](mailto:dataprotection@middletemple.org.uk)

Or visit our website <http://www.middletemple.org.uk/about-us/data-protection>

1. The definition of disability is at section 6 of the Equality Act 2010 which provide that a person has a disability if they have a physical or mental impairment, and the impairment has substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. [↑](#footnote-ref-1)
2. This will be treated in strictest confidence and only used in the provision of reasonable adjustments in interview or for arrangement of alternative access and assistance on our site. [↑](#footnote-ref-2)