 **Emergency Stay Application Form**

Rousay, Egilsay & Wyre Development Trust operate an Emergency Stay Grants Award which is open to applications from individuals who are resident on Rousay, Egilsay & Wyre to help with the unexpected costs relating to delayed or cancelled transport, resulting in an overnight stay on Orkney Mainland.

* Maximum funding of up to £100 per REW resident, per year.

This funding will be used to support residents with overnight accommodation costs on Orkney Mainland due to their transport to or from Orkney being delayed or cancelled by the transport operator, and therefore unable to return home to Rousay, Egilsay or Wyre.

* This fund only applies where the transport operator or an employer or other organisation does not cover the costs of the accommodation or provide you with compensation for the accommodation costs.
* Applicants must be permanent residents on Rousay, Egilsay or Wyre.
* Applicants must provide proof of the delay or cancellation and receipts for the related accommodation costs.
* Due to the nature if this grant, applications can be made retrospectively but must be made within 21 days of the delay or cancellation. Funds for the accommodation costs relating to the delay or cancellation only will be reimbursed to the applicant’s bank account on production of a receipt.
* The grant will not cover food or drink purchases or expenses unless these are included in the overnight accommodation cost (e.g Bed & Breakfast combined rate)

Please print your answers clearly:

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| Applicant Name: |  |
| Address: |  |
| Phone Number: |  |
| E-mail: |  |

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| Please provide bank account details (for reimbursement of accommodation costs) |
| Sort Code:  | Account Number:  |
| Account Name: | Bank Name: |

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| Transport delay/cancellation details: (Please include reason for delay or cancellation) |
| Flight/Ferry Operator:Date and Time of booked transport:Delay or cancellation details:Please submit a copy of the delay or cancellation notification from the transport operator. |

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| Emergency Accommodation details: |
| Accommodation Name & Address: Please submit a copy of the accommodation invoice/receipt. |

I confirm that the delay or cancellation resulted in incurring an overnight

stay cost as I could not return to Rousay, Egilsay or Wyre.

I have included a copy of the delay or cancellation notification and the

related accommodation costs invoice/receipt

I have read and accept the Emergency Stay Terms & Conditions

**Declaration by applicant**

**I confirm that the information I have given on this form is true and complete and that I am a permanent resident on Rousay, Egilsay, or Wyre.**

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| Signature: |
| Name: |
| Signature: | Date: |

Please return the completed form to: REWDT, Pier Cabin, Rousay, KW17 2PU or grants@rewdt.org

By completing this form and submitting it to REWDT you are consenting to this form and the data within, to be held, processed and stored by REWDT in order for REWDT to fulfil its functions as a community development trust Any personal data will be used by the REWDT for the administration of the grant scheme. Your personal data shall be retained for the period necessary for REWDT to administer the grant scheme and to ensure compliance with its terms. You will have the right to request access to and rectification/erasure of any personal data relating to you which is held by REWDT.