Please use this form to request additional funding required due to a constituency office move or redundancies that have arisen because of the boundary changes that will be implemented at the next General Election. For other contingency applications, please [follow the normal process](https://www.ipsaonline.org.uk/guidance/requesting-extra-budget#applying-for-contingency-funding).

Applications will be considered against the following criteria:

* **Exceptionality** – have the additional costs been incurred as a result of the boundary changes?
* **Need** – is the staffing/office costs budget fully committed already?
* **Costs** – clarity on the additional costs incurred
* **Reasonableness** – balancing our duty to support MPs and our responsibilities for public funds

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Constituency**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Impact of the boundary changes** Please provide a brief explanation as to how the boundary changes has affected your office

**Your budgetary position** – *please provide information (if known) on your forecasted budget position for the rest of the year.*

**Request details** *– please tell us how much you are requesting, and what it is for – an estimate is fine at this stage.*

## Additional questions

* If your application relates to a constituency office move, have you considered value for money when incurring these costs? **Yes  No  N/A**
* Have you minimised any overlaps in tenancies and transferred any equipment, furniture, or other items to the new office where possible to reduce the cost to the taxpayer? **Yes  No  N/A**
* If your application relates to redundancy payments, have you sought advice from the Members’ HR team at the House of Common? **Yes  No  N/A**

## Any other information

**Signature of MP (required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date (required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of person who completed form (if not the MP):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please sign, date, and email your **completed** application to [contingencypayments@](mailto:contingencypayments@parliamentarystandards.org.uk)theipsa.org.uk

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| Data protection IPSA collects and processes personal information about you to exercise its statutory functions, to provide you with the services you have requested and where it is in our legitimate interests to do so. We will only use the information you provide on this form for the purposes set in the form and in any relevant related guidance to provide you with the services you have requested, to exercise our statutory functions or where we are otherwise required by law. We may disclose information to third parties where it is fair and lawful to do so, while respecting your privacy rights. Information about how we use and protect your personal information, and your data protection rights is set out in the IPSA Privacy Notice [available on our website](https://www.theipsa.org.uk/privacy). You can contact us by email to [privacyrights@theipsa.org.uk](mailto:privacyrights@theipsa.org.uk) or by post to IPSA, 2nd Floor, 85 Strand, London  WC2R 0DW. Freedom of Information Information held by IPSA may be disclosable under the Freedom of Information Act 2000. Information about the Act for MPs and their staff is [available on the IPSA website](https://www.theipsa.org.uk/freedom-of-information). |