

Household Support Fund – Guidance for Applicants Nov 2021

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Background Information

There is a glossary at the end of this document for reference.

The Department for Work and Pensions (DWP) has allocated Calderdale Council (CMBC) funds to support people in hardship this Winter.

The objective of the Household Support Fund is to provide support to vulnerable households in most need of support this winter as the economy recovers.

Part of this allocation includes support for food needs and energy bills (including water) and the associated wider essentials e.g. sanitary products, warm clothing, boiler repair, general bills support.

Government guidance stipulates that the fund should be used primarily for food, energy & water bills:

‘The expectation is that it should primarily be used to support households in the most need with food, energy and water bills. It can also be used to support households with essential costs related to those items and with wider essential costs. In exceptional cases of genuine emergency, it can additionally be used to support housing costs where existing housing support schemes do not meet this exceptional need’ p.1 DWP Guidance

Community Foundation for Calderdale (CFFC) has also provided some match funding to increase the amount of **funds available to £168,000**.

The majority of funds must be spent by **31st March 2022** as stipulated by the Government. The match funding from CFFC can be spent up to a year after allocation. If you are successful in your application, your award notification letter will state when your allocation needs to be spent by. When applying, please consider if you can spend the amount of funds you are requesting, by the end of March, as unspent funds will be reclaimed and sent back to DWP.

Eligible Spend:

Food

- **Food.** The Fund should primarily be used to provide support with food whether in kind or through vouchers or cash. You can apply to provide meals, food parcels, food vouchers or other food-related offers to people in need.

Essentials

- **Essentials linked to energy and water.** The Fund can be used to provide support with essentials linked to energy and water (including sanitary products, warm clothing, soap, blankets, boiler service/repair, purchase of equipment including fridges, freezers, ovens, etc.), in recognition that a range of costs may arise which directly affect a household's ability to afford or access food, energy and water.
- **Wider essentials.** The Fund can be used to support with wider essential needs not linked to energy and water should Authorities consider this appropriate in their area. These may include, but are not limited to, support with other bills including broadband or phone bills, clothing, and essential transport-related costs such as repairing a car, buying a bicycle or paying for fuel. This list is not exhaustive.

Exceptional Circumstances

- **Housing Costs.** In exceptional cases of genuine emergency where existing housing support schemes do not meet this exceptional need, the Fund can be used to support housing costs. Please see the end of the document (p.10) for specific information on housing **

Exclusions:

This fund cannot be used for

- advice services (including debt advice)
- mortgage support
- staffing costs

The funds are to provide direct support to households in need, by provision of food, energy and related essentials.

How much can you apply for?

This fund is divided into two parts – **food** and **essentials**.

You can apply for either or both parts of the funds, if appropriate to your organisation. Please use the same application form but make distinct the application details and project budget for each. The layout of the application form should help you with this.

The amount you can apply for varies dependent on your current activity and ability to spend funds appropriately by 31st March 2022. Please see below:

Applying for Food

We have estimated the amount of funds your organisation can use by 31st March 2022 using the statistics provided to the Food Poverty Forum and/or soft intelligence from local good working relationships.

If you are a food provider not currently participating in the Food Poverty Forum, please join so we can work together to get the best support for people experiencing food poverty across Calderdale. Contact Grace Deione, VSI Alliance grace.deione@vsialliance.org.uk for more information. The Food Poverty Forum will be liaising with CFFC throughout the application process.

We have developed a sliding scale of funding to accommodate the varying sizes of organisations:

Parcels distributed per week	Meals distributed per week	Suggested application amount
10+	30+	£1000 - £2000
35+	60+	£2000 - £3000
70+	100+	£3000+

A minority of organisations will be operating with large volumes of clients and will be able to spend much larger amounts on food than listed above. If you think this is the case for your organisation, please speak to Grace Deione on: 07803-846366 or grace.deione@vsalliance.org.uk.

Applying for Essentials

Organisations can apply for funds for Essentials and Housing Costs using a similar sliding scale. Please ensure you are confident you can spend the amount you are requesting. Any evidence you can provide to demonstrate this will be helpful to your application e.g. last quarter's activity statistics.

Application amount	Examples of Wider Essentials
£0 - £1000	This list is not exhaustive - sanitary products, warm clothing, soap, blankets, boiler service/repair, purchase of equipment including fridges, freezers, ovens, support with other bills including energy, broadband or phone bills, clothing, essential transport-related costs such as repairing a car, buying a bicycle or paying for fuel, housing costs (in exceptional circumstances)
£1000 - £2000	
£2000 - £3000	
£3000+	

If you think your organisation can spend demonstrably more on essentials than is highlighted in the table above, please speak to CFFC: rachelb@cffc.co.uk 01422 438738 before applying.

Who can be supported by funds?

Families with children, families without children and individuals can all be supported by *Household Support Funds*. DWP guidance for local authorities states:

At least 50% of the funding is for vulnerable households with children. The remainder of the funding (up to 50%) is available for vulnerable households without children (including individuals). P.3 DWP Guidance

Regarding Individuals with No Recourse to Public Funds (NRPF), local authorities can provide a basic safety net support to an individual, regardless of their immigration status. Applications from organizations supporting refugees and asylum seekers are encouraged.

Households can receive more than one support measure during the lifetime of the project (until 31st March 2022). For example, a family may need more than one food parcel plus some support with bills. Each area of support offered needs to be recorded separately by providers in their monitoring.

There is no requirement for providers to check whether potential recipients are employed/self-employed or on benefits for the purposes of this fund. Although it is recognised that offering wrap around support in a more holistic manner may involve learning more about a household. e.g. assessing how they can be helped to become more resilient and less reliant on food parcels or other support measures.

Who can apply to the Household Support Fund?

- Constituted voluntary, community and faith groups run for and by local people (individuals cannot apply)
- Registered charities and groups with charitable purposes working in Calderdale, (including Charitable Incorporated Organisations, IPS etc)
- Community Interest Companies (CICs) who do not, and cannot, pay dividends. CFFC recognises that other kinds of organisation may also carry out activities which are charitable. This may include Social Enterprises, Community Interest Companies, and Companies limited by guarantee. Organisations that do not fully meet the not-for-profit criteria above but do carry out activities which are charitable and have a clear public benefit can be supported where:
 1. *There is demonstrable public benefit and clear protection against private benefit*
 2. *The organisation has a minimum of three directors, the majority of whom are not paid employees*
 3. *The salaries and benefits of any paid directors must be approved by most non-executive directors and must be reasonable and proportionate to the work they do and the financial position of the organisation*
 4. *CICs must have an asset lock body with objectives which are both charitable and like the CIC*

CFFC is unlikely to award a grant of more than £5,000 to CICs or social enterprises which allow for payment to members of their governing body.

- Community Amateur Sports Schemes (CASCs) whose Governance documents include a clear community benefit clause, open membership and an asset lock
- Schools (except private, fee charging schools), whether part of the Local Authority or direct funded in some way, to apply for grants for activities which are clearly extra-curricular. CFFC welcomes applications from PTAs/Friends of School groups and Academies.
- We expect that organisations whose previous years income is in excess of £5k will be registered as Charities, CIOs, CICs or will have some form of other appropriate legal status. This is a legal requirement. If organisations apply to CFFC who have had an annual income of more than £5k but have not registered, then confirmation of planned registration with a timescale will be required
- We will check registered charities, CICs etc with the Charity Commission and Companies House, as appropriate, to ensure that returns to the appropriate authority are in one time, and where this isn't the case, we will approach the applying organisation for an explanation. If the explanation for a late return is

not felt to be reasonable a grant award will not be made and applications will not be considered from that organisation until the situation is rectified.

- Partnerships are welcome to apply to this fund. Please identify a lead applicant to apply. This applicant will be responsible for funds received and monitoring on behalf of the partnership.

In most cases, applicants should supply all of the items listed below with their application:

1. constitution, terms of reference, or relevant governance document.
2. bank account details and a recent bank statement (within the last 3 months)
3. annual accounts and evidence of the ability to track all financial transactions
4. a written policy for safeguarding (children, young people and/or vulnerable adults)
5. an equalities and diversity policy
6. A list of trustees/management committee members/directors – we do not need their contact details, a list of names will suffice
7. If your project involves food preparation and handling e.g. if you are preparing meals, please supply evidence of Food Safety Training and registration with Environmental Health

If you have applied to CFFC for funds within the last 6 months we will be able to re-use some of your existing documents as part of our checks e.g. policies, trustee information and constitution. We always require an up-to-date bank statement and set of accounts to be sent with each application for due diligence purposes.

What should be included in an application?

The Government has already recognised there will be hardship this Winter following recent economic challenges for the UK. We do not expect you to identify the need for this funding in your application. We want it to be as straight forward for you to apply for these funds as possible.

This means we are looking for:

- Basic information about your organisation – title, legal status, aims and objectives etc
- Due diligence compliance – we'll ask about your income and want to see evidence you are financially stable
- An understanding of the demographics of your potential recipients – numbers, ethnicity, age groups
- Evidence that demonstrates you can deliver what you say you will within the time frame e.g. share previous activity figures
- Reasonable project budget

Scoring

Please read this section carefully. It shows you how we will score each application:

- a) **Documentation** - the documents you need to send with your application are listed above in *Who can apply?* and include things like your constitution, recent audited accounts, equality & diversity policy, evidence of insurance etc. We use these documents to check applicants (or lead applicants) are eligible for funding
- b) **Project budget** – assessors will be looking to see the project budget is reasonable and based on worked out costs. Provide any quotes as evidence for your budget if you can. Please remember that your budget will be compared to all other applicants.
- c) **Compliance** - for former applicants to CFFC, we will review your compliance with monitoring and marketing and any other agreed requirements, from previous applications.
- d) **Financial stability** – we will be looking at the financial position of the applicant/lead applicant to ensure any grants awarded from public money are not at risk

Monitoring

1. DWP Requirements

In February we will be asking you for a progress report on spend to date. Due to the 31st March deadline for spend, if it looks like your organisation will have an identified surplus, we may work with you to transfer these funds to direct payments to households in need, via the Council. You can find out more information about direct payments here: <https://www.calderdale.gov.uk/v2/coronavirus-covid-19/help-people-and-communities/household-support-fund>

The DWP require monitoring information in early April 2022 detailing support provided to households. During the lifetime of the award (up to end Mar 2022) we will ask you to fill in a spreadsheet showing:

- a) what support has been provided e.g. food parcel or help with bills,
- b) which household has received the support e.g. individual household
- c) simple postcode data – not all digits will be required

This will need to be filled in each time support is provided to Calderdale residents.

We will provide the template and are looking now at how we can reduce any duplication of data collection e.g. food statistics.

The spreadsheet will be supplied when awards are allocated and we will support you with any guidance around completion.

2. Local Requirements

From a local perspective, we will be looking for evidence from your successful projects to help us better describe and understand the levels of need in Calderdale. This data may help us to attract further funding in the future and plan services.

We will ask you to share data with and report back to CFFC and Calderdale Council on the use of the funding. This will be via an end-of-grant online monitoring form, supplied by CFFC. We will share a sample form with you before projects start, so you can see the information we will be looking for e.g. example case studies and evidence of spend. Please keep all receipts and budgetary information for submission.

Timescales

Applications for the *Household Support Fund* open on Tuesday 23rd November 2021

Please click here to apply:

<https://ukcf.secure.force.com/forms/Generalover1500/HouseholdSupportFund>

The deadline for applications is **10am Thursday 2nd December 2021**

Applicants will be notified before Christmas.

Please contact rachelb@cffc.co.uk 01422 438738 if you require any help with your application.

Please continue reading overleaf for FAQs, extra information on housing and the glossary

FAQs

Is there a restriction on what ‘wider essentials’ can be provided to people in need?

There is no prescriptive definition of essentials. You can assess what is reasonable to assist those in genuine need this winter, with regard to the examples above

What age do you class as ‘children’ when looking at households with children?

For the purpose of this grant (and without prejudice to other schemes) The definition of a child is any person:

- who will be under the age of 19 as at 31 March 2022 or
- a person aged 19 or over in respect of whom a child-related benefit (for example, Child Benefit) is paid or free school meals are provided.

Where an eligible child lives on his or her own, they are a household that includes a child covered in the 50% allocation for households with children.

Households which include a person aged 19 to 25 with special educational needs and disability (SEND) and/or care leavers may still be eligible for grant support however that support falls within the 50% allocation to households without children.

Do funds passed onto families need to be spent by those families by the end March 2022?

Any vouchers issued before the end of the funding period can be redeemed in April 2022. Groups are encouraged to ensure that any vouchers issued are redeemed before the end of the scheme, or shortly thereafter, or consider recycling unused vouchers

Is there other support households can receive alongside the *Household Support Fund*?

The council will be providing direct payments to households in need. You can find more information here: <https://www.calderdale.gov.uk/v2/coronavirus-covid-19/help-people-and-communities/household-support-fund>

**** EXTRA NOTES ON HOUSING SUPPORT FROM DWP**

Where eligible, ongoing housing support for rent must be provided through the housing cost element of Universal Credit (UC) and Housing Benefit (HB) rather than the Household Support Fund. In addition, eligibility for Discretionary Housing Payments (DHPs) must first be considered before emergency housing support is offered through the Household Support Fund. The Authority must also first consider whether the claimant is at statutory risk of homelessness and therefore owed a duty of support through the Homelessness Prevention Grant (HPG).

In exceptional cases of genuine emergency, households in receipt of HB, UC, or DHPs can still receive housing cost support through the Household Support Fund if it is deemed necessary by their Authority. However, the Fund should not be used to provide housing support on an ongoing basis or to support unsustainable tenancies.

Individuals in receipt of some other form of housing support could still qualify for the other elements of the Household Support Fund, such as food, energy, water, essentials linked to energy and water and wider essentials.

The Fund cannot be used to provide mortgage support, though homeowners could still qualify for the other elements of the Fund (such as food, energy, water, essentials linked to energy and water and wider essentials). Where a homeowner is having difficulty with their mortgage payments, they should contact their lender as soon as possible to discuss their circumstances as lenders will have a set procedure to assist.

The Fund can exceptionally and in genuine emergency be used to provide support for historic rent arrears built up prior to an existing benefit claim for households already in receipt of Universal Credit and Housing Benefit. This is because these arrears are excluded from the criteria for Discretionary Housing Payments. However, support with rent arrears is not the primary intent of the fund and should not be the focus of spend.

Glossary

£5K	- Five thousand pounds
CASC	- Community Amateur Sports Club
CFFC	- Community Foundation for Calderdale
CIC	- Community Interest Company
CIO	- Charitable Incorporated Organisation
CMBC	- Calderdale Metropolitan Borough Council
DHP	- Discretionary Housing Payment
DWP	- Department for Work & Pensions
e.g.	- For example
FAQs	- Frequently Asked Questions
HB	- Housing Benefit
HPG	- Homelessness Prevention Grant
IPS	- Industrial & Provident Societies
UC	- Universal Credit
UK	- United Kingdom