

Household Support Fund

Guidance for Applicants October 2022

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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 experiencing hardship:

The objective of the Household Support Fund is to provide support to vulnerable households in most need of support to help with significantly rising living costs. P.3 DWP draft Guidance Oct 2022

DWP has asked Local Authorities to prioritise supporting households with the cost of energy. The fund can *also* be used to provide support with food, essentials linked to energy and water, wider essentials, and housing costs in exceptional cases of genuine emergency:

Energy bills may be of particular concern to low income households during the period of The Fund and Local Authorities should prioritise supporting households with the cost of energy. Support which can make a quick but sustainable impact on energy costs is particularly encouraged – for example, insulation of hot water tanks, fitting draft excluders to a door, or replacing

inefficient lightbulbs or white goods. The Fund can also be used to support households with the cost of food and water bills, essential costs related to energy, food and water, 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P.1 DWP Draft Guidance Oct 2022

Funds must be spent by **31st March 2023** or be reclaimed by DWP. Funds cannot be held over for future usage.

Eligible Spend:

- **Energy and water.** The Fund should primarily be used to support with energy bills for any form of fuel that is used for the purpose of domestic heating, cooking or lighting, including oil or portable gas cylinders. It can also be used to support with water bills including for drinking, washing, cooking, and sanitary purposes and sewerage.
- **Food.** The Fund should also primarily be used to provide support with food whether in kind or through vouchers or cash. 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 Bill Ashcroft, VSI Alliance Bill.Ashcroft@vsialliance.org.uk for more information. The Food Poverty Forum will be liaising with CFFC throughout the application process.
- **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, slow cookers etc.), in recognition that a range of costs may arise which directly affect a household's ability to afford or access energy, food and water. In particular, we encourage LAs to consider supporting households on low incomes to repair or replace white goods and appliances with more energy efficient ones, or to invest in simple energy efficiency measures which will pay back quickly, such as insulating a hot water tank, fitting draft excluders to a front door, or replacing inefficient lightbulbs or white goods. The intention of this is to provide sustainable support which could result in both immediate and long-lasting savings for the household.
- **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.

- **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.11) 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?

Up to £4000 is available to groups meeting the criteria of the fund. We don't expect all applicants to apply for the maximum award available. Please consider the following when making your application:

1. You should feel confident you can spend the funds you apply for by **31st March 2023**. Any evidence you can provide to demonstrate this will be helpful to your application e.g. last quarter's activity statistics. Any underspend will be reclaimed by DWP.
2. You should be able to complete the monitoring returns required by DWP for these funds. This fund requires organisations to record key data for every item provided using *Household Support Funds* e.g. type of household, type of support provided, postcode. Please see overleaf for a copy of a) data collation spreadsheet we ask you to complete for each interaction funded by the *Household Support Fund* and b) a monitoring template

Household Support Fund Monitoring Nov 2022 - End Dec 2022																	
Organisation Name:						Amount Awarded: £											
Please complete for each item provided for the Household Support Fund																	
Households Data					Items provided						Postcodes						
Households with Children	Households with Pensioners	Households with a Disabled Person	Other Households without Children	Date	Food Category 1 - Vouchers	Food Category 2 - Meals	Food category 3 - Parcels	Essentials linked to Energy & Water	Wider Essentials	Other Costs e.g. housing, digital inclusion	First 4 digits only						
The definition of a child is any person: a) who will be under the age of 13 as at 31 March 2022 or b) a person aged 13 or over in respect of whom a child-related benefit (for example, Child Benefit) is paid or free school meals are provided. This category can include households where an eligible child lives on his or her own - they are a household that includes a child.					This category can be individuals, couples or other household arrangements (without children). It also includes households which have a person aged 13 to 25 with special educational needs and disability (SEND) and/or care leavers.					This category includes sanitary products, warm clothing, soap, blankets, boiler service/repair, purchase of equipment including fridges, freezers, ovens, etc. This list is not exhaustive		This category includes support with bills including energy, 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.		Housing is for use in exceptional circumstances. Please refer to the applicant guidance. Contact the funders if you are unsure.		The first 4 digits of a postcode identify an area of Calderdale. They don't identify ward, individual streets or houses	
1	0	0	0	03/12/2022	1	0	0	0	1	0	HX23						
0	0	0	1	04/12/2022	1	0	0	1	1	0	OL165						
1					2	0	0	2	0	0							

Successful applicants will receive templates and guidance with their award.

This is a sample extract from a monitoring return you will be asked to complete:

Household Support Fund: Final Reporting Oct 2022		
Please fill in the yellow sections - including your organisation name. If a section doesn't apply to you, please record '0'. Thank you.		
Summary Information		
Organisation Name		
Questions		Notes
TOTAL amount awarded £ in July 2022		How much did you receive from the Household Support Fund in total?
How is your award broken down in your budget? - please contact rachelb@cfr.co.uk if you need a copy of your original application		
Amount awarded for Food Category 1 - Vouchers		How much did you budget for food vouchers?
Amount awarded for Food Category 2 - Meals		How much did you budget for provision of meals?
Amount awarded for Food Category 3 - Parcels		How much did you budget for provision of parcels?
Amount awarded for 'Essentials linked to Energy & Water'		How much did you budget for these essentials? This category includes sanitary products, warm clothing, soap, blankets, boiler service/repair, purchase of equipment including fridges, freezers, ovens, etc. This list is not exhaustive
Amount awarded for 'Wider Essentials'		How much did you budget for these essentials? This category includes support with bills including energy, 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.
Amount awarded for 'Other Costs'		How much did you budget for 'Other Costs'? E.g. housing, digital inclusion. NB housing costs are only in exceptional circumstances
Any other budget items not already described - include detail in the 'notes' section and cost in the yellow section		
TOTAL BUDGET	£ -	This figure is automatically generated from your entries in Column B. It should match your total award.
Activity Figures		
Total number of Households with Children		How many households with children have you supported July-end Sept 2022?

19			ensure that your total award
20	Activity Figures		
21	Total number of Households with Children		How many households with children have you supported July-end Sept 2022?
22	Total Number of Households with a Disabled Person		How many households with a disabled person have you supported, up to and including July-end Sept 2022
23	Total number of Pensioner-only Households		How many Pensioner-only households have you supported July-end Sept 2022?
24	Total number of other households		How many other households have you supported
25	TOTAL ACTIVITY	0	This figure should be automatically generated from your entries above
26			
27	Expenditure Figures		
28	Total amount spent £		How much have you spent July-end Sept 2022? Use the columns below in 'breakdown of actual spend and activity' to help reach this figure
29	% of total award spent		What percentage of the whole amount have you spent July-end Sept 2022?
30			
31	Underspend		
32	Identified underspend £		Please include any surplus funds as at 30/09/22. These may be reclaimed by Calderdale Council
33			
34	Breakdown of actual spend and activity		
35			
36	Item	Notes	
37	Food category 1 - Vouchers - households with children		How many £20 vouchers have you issued July - end Sept 2022 to households with children ?
38	Expenditure on vouchers for households with children £		What is your total spend on vouchers July - end Sept 2022 to households with children
39	Food category 1 - Vouchers - other households		How many £20 vouchers have you issued July - end Sept 2022 to other households ?
	Expenditure on vouchers for other households		What is your total spend on vouchers July - end Sept 2022 to other

Who can be supported by funds?

Anyone experiencing hardship can access these funds. In their guidance DWP states:

The expectation is that The Fund should be used to support households in the most need – particularly those who may not be eligible for the other support government has recently made available, including the Cost of Living Payments set out on 26 May 2022 and the energy support set out on 3 February, enhanced on 26 May 2022, and detailed on [29 July](#) but who are nevertheless in need. This may include but is not limited to people who are entitled to but not claiming qualifying benefits, people who are claiming Housing Benefit only, people who begin a claim or return to payment of a benefit after the relevant qualifying date as well as people who have fuel costs but who cannot access the £400 of energy support from the Energy Bill Support Scheme or the equivalence package confirmed on 29 July. There may be groups who are vulnerable to rising prices even though they are supported through these schemes, for example large families or single-income families. **It is important to stress that The Fund is intended to cover**

a wide range of low income households in need including families with children of all ages, pensioners, unpaid carers, care leavers, and people with disabilities.

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 recognized 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

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 (November 2022 -31st March 2023). 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.

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
8. Evidence of appropriate insurance certificates for working with the public

If you have applied to CFFC for funds within the last 6 months we will be able to re-use some 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.

Any applications missing the correct documentation will not be assessed. Please ensure you send everything in by the application deadline.

What should be included in an application?

The Government has already recognized people are experiencing hardship 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 organization – title, legal status, aims and objectives etc.
- Due diligence compliance – we'll ask about your income and want to see evidence your organization is 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/statistics 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

The DWP require two rounds of monitoring information:

- Interim -12th January 2023
- End of project -19th April 2023

In order to complete these requirements we will ask you to fill in a spreadsheet with the following information:

- a) what support has been provided e.g. food parcel or help with bills,
- b) which household has received the support e.g. pensioner
- 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.

Examples of data collation and monitoring return templates are above on page 4. You will receive up-to-date templates when awards are allocated.

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

You can apply for the *Household Support Fund* from **Friday 21st October 2022**

The deadline for invited applications is **10am Monday 7th November 2022**

[Click here to apply to the Household Support Fund](#)

Please contact rachelb@cffc.co.uk 01422 349700 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 at the time of the award 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 2023?

Any vouchers issued before the end of the funding period can be redeemed in April 2023. 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/residents/community-and-living/money-and-wellbeing-calderdale/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
LAs	- Local Authorities
NRPF	- No Recourse to Public Funds
SEND	- Special Educational Needs and Disabilities
UC	- Universal Credit
UK	- United Kingdom
VSI	- Voluntary Sector Infrastructure