**HOUSEHOLD SUPPORT FUND ROUND 5**

**Summer 2024 Small Grants**

**Programme 17.06.2024 – 20.09.2024.**

 **Successful applications must meet the following criteria. Please ensure you read and understand this before applying:**

* This funding is to be used to help those who are struggling to afford food and essential items. This is subject to further criteria, definitions and Terms & Conditions listed below and also on page 6 of this form.
* Applicants must be a constituted organisation, community interest company or charity.
* Applications must be submitted by the individual who will have overall responsibility, oversight and management of any funds awarded. Applications submitted by a third party or “on behalf of” will not be considered.
* Applications must be submitted via the constituted organisation, community interest company or charity’s email address.
* Awards will only be directed into the constituted organisation, community interest company or charity’s own bank account.
* Applicants who currently provide welfare support as part of their core offer and can evidence a proven delivery record will be prioritised during the assessment process.
* Applicants who can evidence their organisation is providing support to under-represented vulnerable residents or groups; may be prioritised during the assessment process, providing there is no negative Equalities inference.
* Due to funding criteria stipulated by the Department for Work and Pensions (DWP) it is imperative that Wirral Council can differentiate between funding awarded for food and that awarded for essential items. Similarly, applicants will need to provide a clear indication of the percentage of funding aimed at supporting households with children, households with pensioners, households with a disabled person and other households. We appreciate that these percentage splits are somewhat indicative at this stage.
* Successful applicants will be required to provide actual figures on spend no later than 12pm Friday 20th September 2024. The return of this data forms part of the DWP directive. Any delay in providing this information by the due date may negatively impact on any future HSF awards being granted.
* Administration or infrastructure costs requested will be limited to a maximum of 5% of your award. This request must be satisfactorily evidenced in section 2e to be eligible for these costs.
* All applications must be returned electronically via e-mail. Handwritten forms will not be accepted. The deadline for applications is 5pm Friday 14th June 2024. Applications received after this deadline will not be considered.
* Applications requesting over £20,000 (excluding administration costs) will **not** be considered.
* Applications containing elements of funding that are not compliant with the criteria of the scheme are likely to have those elements disallowed.

***Applications will be assessed against the following criteria:***

* **Value for money**
* **Deliverability**
* **Reach**
* **Impact**
* **Evidence of proven previous successful delivery**

**Please complete the application form and answer all questions in full. Any omission will delay your application. Submission must be made via email,** **before 5pm Friday 14th June 2024. Please return your applications to** [**efs@wirral.gov.uk**](mailto:efs@wirral.gov.uk) **quoting:**

**‘HOUSEHOLD SUPPORT FUND ROUND 5 - Summer 2024 Small Grants Programme”**

**as the subject title.**

**By submitting your application, you are confirming your compliance with the fund’s terms and conditions (see page 6). Upon receipt of your application, you will be contacted by the Council to ensure your details are present and/or up to date on our payments system, this will expedite payments for successful applicants.**

**SECTION 1 – APPLICANT INFORMATION**

**1a. Your Organisation details:**

Organisation Name:

Contact Name:

Position within Organisation:

Contact E-mail Address:

Organisation Address & Postcode:

Contact Number:

**1b. Organisation type:**

CIC/social enterprise

Constituted organisation.

Registered Charity\*

\*If you have selected this box you MUST provide your Registered Charity number:

Non-constituted organisation affiliated with constituted organisation\*\*

\*\*If you have selected this box you MUST name the affiliated organisation:

**SECTION 2 – PROJECT INFORMATION**

**2a. What is the name of your project?**

**2b. How much are you requesting from the fund?**

Project Costs £

Administration Costs £

**2c. Which ward/s are most likely to benefit from your project? (We understand that this may be difficult for some projects, but an indication would help ensure parity of support)**

Bebington  Liscard

Bidston  Moreton West & Saughall Massie

Birkenhead & Tranmere  New Brighton

Bromborough  Oxton

Clatterbridge  Pensby & Thingwall

Claughton  Prenton

Eastham  Rock Ferry

Greasby, Frankby & Irby  Seacombe

Heswall  Upton

Hoylake & Meols  Wallasey

Leasowe & Moreton East  West Kirby & Thurstaston

**2d. Please detail the project/activity you are proposing to fund and who will benefit:**

**It is important that you provide as much detail as possible and include how the project meets the criteria and Terms & Conditions outlined on pages 1 and 6 of this form. This information will support and help inform the assessment and decision-making process.**

**Additional information/documentation can also be submitted to support your application.**

**2e. Please provide a full breakdown of intended expenditure (including VAT if applicable) for the project/activity and detail what the funding will be used for.**

**Please read definitions in Terms & Conditions on pages 6 before completing:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Notes:**  **Maximum grant award: £20,000**  **Maximum Admin: 5% of award**  **Hygiene & Cleaning products should be categorised s FOOD** | **Category:**  **Food**  **Essential Items**  **Administration Costs** | **Total Cost of each element of your project:** | **Total HSF Award amount requested for each element of your project:** |
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|  | **TOTAL** | **£** | **£** |

**It is important that you provide as much detail as possible and include how the project meets the criteria outlined on pages 1 and 6, and the Terms and Conditions on page 6 of this form.**

**This information will inform the assessment and decision-making process.**

**2f). Based upon your previous experience please indicate below what percentage of the allocated funding will be spent upon a) Households with children, b) Households with pensioners, c) Households with a disabled person and d) other Households?**

**It is understood that this is an estimate at this stage, but successful applicants will be required to report back on the actual percentage spend** **in a brief outcome report to be returned 20th September 2024.**

a)

b)

c)

d)

**SECTION 3 – DECLARATION**

All relevant health and safety requirements / public liability insurance / DBS checks / permissions from council departments if applicable and/or any other relevant policies are in place in relation to this project.

|  |  |
| --- | --- |
| **I can confirm that all relevant risk assessments insurances/checks/permissions are in place.**  **Signature:** | **Date:** |

**SECTION 4 – APPLICATION CERTIFICATION**

**I confirm that I am authorised to sign this application form on behalf of the receiving organisation named within this form.**

|  |  |
| --- | --- |
| **Fund Receiving Organisation Signature:** | **Date:** |

**WIRRAL HOUSEHOLD SUPPORT FUND - Terms & Conditions**

* **Groups are expected to engage with families and/or individuals helped through this funding to help identify any underlying issues and ensure that they are signposted and/or referred in to appropriate support.**
* **Allocated funding must be spent by no later than 20th September 2024. Any underspend will be reclaimed by the Council. If the project doesn’t commence, all funding must be returned to Wirral Council.**
* **The funding will be used wholly for the purposes for which it was given and within the timescale specified. Any award that is found to be spent outside of these parameters will be investigated and recovered.**
* **All successful applicants will be required to complete a monitoring/data return by 20th September 2024. You may be contacted to ensure that spend remains on track and that your scheme is operating as specified. It is recommended that you monitor, and review spend throughout the funding period in order to ensure that your return is not delayed.**
* **Receipts for ALL expenditure must be retained – it is your responsibility to keep a record of all spend for return with the outcome report.**
* **The data returns and outcome report will require recipients to breakdown their project’s allocation, stipulating exactly how much of their grant was spent on the following elements and the volume of awards made within each of the categories below:**
  + **Food**
  + **Essential items**
  + **Supporting Households with children**
  + **Supporting Households with pensioners**
  + **Supporting Households with a disabled person**
  + **Supporting Other Households**
  + **Admin costs (maximum 5% of award)**
* **If any issues or complications arise during your project please contact** [**efs@wirral.gov.uk**](mailto:efs@wirral.gov.uk) **to discuss appropriate, remedial action.**

**DEFINITIONS to help you complete the form:**

**Food**

This includes hampers, meals, etc. If a food hamper has been provided that contains ancillary non- food items (such as socks, blanket, cleaning products, hygiene products, etc.) these should all be treated as FOOD.

**Energy & Water**

Help with energy costs is currently supported through this funding via an established pathway. It is expected that applicants seeking this support are directed to either Citizens Advice Wirral, Energy Projects Plus, Involve Northwest or Wirral Council who are engaged in a partnership with FuelBank Foundation to support households with fuel vouchers.

**Essential items**

Essential items include items such as white goods, warm clothing, heaters, bedding, or other essential items not related to food, heat, or water.

The purchase of mobile telephones or broadband installation is not permitted within the funding.