

## Community Grants – How to Apply

### 1. What is Household Support Fund?

Funded by the Department for Work and Pensions (DWP), the **Household Support Fund** project manages a range of initiatives which aim to ensure that vulnerable families with children, pensioners, a disabled person, or households without do not go without necessities such as food, fuel, and wider essentials.

Isle of Wight Council have been granted over £1.1 million, which is to be spent by 30<sup>th</sup> September 2024, and we intend to work with community and voluntary sector partners to provide direct financial support, focusing on food and fuel, to vulnerable households across the grant period.

### 2. Who is eligible to apply?

We welcome applications from any organisation who has an offer that meets the grant criteria, and who can deliver within the required timescales. This can include community and voluntary sector organisations, faith groups, charities, town, parish and community councils, schools, colleges, early years providers, and wraparound care providers.

Applications from private sector organisations will be considered but it is not acceptable to generate profit from initiatives delivered with Household Support Fund funding.

**Applications will be open 28<sup>th</sup> May – 3<sup>rd</sup> June 2024, 24<sup>th</sup> – 28<sup>th</sup> June 2024, 22<sup>nd</sup> – 26<sup>th</sup> July 2024 and 27<sup>th</sup> August – 2<sup>nd</sup> September 2024.** A cross-directorate and multi-agency evaluation panel will consider applications and contact the applicant within a week of the evaluation panel meeting to update them on discussions. There will be an evaluation panel meeting held following each of the above application windows. Funding for successful applications will be sent within a week of the return of a full signed agreement.

Grant applications must comply with the DWP grant criteria; that is assistance under the Scheme is primarily used to support households in the most need with food, reducing energy costs, and water bills.

### 3. What can be funded with this grant?

Isle of Wight Council must ensure the allocation of £200,000 complies with the grant criteria set out and is seeking applications for funding that fit with that criterion. We hope that the grant funding can provide a flexible and responsive way to support local needs.

Grant funding for direct financial support with utilities must be delivered by recognised commissioned services, and it cannot be provided to cover advice not linked to food, warmth and/or hygiene. Housing costs, cash awards and bank transfers are expressly excluded.

Examples of the types of support that we could fund with the Household Support Fund Community Grant include, but are not limited to:

- Funding to enable an existing support group (either in an area of deprivation and/or targeting a vulnerable group) to provide meals or create food parcels/hampers.
- Funding to enable an existing support group (either in an area of deprivation and/or targeting a vulnerable group) to provide weather appropriate clothes, shoes, and other essentials to households with children, households with pensioners and other households in need.
- Funding to enable an existing support group provide essentials such as soap, blankets, draught excluders, boiler service/repair, purchase of energy-efficient white goods equipment including fridges, freezers, ovens, etc.

- A contribution towards additional activities/staffing to support an organisation to deliver cookery classes where families take the meal and / or ingredients home with them.

Organisations may request funding to cover reasonable administration costs. These costs would include staff costs, advertising, and other publicity to raise awareness of the scheme, printing application forms, small IT changes, for example, to facilitate management information production.

#### **4. Where will programmes be funded?**

We would like to reach as many vulnerable households on the Island as possible with this funding and therefore, applications from all areas across the Isle of Wight will be considered. We expect to award more grants in areas that have higher numbers of vulnerable children, pensioners, or disabled persons.

#### **5. How do I apply?**

Applications should be made by completing the application form on the website [Apply for community grant, HSF \(iow.gov.uk\)](https://www.hsf.gov.uk) and sending it along with supporting documentation to [hsf@iow.gov.uk](mailto:hsf@iow.gov.uk). Please do not change the original format of the application form.

Detailed guidance for completion of the application form can be found at the end of this document; after reading the document it must be signed and returned along with the application form. Any incomplete forms will be instantly declined.

The existing inequalities that have become more pronounced due to the cost-of-living crisis will continue to persist after the government discontinues the Household Support Fund. Therefore, we are asking organisations to think about how they will continue to support the community once funding has ceased and what funding is needed for activities that aim to address these issues. Details of the type of activity that could be developed should be set out in applications for funds during April – September 2024. These should be considered in line with activities by the IWC staff anti-poverty group.

#### **6. How will the grant be evaluated?**

Each grant application will be evaluated by a cross-directorate panel and a decision made based on the extent that.

- The grant supports the eligibility criteria.
- It is clear who and how many beneficiaries there will be because of the funding.
- The funding will be used to subsidise or support existing services.
- We can be confident of delivery within the timescales.
- The grant offers value for money.

Based on this evaluation, the panel may decide to award the total grant in one or more instalments, or a partial amount of the total grant requested.

#### **7. How long will it take to find out if I have been successful with my application?**

Following submission of a completed grant application, we aim to evaluate and confirm whether your application has been successful within one week. Funding will be released to successful organisations within a week from receipt of a full signed agreement. Please note that a physical or electronic signature is required.

#### **8. What reporting and management information will you need from me if I am successful?**

Successful applicants will be asked to submit an interim and final overview of their project which will need to detail information such as:

- (i) How much will be used to provide direct support to households with children.
- (ii) How much will be used to provide direct support to households with pensioners.
- (iii) How much will be used to provide direct support to households with a Disabled Person
- (iv) How much will be used to provide direct support to other types of households including individuals.
- (v) How much will be used directly to fund food and energy support, along with wider essentials.
- (vi) How much will be used to fund other expenses.

- (vii) How much will be used to fund advice linked to the scheme.
- (viii) How much will be spent via vouchers, or tangible items.
- (ix) How much will be spent via an application-process, or proactive support.
- (x) How much funding you have delivered yourselves.
- (xi) How much funding you have shared with Third Party Organisations to deliver on our behalf \*

\* Deliverable through town, parish, and community councils only

The tables must be completed as figures, and not percentages.

This report must be completed and returned as part of your grant agreement, by the dates specified in the agreement.

At the end of the grant period, you will be asked to confirm that you have used the funding as set out in your grant application.

Any funding issued by the Household Support Fund team to organisations will include a grant agreement, which sets out our expectations of organisations in accepting grant funding.

If Isle of Wight Council has any grounds for suspecting financial irregularity in the use of any grant paid under this Grant Agreement, an investigation will take place. For these purposes 'financial irregularity' includes fraud or other impropriety, mismanagement, and the use of grant for purposes other than those for which it was provided.

**9. I have questions or need some advice. Who do I ask?**

Please contact Laura Hales, Household Support Fund Project Manager [hsf@iow.gov.uk](mailto:hsf@iow.gov.uk)

# How to complete the Household Support Fund Grant Application

## ***About your Organisation:***

### **Name of Organisation**

Please enter the name of your community organisation, charity, Town, Parish, or Community Council in full.

### **Person completing the Application.**

Please enter your name

### **Role within Organisation**

Please complete your job title

### **Contact information.**

Please provide as much contact information as possible.

### **Contact details to be used for advertising purposes.**

Please let us know the details you would like included on websites, leaflets, press releases etc. that members of the public can use to contact your organisation.

### **Type of organisation**

Please circle the relevant organisation type appropriate for your business. If it is different to those listed, please specify the type of organisation you are applying from.

## ***About your current services***

### **Number of people supported (weekly average)**

Please specify the number of people your organisation currently supports, on average, each week.

### **Number of hours support delivered.**

Please specify the number of hours you deliver support each week.

### **Support provided by your organisation.**

Please detail the type of support your organisation currently delivers.

## ***About the Grant***

### **How much funding are you asking for (£)**

Please let us know the full amount of funding you are applying for.

### **Expected admin costs (£)**

Please tell us how much of this funding will be used for admin purposes. This includes staffing costs, printing, marketing etc. as detailed in the guidance above.

### **What are you going to use the grant funding for? Please provide a breakdown of costs.**

Please provide details of the support scheme you wish to deliver. Please be sure to include a breakdown of costs e.g., for a grant of £5000.00.

Thermal curtains - £2680  
Draught excluders - £1500  
Heated blankets - £570  
Admin costs - £250

### **Which area(s) of the Island does your support cover?**

Is your support specific to residents living in the local area or can residents from across the Island apply? Which area of the Island will support be provided.

### **How have you identified eligibility?**

Residents need to be confirmed as eligible for support; you cannot just deliver your scheme to all those you work with. Eligible residents must live on the Isle of Wight. Please explain how you have set your eligibility criteria, and how this will be confirmed by the resident.

### **What will you do if funding is not provided?**

Please explain how you will support residents in the community if your application is declined.

### ***Management Information Reporting***

The DWP have been explicit with reporting criteria for monies spent from the Household Support Fund. When allocating spend across the eligibility criteria please ensure each award is allocated four times – one allocation for each table. If you are applying for funding from the Household Support Fund and don't currently capture the requested information, you will need to collect this for delivery of your scheme. This will be checked during audit visits. **In the event that data is not supplied by the requested dates or is unable to be validated to satisfy the DWP return, you may be invoiced for the repayment of funds provided.**

### **Definitions**

*Household with Children* – A household containing 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 is paid or free school meals are provided.

*Household with Pensioners* – Any household containing any person who has reached State Pension age at the time of the award.

*Household with a Disabled Person* – A disability or disabled person aligns with the definition in the Equality Act 2010. Therefore, a disabled person is someone who has a physical or mental impairment that has a substantial and long-term negative effect on their ability to do normal daily activities. *Substantial* is more than minor or trivia, for example it takes much longer than it normally would to complete a daily task like getting dressed; *long-term* means 12 months or more, for example a breathing condition that develops as a result of a lung infection.

*Other Households* – Any household where the support will be provided to a household that does not fall into any of the above categories.

*Energy & water* – Financial assistance with pre-payment fuel meters or payment direct to residents' utility account for debt relief purposes. This form of support is deliverable by recognised commissioned partners such as Citizens Advice and Living Well.

**Residents should not be provided with cash, vouchers, or bank transfers into their own bank accounts.**

*Food (excl. FSM support in the holidays)* – Any support provided that is linked to food and provided at any time during school term time. This would include supermarket vouchers, food items including hampers, pantry shops, fresh ingredients for cooking sessions etc.

*FSM support in the holidays* - food support providing during the school holiday periods for those eligible for FSMs. **Please be advised that being in receipt of Free School Meals is no longer an eligibility criterion for the Household Support Fund.**

*Essentials linked to Energy and Water* – this would relate to items such as small energy-efficient kitchen appliances, draught excluders, thermal curtains, water butts etc.

*Wider Essentials* – Support such as essential furniture, bedding, weather appropriate clothing, essential transport costs, etc.

*Housing Costs* – There is strict criteria around support with housing costs. Those applying for support with Housing Costs are therefore advised to be referred to the Homeless Prevention Team at the Isle of Wight Council.

*Advice* – The Fund may be used to provide supplementary advice services to award recipients, including debt, benefit and/or employment advice, where the Isle of Wight Council consider this appropriate. Third Party Organisations are reminded that the primary intention of The Fund is to provide support for those households most in need, and we would expect any advice services to complement this. We would not expect a large portion of funding to be spent on advice services but would expect to see a connection between the funding provided for advice services and the practical support provided through The Fund. Please only categorise your spend as Advice if we have specifically funded you to do so.

*Third Party Organisations* – To be used only by Town, Parish, and Community Councils who apply for funding on behalf of community groups that deliver HSF eligible support. The community groups will need to ensure the required data is captured and report this back to the Town, Parish, or Community Council.

*Tangible items - Products* of a physical nature such as clothing or household items.

*Application-based support* – Those who approach you for support e.g., are aware you have food hampers on offer and request one, or those visiting a community pantry (you have the food on offer, and they are attending to receive that support).

*Proactive Support* – Residents you have identified as needing support and is issued automatically e.g. A pack of bedding is sent to all children living in temporary accommodation.

**Completion of the breakdown of support by household composition**

Each form of support should be categorised within only one household composition; if you have a pensioner that has a disability, please choose the most appropriate category. Every resident receiving support should only be included in one category.

### *Spend*

In each of the cells associated with the spend row, please state the amount of money you anticipate allocating to this household composition. The administration costs should be split evenly across each household composition you are supporting e.g., include half of your administrative costs to households with children and households with a disabled person if these are the only two household compositions you are supporting. Your total figure should be equal to the total funding you have applied for. The total spend in each of the four tables will be the same. If there are nil awards to report, enter 0 as a number.

### *Awards (volume)*

An award (volume) is the number of times you have provided support to each household composition. If you are providing support by way of a food hamper, the number of food hampers provided to each household composition should be entered. The total awards (volumes) in each of the four tables will be the same. If there are nil awards to report, enter 0 as a number.

### *Number of households helped.*

How many *different* households will you be helping? If you will be providing two hampers to each household, then your awards (volumes) would be 2 but number of households helped would be 1. If Jack and Jill live together and both receive a hamper, then again, your awards (volumes) would be 2 and your number of households helped would be one. The total number of households helped in each of the four tables will be the same. If there are nil awards to report, enter 0 as a number.

## **Completion of the breakdown of support by category**

Each form of support should be categorised within only one category; if you are offering food and a warm blanket to each resident receiving support, only one category should be chosen. Every award (volume) of support provided should only be included in one category, and the relevant data included in that spend, awards (volumes) and number of households helped column.

### *Spend*

In each of the cells associated with the spend row, please state the amount of money you anticipate allocating to this category (using the definitions above). The administration costs should be split evenly across each category you are supporting e.g., include a third of your administrative costs to food, essentials linked to energy and water and wider essentials if these are the three categories you are supporting. Your total figure should be equal to the total funding you have applied for. The total awards (volumes) in each of the four tables will be the same. If there are nil awards to report, enter 0 as a number.

### *Awards (volume)*

If you are providing support by way of a food hamper, the number of food hampers provided to each household composition should be entered in the food category. If you are separately providing heated blankets the number of blankets provided should be included under essentials linked to energy and water, HOWEVER if you are offering support of a food hamper AND a heated blanket (a package) then the award (volume) should only be categorised as one award under the most appropriate category. The total awards (volumes) in each of the four tables will be the same. If there are nil awards to report, enter 0 as a number.

*Number of households helped.*

How many *different* households will you be helping? If you will be providing support with food and essentials linked to energy and water (a package) then the household should only be recorded in one category. The total number of households helped in each of the four tables will be the same. If there are nil awards to report, enter 0 as a number.

### **Completion of the breakdown by type of support**

*Spend*

Please enter the amount of money spent by way of voucher, ported to Third Party Organisations (TPCC only) or Tangible items and Advice (if specifically granted to do so). Your administrative costs should be split evenly between the types of support you have funded. The total spend in each of the four tables will be the same. If there are nil awards to report, enter 0 as a number.

*Awards (Volumes)*

Please enter the number of forms of support provided by voucher, Third Party Organisation, Tangible items, and Advice. If you have provided a group session to provide advice, please count each attendee as receiving an award (volume) for each session they have attended. If you have provided a series of 6 cookery sessions, each separate household attending should be counted as an award for each session they attended. The total awards (volumes) in each of the four tables will be the same. If there are nil awards to report, enter 0 as a number.

*Number of households helped.*

Please enter the number of different households that have received support from you. If they have been provided with both tangible items and HSF funded advice, please only count them in one of the columns. The total number of households helped in each of the four tables will be the same. If there are nil awards to report, enter 0 as a number.

### **Completion of the breakdown by access route**

*Spend*

Please state how much money has been spent on those you have proactively supported, and those that applied for support using the definitions provided above. Administration costs should be either split evenly across both access routes if appropriate or added in full in your have only provided support via either route. The total spend in each of the four tables will be the same. If there are nil awards to report, enter 0 as a number.



### *Awards (Volumes)*

Please add the number of awards (volumes) of support provided by application and proactive support. The total awards (volumes) in each of the four tables should be the same. If there are nil awards to report, enter 0 as a number.

### *Number of households helped.*

Please detail the number of different households you have supported through application and proactive support (based on the definitions above). The total number of households helped in each of the four tables should be the same. If there are nil awards to report, enter 0 as a number.

A spreadsheet to capture your data will be issued to you if your application is approved, this will be used for audit purposes.

### **Declaration**

Please read the declaration in full and sign the document, including your name and date before submitting the application for evaluation.

### **Ratification of agreement**

Please confirm you have read these instructions in full and understood this guidance document.

Signed: \_\_\_\_\_

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

Date: \_\_\_\_\_