



# INDIVIDUAL GRANTS CRITERIA

Updated: February 2021



Funding that enables lives to be transformed

# 1 BEFORE STARTING AN APPLICATION

AT THIS TIME, LONGLEIGH'S INDIVIDUAL GRANTS ARE ONLY AVAILABLE TO RESIDENTS IN STONEWATER HOUSING PROPERTIES/SCHEMES OR THOSE WHO HAVE SIGNED UP FOR A TENANCY WITH STONEWATER BUT HAVE NOT YET MOVED IN. IF YOU ARE NOT A STONEWATER RESIDENT, UNFORTUNATELY, A LONGLEIGH INDIVIDUAL GRANT IS NOT AVAILABLE TO YOU AT THE MOMENT.

All Individual Grant applications must be submitted, on behalf of a resident, by a frontline Stonewater staff member directly supporting the resident, so that there is good knowledge of the resident's situation, including the context of the situation and/or support from other agencies. By submitting the application, the staff member is giving their support for the application and vouching for the accuracy of the information being provided.

By having a social housing professional complete the application form, rather than a resident who might be in a vulnerable or very stressful situation, our aim is that this will enable a fully-completed and good-quality application to be submitted, first-time, so we can progress to making a decision as quickly as possible.

Alongside information being provided in the application, supporting evidence will be required. We won't be able to make a decision on an application until we have received a fully completed application *and* evidence uploaded to the form.

All applications must be submitted using our online application process, which is accessed via our website ([www.longleigh.org](http://www.longleigh.org)) or directly through the application portal (<https://grants.longleigh.org>). You will need to create an account and will need to keep your username and password safe. You should use this account each time you do an application so that all your applications are easily identifiable and retrievable.

PLEASE REMEMBER THAT LONGLEIGH IS AN INDEPENDENT CHARITABLE FOUNDATION WITH ITS OWN DECISION-MAKING PRACTICES ABOUT APPLICATIONS RECEIVED. PLEASE DO NOT RAISE ANY FALSE EXPECTATIONS FOR RESIDENTS BY GIVING ASSURANCES ABOUT RECEIVING A GRANT, AS WE HAVE LIMITED FUNDS. IT IS ELIGIBLE APPLICATIONS THAT ARE FULLY-COMPLETED AND TO A GOOD STANDARD THAT ARE MOST LIKELY TO BE FUNDED, DEPENDING ON THE AVAILABILITY OF FUNDING.

Please be assured that the Longleigh Foundation complies with all requirements of the Data Protection Act 2018, which covers how we use any personal information received about an applicant purely for the purposes of their application and not for any other reasons.

## 2 ABOUT OUR INDIVIDUAL GRANTS

Longleigh's Individual Grants are intended to be a very short-term, practical form of support for social housing residents at particularly heightened times of difficulty that have or could place them into severe financial hardship and distress.

We recognise that our Individual Grants may be just one part of an overall package of support that residents are accessing. This is why we ask that applications are submitted by supporting staff members to ensure the limited funding Longleigh can provide is used in the most helpful of ways and in line with our criteria.

We want to do all we can to avoid residents having to make financial choices that could place them into situations of self/family neglect or trying to manage problematic, high-interest-rate debts.

We have three different kinds of Individual Grants. Please do read the following information carefully to ensure that the most suitable type of Individual Grant is being applied for as they each have their own criteria that covers:

- What the different grants are for.
- The funding limits on the different grants.
- The timescales within which applications should be made for the different grants.

**THE THREE DIFFERENT KINDS OF INDIVIDUAL GRANTS ARE ALL ACCESSED BY RESIDENTS/THEIR HOUSEHOLDS THAT MEET AT LEAST ONE OF THE PATHWAYS STATED IN THE FOLLOWING SECTION OF THIS DOCUMENT:**

- **HARDSHIP GRANTS:** The maximum grant value for Hardship Grants is £1000 per household in any 12-month period.

Hardship Grants are for a recent (in the past three-months) or known, forthcoming situation (in the next three-months). We can't accept Hardship Grant applications outside of these timescales. For example, you might apply for a Hardship grant if a resident has recently moved in and requires essential household items.

- **CRISIS GRANTS:** The amount of funding for a Crisis Grant will be considered on a case-by-case basis, taking the specific circumstances of the crisis situation into account.

Crisis Grants are for unknown and unexpected situations and, therefore, must be applied for within one month of the situation occurring. We can't accept Crisis Grant applications outside of these timescales. For example, you might apply for a Crisis grant if a resident requires urgent food vouchers or has had to quickly leave an abusive relationship and needs essential items.

- **EDUCATION, TRAINING & EMPLOYMENT GRANTS:** The maximum grant value for Education, Employment & Training Grants is £1,000 per qualifying resident and only one of these grants can be received.

These grants are available to qualifying residents who need some financial support in helping them with essential items to support home-schooling in a lockdown situation; attend university/further education; travel to a new place of work/training; for payment towards a training course that is also being part-funded by the resident's employer; or, for training or equipment related to starting self-employment or a business. Evidence will be required to support applications for these grants.

Education, Employment & Training Grants must be applied for no sooner than three-months before or three-months after the commencement of the education, employment or training that forms the basis of the application. We can't accept applications outside of these timescales.

**PLEASE NOTE: HOME-SCHOOLING GRANTS MUST BE APPLIED FOR WITHIN ONE-MONTH OF A LOCKDOWN PERIOD STARTING AND EVIDENCE MUST BE PROVIDED ABOUT THE OTHER SOURCES OF SUPPORT SOUGHT BEFORE APPROACHING LONGLEIGH.**

### 3 PATHWAYS INTO THE INDIVIDUAL GRANTS & EVIDENCING PATHWAYS

Our commitment is to ensure our Individual Grants reach those in greatest need. This means that we do have to put some parameters around how we make decisions about applications.

We have developed the following pathways that we believe will help us get our funding to those who need it most.

- Resident (and their family) fleeing from a violent or abusive relationship.
- Resident (and their family) having experienced a serious or traumatic situation in their home.
- Resident (and their family) where there is Social Services involvement (such as a Child in Need plan or a Child Protection Plan).
- Resident where there is a child/ren in receipt of free school meals.
- Resident (and their family) with a diagnosed condition or disability (physical and/or sensory and/or behavioural).
- Resident (or family member residing with them) receiving medication and/or therapy for a mental health condition or substance addiction.
- Resident (and their family) moving from homelessness/supported living into independent living.
- Resident moving into independent accommodation after time in prison and where they are still under the support of the Probation Service.
- Resident in need of day-to-day essentials where there are evidenced delays to receipt of entitled-to benefits, including all government-announced support as part of the COVID-19 response (This does not include any advancements on benefits).

Providing at least one of the above pathways is met, we can support with funding for:

- Essential white goods (e.g. fridge, cooker, washing machine).
- Essential household furniture (e.g. beds, sofas).
- Essential day-to-day items (e.g. gas/electric top-ups, food, baby essentials, school uniforms, travel to work for a limited period of time).

We can only support with funding for flooring where:

- There is Social Services involvement/or the family receives an intensive support package and where there is at least one child under the age of three.
- The resident has a diagnosed physical/sensory disability/or mobility difficulty and the provision of flooring is creating a safer living environment.

**PLEASE DO NOT SUBMIT AN APPLICATION IF AT LEAST ONE OF THE PATHWAYS IS NOT APPLICABLE FOR THE RESIDENT'S SITUATION OR CANNOT BE EVIDENCED.**

You must evidence each Pathway by uploading a document onto the application form. Below are examples (not exhaustive) of acceptable evidence to attach for each pathway:

PATHWAY	EXAMPLE OF EVIDENCE
Resident (and their family) fleeing from a violent or abusive relationship	<p>Supporting statement or an email attached from staff member working in the Domestic Violence field or a relevant appointment letter.</p> <p>PLEASE NOTE: If you are a member of staff working at a Stonewater Domestic Violence service, just make this clear in your explanation as supporting evidence will then not be required.</p>
Resident (and their family) having experienced a serious or traumatic situation/incident in their home.	<p>Supporting statement or an email attached from a Police Officer or staff member working in the Domestic Violence field or a relevant appointment letter.</p> <p>PLEASE NOTE: If you are a member of staff working at a Stonewater Domestic Violence service, just make this clear in your explanation as supporting evidence will then not be required.</p>
Resident (and their family) where there is Social Services involvement (such as a Child in Need plan or a Child Protection Plan).	Letter or email from a Social Worker, or other support agency, with their contact details on, outlining support being provided or appointments planned.
Resident where there is a child/ren in receipt of free school meals.	Attachment (letter or screenshot) of qualifying benefit entitlement or attached letter or email, from the school, to confirm that the resident's children qualify.
Resident (and their family) with a diagnosed condition or disability (physical and/or sensory and/or behavioural).	Photo of the medication the resident takes; copy of letter from a Doctor; copy of prescription or relevant appointment letter.
Resident (and their family) moving from homelessness/supported living into independent living.	Letter or email from Council to confirm homelessness; letter or email from Temporary/Supported Housing Provider; letter with resident's previous address on; relevant appointment letter.

PATHWAY	EXAMPLE OF EVIDENCE
	<p>PLEASE NOTE: If you work at a Stonewater Supported Housing scheme, you just need to make this clear in the application (e.g., please state how long you have been working with the resident and how you have been supporting them). You do not need to attach further evidence.</p>
<p>Resident moving into independent accommodation after time in prison and where they are still under the support of the Probation Service.</p>	<p>Supporting statement from a Probation Officer, showing their contact details.</p>
<p>Resident in need of day-to-day essentials where there are evidenced delays to receipt of entitled-to benefits, including all government-announced support as part of the COVID-19 response.</p>	<p>Correspondence specifically regarding the benefit delays; a letter regarding being placed on furlough or made redundant letter.</p>

## 4 WHAT WE DON'T FUND

Because we need to carefully allocate the funding we have, there are some things that we don't fund across any of the different Individual Grants. We don't fund the following:

- Goods, services or items that have already been paid for, or services that have already been undertaken, but are awaiting payment.
- Paying back money to friends, family or companies that the resident has borrowed from.
- Rent arrears.
- Bill payments (current or late).
- Deposits for tenancies.
- Property or grounds adaptations work, including any security measures or gardening equipment or garden furniture.
- Mobility aids.
- Motorised vehicles.
- Anything that is Stonewater's or a statutory agency's responsibility to address.
- Costs or items as a result of an individual or family moving from one property to another, unless the circumstances meet at least one of the pathways stated earlier in Section 3 of this document.

## 5 MISUSE OF OUR FUNDING

- Longleigh is committed to doing all it can to ensure that its Individual Grants funding reaches those in most need and is used responsibly by those that receive that funding.
- Depending on the nature of the grant made (e.g., the items to be purchased with the grant or for grants that support people over a number of months), a condition of the grant might be that we request receipts to be sent to us so we can maintain appropriate financial records. Longleigh reserves the right to withdraw a grant offer if requested receipts are not received and this may also affect someone's ability to make any future applications.
- All Individual Grants are approved in order to help address the situation/s stated in the applications submitted. Using any funds for purposes other than stated in the application may be viewed as a misuse of the grant. In circumstances where there is a clear misuse of the grant, Longleigh reserves the right to withdraw the grant offer. A misuse of a grant may also affect someone's ability to make any future applications to Longleigh.

If you are a staff member supporting a resident in making an application, and you have any questions about these conditions, please do not hesitate to get in touch with us on [grants@longleigh.org](mailto:grants@longleigh.org) so we can do our best to help.

## 6 QUICK CHECKLIST BEFORE APPLYING

Before applying, please check that:

- You have thoroughly read and understood the criteria, if you have any questions, please email [grants@longleigh.org](mailto:grants@longleigh.org) before making an application.
- The resident has not received a Longleigh Hardship Grant in the past 12 months or a previous Education, Training & Employment Grant at any point. If they have, we will not be able to accept another application for them, unless it is for a Crisis Grant.
- The situation/reason for the grant, has occurred/is occurring within the timescales specified in Section 2 of this document.

## 7 NEXT STEPS

Once you have read all this guidance about our Individual Grants and are confident that making an application is the right thing to do please go to the Individual Grants application page on our website ([www.longleigh.org](http://www.longleigh.org)) or directly to the application portal (<https://grants.longleigh.org>) to start the online application process.





The Longleigh Foundation is a company limited by guarantee with charitable status, registered in England & Wales.  
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