



INDIVIDUAL GRANTS CRITERIA

Updated: November 2022



A grant-making partner for the social housing sector

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 deciding as quickly as possible.

Alongside the information being provided in the application, supporting evidence will be required. We won't be able to decide 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 the Individual Grants page on our website (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, ALWAYS SUBJECT TO 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. Therefore 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 four 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 (if applicable) within which applications should be made for the different grants.

THE FOUR 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.

- **FLOORING GRANTS:** Section 3 of this document provides details of the pathway/s residents must meet to be eligible for a flooring grant.

A Flooring Grant cannot be accessed if the resident has already received a Hardship or Crisis Grant. If the resident has not received any prior grant from Longleigh, they can access either a Hardship or Flooring Grant – they will not be able to receive both (subject to eligibility).

There is no timescale applied to accessing a Flooring Grant, providing all other eligibility is met.

Because Longleigh works with approved suppliers only for Flooring Grants, there is no stated maximum for residents and supporting staff to need to consider.

- **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, but are capped at a maximum amount of **£3000**.

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 **£1000** 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 help with attending 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 that is specific to demonstrating the education, training or employment situation will be required, in addition to the customer pathway evidence (as per the table in section 3 of this document) 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.

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 (or family member residing with them) 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/family moving from homelessness/supported living into independent living.
- Resident/family fleeing from a violent or abusive relationship.
- Resident/family having been the victims of a reported crime and/or disaster incident in their home.
- Resident/family under the care of Social Services (Adult or Children).
- Resident where there is a child/ren in receipt of means-tested free school meals.
- Resident whose household is spending more than 50% of their monthly income on housing costs (rent and/or mortgage payments and any service charges).
- Resident/family is in the UK as part of an official Government scheme supporting the resettlement of Refugees and Asylum Seekers (e.g. Ukraine or ACRS).
- Resident is opening their home to a Refugee or Asylum Seeker as part of an official Government scheme.

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 Children's Social Services involvement with the family (e.g. under a child protection plan).
- The resident (or family member residing with them) 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 provide evidence for each selected pathway by uploading a document onto the application form. Below are examples (not exhaustive) of acceptable evidence to attach for each pathway:

Pathway	Examples of evidence (not exhaustive)
Resident (or family member residing with them) with a diagnosed condition or disability (physical and/or sensory and/or behavioural).	<ul style="list-style-type: none"> • Legible photo of the medication the customer takes. • Official letter (or copy of) from a doctor. • Legible copy of the prescription or relevant appointment letter.
Resident (or family member residing with them) receiving medication and/or therapy for a mental health condition or substance addiction.	<ul style="list-style-type: none"> • Legible photo of the medication the customer takes. • Official letter from supporting agency providing therapy for the mental health condition or substance addiction.
Resident/family moving from homelessness/supported living into independent living.	<ul style="list-style-type: none"> • Official letter or email from local authority confirming homelessness status or duty to house. • Official letter or email from Temporary/Supported Housing Provider. • Official letter with customer's previous address on. • Official relevant appointment letter.
Resident/family fleeing from a violent or abusive relationship.	<ul style="list-style-type: none"> • Confirmation in the application that the supporting staff member is a Stonewater staff member working in a domestic abuse refuge. • Official supporting statement (letter or email) or appointment letter from a staff member working in a domestic abuse agency that is supporting the customer/family.
Resident/family having been the victims of a reported crime in their home.	<ul style="list-style-type: none"> • Official supporting statement (letter or email) from a police officer providing basic information about the crime and the crime reference number. • Official supporting letter from a victim support agency.
Resident/family under the care of Social Services (Adult or Children's).	<ul style="list-style-type: none"> • Official supporting letter or email from a social worker, confirming the status of the family being under their care and overview of the support being provided.
Resident where there is a child/ren in receipt of means-tested free school meals.	<ul style="list-style-type: none"> • Copy of official letter or screenshot of qualifying benefit entitlement. • Copy of official letter or email from the school to confirm that the customer's children qualify for means tested free school meals.
Resident whose household is spending more than 50% of their monthly income on housing costs (rent and/or mortgage payments and any service charges).	<ul style="list-style-type: none"> • Copy of bank statement showing income (for all income receiving members of the household) and housing cost expenditure. We don't need to see any other transactions,

Pathway	Examples of evidence (not exhaustive)
	<p>so these can be covered up on statements sent to us.</p>
<p>Resident/family is in the UK as part of an official Government scheme supporting the resettlement of Refugees and Asylum Seekers (e.g. Ukraine or ACRS).</p>	<ul style="list-style-type: none"> • Copy of the official letter from the relevant Government Agency/Home Office confirming the customer/family are part of an approved resettlement scheme.
<p>Resident is opening their home to a Refugee or Asylum Seeker as part of an official Government scheme.</p>	<ul style="list-style-type: none"> • Customer to provide copy of the official letter from the relevant Government Agency/Home Office that confirms they have accepted a Refugee or Asylum Seeker into their home as part of an approved resettlement scheme.

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:

- Items not requested in the application that has been approved (so please ensure that the items requested are the essential items required).
- Anything that is Stonewater's or a statutory agency's responsibility to address.
- Goods that the resident has already been paid for (or credit/loans taken out for).
- Services that have been provided to the resident but have not yet been paid for.
- Overdue accounts/bills. (We will fund energy (gas/electric) and mobile data top ups and contributions to future energy or mobile phone bills paid via direct debit).
- Paying back money to family or friends.
- Rent payments (including arrears).
- Deposits for tenancies.
- Property or grounds adaptations work, including installation of security measures.
- Any motorised or part-motorised vehicles/bicycles or repairs to such.
- Larger or permanent mobility aids, such as stairlifts, motorised scooters or handrails. (We can fund minor aids that support independent living. For example, walking frames/sticks, a long shoe horn for people with back problems or kettle pourers for people with arthritis who are unable to life a kettle safely).
- Larger gardening items or furniture, such as lawnmowers or sheds. (We can fund minor gardening equipment (such as spades, trowels) or basic garden tables and chairs, if the reason for these items is clearly explained in the application).
- Items that sit outside of the cost guidance we provide unless there is a clear explanation as to why more expensive items are essential for the resident.
- Items that, whilst being desirable to have, are not considered to be essential to providing the support the resident needs (e.g. very expensive technology, top brand clothing etc.).

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 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 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) or directly to the application portal (<https://grants.longleigh.org>) to start the online application process.



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

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