



## **How to apply for a Harrogate Street Aid grant.**

### **Introduction to this guide.**

This guide explains the application process for a grant from Harrogate Street Aid. We want this guide to support strong applications and to help applicants understand what happens once they have applied. This includes the criteria that must be met for grants to be awarded and the timeframe for responses.

This guide has been created with input from several organisations that have supported people who are or have been street sleepers, including Harrogate Homeless Project and the Community Safety Hub.

### **What Harrogate Street Aid does.**

Harrogate Street Aid provides financial help to people who are or have been street homeless, to support them to turn a corner in their lives. The things that people need to move off the streets vary from person to person, so Harrogate Street Aid enables someone to think about what will practically help them, and to apply for a grant to pay for it.

The fund is there to be used by the agency working with the person who is, or has been, street homeless, to help deliver their plan to get them off the street or prevent them from returning.

### **How the money is raised**

Harrogate Street Aid fund comes entirely from voluntary donations. People donate online through the Two Ridings Community Foundation (TRCF) and via a contactless giving terminal sited in a local businesses in Harrogate, currently M&S Foodhall window, Oxford Street. People can also set up standing orders to donate regularly to Harrogate Street Aid.

Individual donations of just a few pounds are combined with hundreds of others to make a meaningful sum that will make a real difference to someone's life. Small change or real change?

Money raised each month is awarded in grants the following month. If there is ever insufficient money in the fund to award grants at a particular time, referring organisations will be notified by Harrogate Street Aid and the payment of grants might be delayed for a short time. We hope this will not happen in the future as we broaden our fundraising activities.



### **Harrogate Street Aid grant criteria**

There are three criteria that people must meet in order to be eligible for a Street Aid grant:

1. **The person must be, or have a history of, street homeless.** It is not enough to be at risk of street homelessness, as the fund is specifically for people who are currently living on the streets or who have lived on the streets before.
2. **The grant must be for something that would help the person get off, or stay off, the streets.** We encourage people to be creative as to what that 'something' could be – we don't restrict what people apply for, as long as it will practically help the person to get off, or stay off, the streets. The grant cannot be used for things that will help the person live on the streets, such as a sleeping bag or tent.
3. **The person must be a resident of, or have strong links to, the Harrogate district.**

The Street Aid fund will not normally be used for crisis support. It is there to offer planned, strategic help that will bring about change for the person. Referring organisations are encouraged to consider the medium to long-term needs of their clients as identified in their support plans, and to make applications based on these needs.

### **Application process**

#### How to apply.

The Street Aid grant application form can be found online at

<https://ukcf.secure.force.com/forms/forms/trcf/HarrogateStreetAid>

Applicants must be referred by an organisation that has assessed their circumstances and can confirm that they are in need of the funding, and this funding cannot be found elsewhere.

If you are an organisation or a support worker and you have questions about an application at any point in the process, please contact us (contact details at the end of this guide) so we can discuss with you.

There is a step-by-step guide to filling out the form below.

#### How much can I apply for?

Grants of up to £500 will be paid to the referring organisation to spend the money as agreed. Receipts will be requested to prove how the money has been used. Cash cannot be given to the individual.

There is a limit of **one grant** per person in any **six-month** period and **two grants** in any **12-month** period (from the date of the first award). It might be possible to award more grants for someone in exceptional circumstances – every application will be treated individually.



### **Who makes the decision?**

Applications go to Two Ridings Community Foundation who administer the Harrogate Street Aid fund. They will check the criteria and send on to Harrogate Street Aid to be verified.

When an application meets the Street Aid criteria set out above, a Street Aid grant will be awarded. The amount of money applied for might need to be discussed with the organisation, applicant and their support worker, if a cheaper alternative can provide the same help.

### **How long will it take?**

We aim to respond to an application within two weeks of receiving it. Assuming the criteria are met and once the amount of the grant has been agreed, the money will be transferred to the referring organisation within two weeks after the grant has been approved.

This means that most successful applicants will receive their Street Aid grant within four weeks of applying.

Street Aid grants are not normally used to provide crisis support. However, if an application is flagged to us as urgent, we will aim to award the grant sooner.

### **Application form – step by step**

This part of the guide is for referring agents, usually support workers who work for the referring organisation and are applying for a Street Aid grant on behalf of their client. Look out for our **top tips** in each section!

### **Registration**

The first thing you need to do is click on the link to the application form from the Harrogate Street Aid page on the Two Ridings Community Foundation website <https://www.tworidingscf.org.uk/harrogatestreetaid/>

The registration page explains how the application process works and that you should apply on behalf of a person who has been assessed by your organisation.

You will need to tick to confirm you have read and understood the information on the page and then enter your email address. Once you have done this, a link to the online application form will be sent to the email address you provided.

**Top tip: Get all the information you will need in place before starting the application form.**

This includes details of the person's history of street homelessness, what a grant will be used for and how much money will be needed (including quotes for specific items.)



### Section 1: Referring Organisation

Here we ask you to provide the name, postal address, web address and telephone number of the referring organisation.

We also ask for your contact details, including your name, job title, email address and telephone number.

**Top tip: Save your application as you go through by clicking the 'Save Application' button on the right hand side of the screen. It can be useful to complete your answers in word and then cut and paste into the application form so you have a backup, just in case!**

### Section 2: Grant application

Here we ask for details of the proposed grant beneficiary, including their name and their circumstances.

We also ask you to state what the grant will be used for.

**Top tip: Give as many details as you can to show how the person meets the Street Aid criteria.** In particular, you must state whether the person is or has been street homeless (and, if so, when).

### Section 3: Details on the impact of a Harrogate Street Aid grant

Here we ask for details of how a grant would help the recipient to get off or stay off the streets.

We also ask for the proposed beneficiary's ethnicity, age and gender. This is optional if the applicant would rather not say.

**Top tip: Give as many details as you can to show how the grant will practically help the person to move away from, or stay away from, the streets.** In particular, if the grant is part of a larger plan for the person, explain what this is.

### Section 4: Request and Consent.

Here we ask for the amount of money that is requested and the bank details of the referring organisation.

We ask you to state any alternative sources of help you may have tried before applying for a Street Aid grant. If you are applying for a grant to buy a new item, we also ask you to explain why a second-hand item will not meet the person's need. This is so we can be sure the Street Aid fund is being used to maximum benefit.

**Top tip: Provide two quotes for any physical items that will be bought using the grant.**



This might involve some additional research, for example measuring up flooring for carpets or seeing what items are available from organisations such as Essential Needs.

We also ask you to complete the 'Declaration' to confirm that you have no private or family relationship with the person you are recommending for a Street Aid grant and that you give your consent for Two Ridings Community Foundation to share the information you have provided with Harrogate Borough Council.

### **What makes a good application?**

To have the best chance of receiving a Street Aid grant, and to make the best use of it, we recommend you follow the **3 'Be's'**:

#### **1. Be clear about the criteria.**

If you show clearly how the person meets each of the three criteria, they will receive a Street Aid grant. If you fail to show this, it will delay your application as we will have to come back to you for more information. If the person does not meet any one of the criteria they will not be eligible for a Street Aid grant.

#### **2. Be thorough in the information you give.**

The more information you provide in the application form, the more likely it is a grant will be awarded speedily.

This includes:

- A detailed description of the circumstances the person is in, linked to the application criteria.
- Details on how the grant will be used, including how this ties in with current and longer-term support, and how it will help the person get off, or stay off, the streets.
- Quotes and other research on the items the grant will fund, to show that you are making the best use of the fund and that this help cannot be found elsewhere.

#### **3. Be creative in what you apply for.**

A Street Aid grant can be completely personalised: it can be used to fund whatever an individual needs to help them get off, and stay off, the streets.

There are obvious things that Street Aid grants could be used to fund, including paying for training courses, travel or equipment to help someone find work; or buying white goods, carpets or furniture for a new home. However, there are really no restrictions on what a Street Aid grant can be used for, as long as it will help the person turn a corner in their life.

We encourage potential beneficiaries and their support workers to have a good conversation about their long-term goals and to think about what would make a practical difference to them.



Here are some imaginative uses of Street Aid grants:

- Buying materials and a peddler's licence to enable the beneficiary to make and sell jewellery
- Funding towards a laptop to enable the beneficiary to complete a higher education course and then apply for jobs
- Paying for several sessions of counselling, cognitive behavioural therapy or alternative therapies to enable the beneficiary to start addressing mental health issues that are holding them back
- Funding towards a computer to enable the beneficiary to access and process photographs to sell and exhibit
- Paying for the use of an allotment, including a shed and tools, which would bring the beneficiary many mental and physical health benefits
- Funding to help with health and fitness goals – including gym clothing, trainers, classes or membership
- Buying a bike, plus helmet, lights and reflective clothing to get to work.

Creative group applications can also be received, where several people are in need of low-cost items, including replacement identification documents and travel cards. This means only one application from the support worker is needed, rather than separate applications for each individual. Names of the individuals are required.

### **Street Aid guideline amounts**

Household Items

Information re local charities etc. to approach.

White goods – North Yorkshire Local Assistance Fund provide 3 items currently so this can be used to top up where needed.

White goods such as fridge-freezers, washing machines and cookers should be sourced second-hand, unless there is a good reason why new items are needed.

Linking with another organisation providing second-hand goods as soon as someone knows they are likely to be housed should allow time to find the items that they need.

### Mobile phones and laptops

A standard mobile phone can be provided. A Street Aid grant cannot be used to buy a smart phone unless there is good reason why this is needed, for example to log onto Universal Credit.

A refurbished laptop should be sought.

### Bikes

A standard, second-hand bicycle to travel to and from work and appointments. Resurrection bikes are a good contact.



### **Street Aid success stories\***

Case Studies will be used to show how donations have supported individuals. For Data Protection and GDPR identities will be protected.

### **Further information**

You can find out more information about Harrogate Street Aid [www.harrogatestreetaid.co.uk](http://www.harrogatestreetaid.co.uk) on the Two Ridings Community Foundation website: <https://www.tworidingscf.org.uk/harrogatestreetaid/>

If you have any questions about applying for a Street Aid grant or suggestions for how we can improve this guide, please contact Harrogate Street Aid by email on [streetaid@harrogate.gov.uk](mailto:streetaid@harrogate.gov.uk) or by phone on 01423 500 600

You can also contact Two Ridings Community Foundation by email on [info@tworidingscf.org.uk](mailto:info@tworidingscf.org.uk) or by phone: 01904 929 500

### **Application process.**

Application by organisation via TRCF website

TRCF check criteria met

Application is sent to HBC [streetaid@harrogate.gov.uk](mailto:streetaid@harrogate.gov.uk) to approve/comment

Street Aid approve – or comment – and return to TRCF

TRCF notify referrer

Payment made via BACS/bank transfer (details given on application form)

Purchases made by referring organisation

Referring organisation to fill in a response form about how the individual has been supported, this should include information re begging/street sleeping where applicable.

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