



## **Introduction to this guide**

This guide explains how to apply for a grant from York Street Aid. We want this guide to support people to submit strong applications and to 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.

## **What Street Aid does**

Street Aid provides financial help to people who are or have been street homeless – or at risk of homelessness - 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 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 was recently, street homeless, to help deliver their plan to get them off the street or prevent them from returning.

Street Aid also gives people who want to help, an alternative to handing money directly to people on the streets.

## **How the money is raised**

The Street Aid fund comes entirely from voluntary donations. People donate online through Two Ridings Community Foundation, at contactless giving points across York, and at events.

Many people also set up standing orders to donate regularly to 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.

Every single penny donated goes to grants for individuals affected by street homelessness and the charities that are working to support them.

Most of the 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 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.

## **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 been in the past, street homeless, or at risk of homelessness.**
- 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.
- 3. The person must be a resident of, or have links to, York City.**

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 do I apply?**

The Street Aid grant application form can be found online:

<https://www.tworidingscf.org.uk/fund/york-street-aid>

Applicants must be referred by an organisation in York that supports people who are homeless or at risk of homelessness. The referring organisation should have assessed their circumstances and can confirm that they are in need of the funding, and that this cannot be found elsewhere.

If you are an applicant or a support worker and you have questions about an application at any point in the process, please don't hesitate to 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.

There is a limit of **one grant** per person in any **six-month** period and **two grants** in any **18-month** period (from the date of the first award). It might be possible to award more grants for someone in exceptional circumstances.

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

Applications first go to Two Ridings Community Foundation who administer the Street Aid fund. Applications are then sent on to City of York Council where they are checked to ensure they meet the application criteria.

The amount of money applied for might need to be discussed with both the applicant and their support worker, if it is considered that a cheaper alternative can provide the same help.

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

We aim to respond to most applications within 2 - 4 weeks. 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 within one week.

### **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 register an email account.

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 (this may be a voluntary role), 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 is also useful to complete your answers in word and cut and paste into the application as a back up.**

#### 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 York 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, including a bank paying in slip or bank statement to allow us to confirm the bank details before making payment.

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 the Community Furniture Store.

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 both you and the applicant understand how your information is stored and shared.

#### **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.**

Show clearly how the person meets each of the three criteria. 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 doesn't 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 have been used to fund, including: paying for training courses, travel or equipment to help someone find work; and paying towards a deposit, to clear rent arrears 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:

- 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
- Equipment to enable the person to reconnect with a lapsed hobby or take up a new hobby
- 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.

We can also consider creative group applications eg where several people are in need of low-cost items, including replacement identification documents or travel cards. This means only one application from the support worker is needed, rather than separate applications for each individual.

As a general guide the following should be applied:-

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. They should cost between **£50** and **£200**.

Linking in with the Community Furniture Store or 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.

A refurbished laptop should be sought, which should be no more than **£100**.

A standard, second-hand bicycle to travel to and from work and appointments should be no more than **£100**.

### **Further information**

You can find out more about York Street Aid on the Two Ridings Community Foundation website: [www.tworidingscf.org.uk](http://www.tworidingscf.org.uk) If you have any questions about applying for a Street Aid grant or suggestions for how we can improve this guide, please contact Two Ridings Community Foundation by emailing [info@tworidingscf.org.uk](mailto:info@tworidingscf.org.uk) or by phone on **01904 929500**.