 

**Essential Living Fund *Plus* – Waltham Forest**

**Grants Delivery Partner Application Form**

Please use this form to apply to become one of three grants delivery partners. Please note, this is not an application form to apply for funding on behalf of a named individual.

**About the programme**

Essential Living Fund Plus – Waltham Forest, is a new grant-making programme for people resident in the London Borough of Waltham Forest (LBWF). The aim is to increase financial wellbeing and reduce financial distress by providing grants for individuals for a range of needs and ensure individuals get the packages of support they need to make sustainable positive changes.

Grant funding of £75,000 will be available per year for three years (January 2023 – December 2025) across three grant delivery partners. The value of grant for an individual can be up to £500, or £750 in exceptional circumstances.

**About grant delivery partners**

Three grant delivery partners based in the borough will be selected. Grant delivery partners must be charities, Trusts, community interest companies etc. that provide support/advice services to residents. They will have strong needs assessment, referral and follow up processes, and have or be willing to develop, robust information management and evaluation processes.

A strong relationship between each delivery partner and Glasspool will be developed and a learning network or similar will bring delivery partners together regularly.

**About grant recipients**

Any adult (18+) resident in LBWF experiencing financial hardship and is a client/service-user of one of the three grant delivery partners would be eligible to receive a grant.

**Application process – for individual grants**Once selected, the grant delivery partners will apply on behalf of named individuals to Glasspool,
via a specialised, streamlined, speedy approval process.

**About eligible grant items**

We aim to be as flexible as possible in our grant making and strongly encourage support workers and individuals to propose items, services or support that will increase the individual’s financial wellbeing and reduce their financial distress. For clarity, please note we would be unlikely to fund holiday or respite care, training courses and qualifications, non-priority debts and disability needs.

**Grant delivery partner application process**Deadline for applications: Wednesday 30th November 2022 at 5pm
Short-listing: week commencing 5th December
In-person site visits: 9th – 20th January 2023
Decision on partners: week commencing 23rd January 2023

Glasspool Charity Trust and The Drapers’ Company, the funders of this initiative are looking for organisations that actively support clients by providing empathetic and thorough ‘whole person’ needs assessments. We expect our grants delivery partners to have excellent onward referral practices – where individuals are given active support to access the services they need. We also expect our grants delivery partners to have robust safeguarding, data protection and information management processes. Evaluation is important to us and we expect our grants delivery partners to have strong data collection processes, to report regularly and to actively contribute to learning throughout the life of the grant programme.

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| **Basic information** |  |
| Name of organisation: |  |
| Address: |  |
| Postcode: |  |
| Local authority ward (if known) |  |
| Main contact name: |  |
| Main contact email: |  |
| Main contact phone number: |  |
| Website address: |  |

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| **Regulation and finance** |
| Registered number for the Charity Commission, Companies House, or Social Housing/ Community Interest Companies Regulators |
| Registered number: |  |

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| How long has this organisation been in existence? Please tick |
| Less than 2 years |  |
| 2 to 5 years |  |
| 5 to 10 years |  |
| More than 10 years |  |

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| Please provide links to your organisation’s annual reports and accounts for the past three years |
| 2019-20 |  |
| 2020-21 |  |
| 2021-22 |  |

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| Please provide the source of your organisation’s income by top three contracts or income sources by value.  |
| Income source | Value | Contract length |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

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| Does your organisation have experience of administrating grant funding, if yes from which organisations, for how long and what is the total value of the grant funding? (max 100 words) |
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| **About your organisation** |
| Please outline a general description of your services, support, activities or purpose (100 words max) |
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| Does your organisation serve a particular community? |
| Yes | No |
| If so, who are the **primary** service users? Please tick |
| Anyone experiencing financial hardship |  |
| Geographic area (estate, ward, borough etc) |  |
| Women |  |
| Men |  |
| Children |  |
| Families |  |
| Older people (50+) |  |
| LGBTQI+ |  |
| Black and Minority Ethnic |  |
| Specific ethnic group (e.g., African-Caribbean, Bangladeshi, Polish etc) |  |
| Domestic abuse victims |  |
| Street homeless or crisis housing |  |
| Other (please state) |  |

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| **About your referral and support practices** |
| Please describe how people find you or are referred to you? Who are your main referrers?(100 words max) |
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| Please describe what happens when an individual has their first contact with you?How do you find out what kind of help they need?*We are looking for a whole-person needs assessment on arrival.* (200 words max) |
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| Do clients complete an income and expenditure assessment? Please tick |
| Yes |  |
| No |  |
| Not sure |  |
| Not applicable |  |

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| Clients/service users often need support from multiple services. Please describe your INTERNAL referral processes (that is, if the client could benefit from support or services from a colleague within your organisation)*We are looking for organisations that actively support clients. Please describe whether your internal support is signposting, referral or advocacy/application on behalf of an individual. Where there is a mix, please indicate the proportion of each type of support.*(200 words max) |
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| Clients/service-users often need support from multiple services. Could you describe your EXTERNAL referral processes (that is, if the client could benefit from support or services from another organisation)*We are looking for organisations that actively support clients. Please describe whether your support is signposting, referral or advocacy/application on behalf of an individual. Where there is a mix, please indicate the proportion of each type of support.*(200 words max) |
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| Clients/service-users often need more than one appointment or contact.Please describe your processes to follow up with clients? (100 words max) |
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| How long do you work with an individual client/service-user? Please outline the average and range of time you work with someone (100 words max) |
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| **Safeguarding** |
| How do you address safeguarding within your organisation? (max 100 words) |
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| Do you have a written Safeguarding Policy? |
| Yes |  |
| No |  |
| Not sure |  |
| If yes, please supply a copy of this policy |

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| **Data protection** |
| How do address data protection within your organisation? (max 100 words) |
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| Do you have a written Data Protection Policy? |
| Yes |  |
| No |  |
| Not sure |  |
| If yes, please supply a copy of this policy |

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| **Serious Incident Reports** |
| Have you reported any ‘serious’ incidents to your relevant regular within the last three years and what was the outcome? (100 words max) |
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| **Evaluation** |
| Please describe your evaluation processes. How have you applied findings of past evaluations to your current service delivery? (200 words max) |
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| **Staff and advisors** |
| Please describe the qualifications and experience of the client/service-user facing support and advice team (max 100 words) |
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| How are the client/service-user staff members trained and supported? (max 100 words) |
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| Other information |
| Please outline anything else you feel would be helpful to support your application (max 200 words) |