



HOUSEHOLD SUPPORT FUND



Please complete Part 1 and Part 2 of the application form and confirm on page 3 that you have accepted the privacy and anti-fraud statement. Additional notes and award conditions are on pages 6 and 7.

Please return the completed form with any supporting information (if applicable) to localwelfarescheme@warwickshire.gov.uk

PART 1: GRANT FUNDING APPLICATION FORM

Borough/District	<i>Please tell us which locations your project will be delivered, including which District or Borough.</i>
Organisation Name	<i>Please tell us the name of the organisation.</i>
Organisation Legal Structure	<i>Please describe the organisation's legal structure, e.g., registered charity, community interest company, and provide any registration numbers, e.g., charity number.</i>
Name of main contact	<i>Please give us a contact name and their position in the organisation.</i>
Contact's address, telephone number and email	<i>Please give us a contact address, telephone, and email.</i>
Project Title	<i>Please tell us the title of the project.</i>

Project Description	<i>Please describe how the project/grant award will support vulnerable households, pensioners and/or families with children struggling to afford food, energy, water, and other related essentials?</i>
Timescale of your project	<i>Please provide timescale of when your project will run, including the anticipated start date</i>
Individuals with no recourse to public funds (NRPF)	<i>Do you anticipate that the project might provide support to an individual with no recourse to public funds? If no, please state "Not applicable". If yes, please describe what support, how and why.</i>
Managing the risk of fraud	<i>Funding streams around welfare continue to be targeted by fraudsters. Please describe the arrangements that will be in place to prevent and detect fraud, e.g., checking that people meet relevant eligibility criteria.</i>
Equality Duty	<i>Please describe what arrangements will be in place to consider the impact on those with characteristics protected under the Equality Act 2010.</i>
Total amount of funding requested	<i>Please tell us the total budget amount you are applying for and provide details of your costings.</i>

Overall cost of project (including above amount)	
In relation to this project, have you or do you intend to apply for any other grant funding from Warwickshire County Council or another organisation?	
If "Yes" please give details of the application to include the amount of funding applied for or awarded, and any conditions attached to the award?	
WCC Supplier ID, if known (see note below)	
Name	
Signed	
Date	

<p>Privacy and anti-fraud statement We work with partners to provide you with public services. To do this, we may need to share your information. We will do this in a way that protects your privacy. We are under a duty to protect public funds. We may use any of the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies that are responsible for auditing or administering public funds. The information that you have provided on this application form, and any subsequent information you provide in relation to this application, will be held on file for 7 years. Please let us know when any of your contact details change. You have the right to know what information we hold about you and we try to make sure it is correct. Full Privacy Policy – www.warwickshire.gov.uk/privacy</p>	<p>I have read and accepted the privacy and anti-fraud statement</p> <p style="text-align: center;"><input type="checkbox"/></p>
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PART 2: GRANT FUNDING BREAKDOWN (Information required by the DWP)

Please complete the following tables:

Total funding applied for	Spend (£'s)
a) Total amount provided to vulnerable households	£
b) Administration Costs*	£
c) Total project spend (a+b)	£

* Please note administrative costs must be kept to a minimum and a breakdown provided.

Who will this project benefit?

Please **estimate** the number in each category that this funding will support. The estimated volumes and estimated households helped may be the same numbers depending on the support offered to residents.

Total Value of Award split by Household Composition					
	A Households with Children	B Households with Pensioners	C Households with a disabled Person	D Other Households	Total (A+B+C+D)
Estimated Spend (£s)	£	£	£	£	£
Estimated Volumes (e.g., vouchers, meals, food parcels)					
Estimated Number of households helped					

What will this funding be used for?

Please **estimate** how much of your award will be spent/committed in each of these categories from the period of receiving your grant award up to 31 March 2025. The estimated volumes and estimated households helped may be the same numbers depending on the support offered to residents.

Total Value of Award Split by Category						
	A	B	C	D	E	Total
	Food (excluding Free School Meal support in school holidays)	Free School Meal support in the school holidays	Energy and water	Essentials linked to Energy and Water (incl sanitary products, warm clothing, soap, blankets, energy efficient light bulbs, boiler/service repair, purchase of equipment – fridges, freezers, ovens etc.)	Advice Services	(A+B+C+D+E)
Estimated Spend (£s)	£	£	£	£	£	£
Estimated Volumes (e.g. vouchers, meals, food parcels)						
Estimated Number of households helped						

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Funding Reference:

Funding amount requested:

Criteria met:

Charity status confirmed (if applicable):

Award breakdown complete and verified:

WLWS Grant Panel approval date and signature:

Notes:

- The funding is a one-off discretionary award funded by the DWP Household Support Fund.
- The funding must be spent/committed to households by **31 March 2025**.
- At the end of the Grant period, the Council may ask for confirmation on whether there have been any changes to your “Grant Award Breakdown”. In agreeing to this Grant Award Application Form, you agree to provide this confirmation if asked by **4 April 2025** at the latest.
- The funding must be used for only the purposes described in this Grant Award Application Form and meet the criteria as set out by the DWP.
- For the purposes of this funding, the definition of a household with a child is a household containing any person:
 - who will be under the age of 19 at the time of award or,
 - a person aged 19 or over in respect of whom a child-related benefit (for example, Child Benefit) is paid or free school meals (FSMs) are provided.
- The definition of a household with a pensioner is any household containing any person who has reached State Pension age at the time of award.
- The definition of disability and disabled people aligns with the definition in the Equality Act 2010. Therefore, a disabled person is someone who has a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities:
 - ‘substantial’ is more than minor or trivial, for example it takes much longer than it normally would to complete a daily task like getting dressed.
 - ‘long-term’ means 12 months or more, for example a breathing condition that develops as a result of a lung infection.
- The Council may ask for copies of governing documents and policies, procedures, and criteria relevant to the project/grant awarded.
- Payment will be made by bank credit. You will need to be set up on our finance system in order for us to process your payment. If you are already on our system and know your Supplier ID, please include it above. To check the details we hold for you, please contact 01926 418122 or email suppliermaintenance@warwickshire.gov.uk.

CONDITIONS OF THE AWARD

1. The Award is paid on condition that the Recipient complies with these Conditions. No omission from, addition to or variation from these Conditions will be valid unless agreed in writing by the Council and the Recipient.
2. The Recipient shall use the Award only for the purposes of the Project described in the Recipient’s Grant Award Acceptance Form (the “**Project**”).
3. The Recipient shall immediately notify the Council of any change or proposal to change the legal status of the Recipient. The Recipient shall immediately notify the Council if the Recipient ceases to have a constitution or if the Recipient ceases to be supported by an organisation administering the Award on the Recipient’s behalf.
4. The Award is intended specifically for the Recipient and the Recipient shall not assign or transfer the whole or any part of the Award or the application of these Conditions without the prior written consent of the Council.
5. No person other than the Recipient and the Council has rights under the Contracts (Rights of Third Parties) Act 1999 to enforce or to enjoy the benefit of these Conditions.
6. These Conditions are intended to be legally binding and shall be subject to English law.

Reporting

7. The Recipient shall regularly inform the Council’s Local Welfare Scheme how the Project is progressing, including any significant events (such as an open day or Project launch).
8. The Recipient shall, if requested by the Council, provide monitoring information including the following:
 - a. Confirmation of grant award breakdown
 - b. Evidence of expenditure

- c. Information relevant to the project/grant award (such as flyers, photographs, news reports, case studies or other publicity).
- d. Completion of a grant feedback form

Compliance

- 9. The Recipient shall comply with all statutes, orders, regulations, or bye-laws applicable to the performance of its functions.
- 10. The Recipient shall not unlawfully discriminate within the meaning and scope of the provisions of the Equality Act 2010 or any other applicable equality legislation relating to the provision of services or employment. The Recipient shall take all reasonable steps to secure the observance of the provisions of employment legislation by its employees, volunteers, agents, or sub-contractors.
- 11. The Recipient shall comply in all respects with the provisions of the Data Protection Act 1998 and shall indemnify the Council against all actions, costs, claims, proceedings or demands that may be brought or made against the Council for breach of statutory duty under the Act which arises from the use disclosure or transfer of personal data by the Recipient or its employees, volunteers, agents, or sub-contractors.
- 12. The Recipient shall provide all reasonable assistance to the Council in meeting its obligations under the Freedom of Information Act 2000.

Liability

- 13. The Recipient shall indemnify and keep indemnified the Council and its employees or agents against any liability, claim, proceedings, or expenses in respect of damage to any property or personal injury or death of any person which arises out of the act, default or negligence of the Recipient or its employees, volunteers, agents or sub-contractors. However, this indemnity shall not apply in any case where any loss of property or death or injury to any person is caused by the negligence of the Council or its employees or agents.
- 14. The Recipient shall maintain with a reputable insurer sufficient insurance cover to meet all liabilities arising in connection with the Award.

Publicity

- 15. The Recipient shall, wherever reasonably possible, acknowledge the support of the Council in any publicity referring to the Project or grant awarded. However, any publicity referring to the Council, including press releases and use of the Council's logo, must be approved by the Council. To seek approval for any publicity this shall be sent to localwelfarescheme@warwickshire.gov.uk

Termination and Withholding/Repayment of Award

- 16. The Council accepts no liability arising from any withholding or repayment of, or delay in payment of, the whole or any part of the Award.
- 17. In the event that any of the following circumstances occur:
 - i. The Recipient fails to comply with these Conditions.
 - ii. The Recipient or any of its employees, volunteers, subcontractors, or agents commits any offence under the Prevention of Corruption Acts 1889 –1916 or the Bribery Act 2010 or gives any fee or reward the receipt of which is an offence under sub-section (3) of Section 117 of the Local Government Act 1972.

The Council, at its reasonable discretion, shall be entitled to withhold any or all of the Award which is yet to be paid and/or require part or the whole of the Award to be repaid immediately. The Council will take account of any representations made by the Award concerning the repayment or withholding of the Award and wherever appropriate will co-operate with the Recipient to identify any action that can be taken to avoid the Award requiring to be withheld or repaid.

- 18. Upon termination for any reason, the Recipient shall promptly repay any proportion of the Award which has not been spent by the Recipient on the Project unless otherwise agreed in writing by the Council and the Recipient.