

Local Welfare Provision Application for grant assistance

Bedford Borough Council

This form is also available at www.bedford.gov.uk

If you require this application form in another format please contact

Local Welfare Provision (01234) 718033

Please return this form to:

Bedford Borough Council Customer Service Centre 2 Horne Lane Bedford MK40 9AP

You can use this form to apply for a Home in the Community Grant.

Who can get a grant?

- Individuals and families who live in Bedford and receive a means tested benefit or would be entitled to a means tested benefit or pension credit should they apply.
- Young people who live independently and care leavers under 18 years of age who do not have access to means tested benefits.

You or your family should also meet one of the following conditions:

- Your family is experiencing exceptional pressures.
- You are leaving long term care.
- You are leaving prison or detention and have a strong local connection to Bedford Borough and you have previously lived here.
- Fleeing domestic violence or abuse or moving to safeguard yourself from serious and imminent risk of other forms of violence or abuse.
- You are moving to supported living or independent living and/or following a resettlement programme.
- You are a young person leaving care.
- You are leaving institutional or residential care.

Home in the Community Grants

How a Home in the Community Grant can help

Home in the Community Grants do not have to be paid back. A grant should not be seen as a means of upgrading your current home furnishings or to replace items/appliances subject to wear and tear; they are intended to help people establish themselves in the community. Grants can help to provide household items that are essential for basic living or health and safety for people experiencing genuine need. We may not be able to give you everything you have asked for as there is a limited amount available to help everyone that applies.

Please note that any items awarded will be by means of a voucher, and may be used or recycled. You may be referred to other agencies to request assistance. Any items awarded will be appropriate for your individual/family's circumstances.

You can ask for help with:

- · Beds & bedding.
- · Washers, cookers and fridges.
- Essential furniture (e.g. table & chairs).
- Basic floor coverings (not fitted carpets).
- Portable heating appliances.
- Health and safety items for a dependent child (e.g. fireguard, stair safety gates etc.).
- Emergency house repairs that will if not repaired present an immediate threat to health and safety or security (available for owner occupiers only).
- Any other item or service at the Council's sole discretion essential to assist a family experiencing exceptional pressure establish or maintain a home in the community and which is not an excepted item.

What can Home in the Community Grants NOT help with?

We cannot help with...

- a need which occurs outside the United Kingdom;
- · or an educational or training need including clothing and tools;
- or distinctive school uniform or sports clothes for use at school or equipment to be used at school:
- or travelling expenses to or from school;
- or school meals taken during school holidays by children who are entitled to free school meals;
- or expenses in connection with court (legal proceedings) such as legal fees, court fees, fines, costs, damages, subsistence or travelling expenses;

- or removal or storage charges if you are being rehoused following a compulsory purchase order, a redevelopment or closing order, a compulsory exchange of tenancies, or under homelessness legislation
- · or domestic assistance and respite care;
- or a medical, surgical, optical, aural or dental item or service (note that needs under all of these headings can be provided free of charge by the National Health Service, if you are getting Income Support, income-based Jobseeker's Allowance, Employment and Support Allowance (income-related), or Pension Credit);
- · or work related expenses;
- · or investments;
- or costs of purchasing, renting or installing a telephone, broadband connection, cable television or satellite television and any associated charges;
- or any expense which any public body has a statutory duty to meet;
- or housing costs or arrears of rent other than minor repairs and improvements to the applicant's own property essential for health, safety or security;
- or taxes or other statutory payments;
- · or debts or insolvency costs;
- or home decoration;
- or TV licence;
- · or care provision;
- or holidays;
- or garaging, parking, purchase, and running costs of any motor vehicle except where the payment is being considered for emergency travel expenses;
- or where the customer has sufficient income, savings or access to a reasonable source of credit;
- or any purpose for which a Home in the Community Grant was previously given to the same family within in the last two years.

We can help residents where:

- There is an immediate and serious risk to the health and safety of the applicant, their partner or a dependent child (including a foster child); and
- The risk arises as the result of a crisis, emergency or disaster.

What if I don't provide all the information you need?

- We cannot process your application if it not completed in full. It is important that you give us as much information as possible about your circumstances. We may need to write or telephone you to ask additional information.
- Applicants must be able to demonstrate that they have no recourse to savings, reasonable forms of credit, or financial help from family and/or friends.

FAQ's

- How often can I apply for a grant? Home in the Community Grants only one award can be considered in any rolling 12 month period. However, if you have made an application whilst residing in temporary accommodation, we may consider an additional application if you then move into permanent accommodation within 12 months, for items not previously awarded.
- How do we decide whether you can have a grant? The decision maker will look at all the information on your application before we decide whether we can give you a grant. There is only a limited amount available to award so we will not be able to help everybody who asks.
- What if I don't receive an award? If we cannot help you with a grant, we will write to tell you.
- What if I don't agree with the decision? There is no right of appeal, however you can ask for a review of a decision by a Council Officer other than the assessor who made the decision within two working days for Crisis Grants and twenty working days for Home in the Community Grants.
- **Will I get cash?** No. You may be signposted to service provides or be advised how you will receive goods/services. Special conditions may apply.
- Grants will not be awarded in circumstances where provision is made elsewhere through public funds, including other funding available from the Council.
- Grants will not be awarded to reimburse costs on items already purchased
- Having difficulty completing the form? You are strongly advised to get help from your social worker if you have one or a housing support worker, Bedford Citizens' Advice Bureau or other local voluntary organisation.

This form should be filled in by the person who is making the application. Their details must go in **Part 1** and they must sign the **Declaration** at **Part 16** If you find it difficult to fill in this form, someone else can fill it in for you. If you are filling in this form for someone else, tell us about them throughout the form.

Part 1 About you		
Surname or family name	Mr/Mrs/Miss/Ms	
All other names - in full		
All other surnames or family names you have been known by or are using now		
Current address		
	Postcoo	de
How long have you lived at this address?	Years	Months
Please state previous		
address if less that 5 years and the dates you lived here		
	Postco	de
	From:	To:
Please give us a contact phone number	Home: Mobile	e:
We will use this number if we need to contact you about your application. This may help us to make our decision more quickly		
Date of birth	/ /	
National Insurance (NI) Number		

Part 1 About you continue	ed .	
Have you recently separated from somebody?	No Go to Part 2	
	Yes Tell us about this below	
Their full name	Mr/Mrs/Miss/Ms	
Their date of birth	/ /	
National Insurance (NI) Number		
Their address		
	Postcode	
The date of separation	/ /	
Was this person claiming benefit for you?	No	
	Yes	
Part 2 About your partne	er	
 Please tell us about your partner, if you have one. By partner we mean A person you are married to or a person you live with as if you are married to them, or 		
	ı live with as if you are civil partners.	
Surname or family name	Mr/Mrs/Miss/Ms	
All other names – in full		
Their date of birth	/ /	
National Insurance (NI) Number		

About benefits and entitlements Part 3

You may be able to get a grant if you are getting Income Support income-based Jobseeker's Allowance, income-related Employment and Support Allowance, or any type of Pension Credit.

You may be able to get a Home in the Community grant if you are in care, such as a hospital, a care home or a prison, but only if:

- You expect to be discharged within six weeks of the date of this application
- You will probably get Income Support, income based Jobseeker's Allowance, income related Employment and Support Allowance or Pension Credit when you are

discharged.	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
If you are leaving care within the next and will claim any of the benefits listed please tick this box	
Please tell us about any money you members of the household get reg We mean things like benefits or entitle Jobseeker's Allowance, Employment ar Disability Living Allowance, Attendance child Benefit), pensions, tax credits, was	ularly. ments (such as Income Support, nd support Allowance, Pension credit, e Allowance, Carer's Allowance and
Money 1	
Type of money you get	How much are you getting and how often?
	£ every
When did you last get a payment?	When will you get your next payment?
/ /	/ /
Who receives this money?	
Money 2	
Type of money you get	How much are you getting and how often?
	£ every
When did you last get a payment?	When will you get your next payment?
/ /	/ /
Who receives this money?	

Part 3 About benefits and entitlements continued

	£ every
en did you last get a payment?	When will you get your next payment?
/ /	/ /
o receives this money?	
ney 4	
oe of money you get	How much are you getting and how often?
	£ every
en did you last get a payment?	When will you get your next payment?
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o receives this money?	
oney 5	
pe of money you get	How much are you getting and how often?
	£ every
en did you last get a payment?	When will you get your next payment?
/ /	/ /
o receives this money?	
ney 6	
pe of money you get	How much are you getting and how often?
	£ every
en did you last get a payment?	When will you get your next payment?
/ /	/ /
receives this money?	
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l	

About leaving care Part 4

By care we mean a prison, hospital, care home or similar place.

Name and address of the prison, hospital, care home or similar place.	
	Postcode
Prison number If you are leaving prison	
What date did you go into care?	/ /
Date of leaving?	/ /
	If this is more than six weeks away, wait until it is within six weeks before sending in your application.
If you are still in care, what address will you go to when you leave	
	Postcode

If you are leaving prison, please attach a copy of your B79 Notification of Discharge Form

Part 5 About your children

Please tell us about any children who live with you.

Surname or family name	All other names – in full	Sex - Date of birth M or F
		/ /
		/ /
		/ /
		/ /
		/ /
		/ /
		/ /
Is anyone in your household pregnant? Please give detail here.		
Estimated due date	/ /	
If you have any other childrenthem below.	en who do not live with you	ı, please tell us about
		Sex - Date of birth
them below.		
them below.		Sex - Date of birth M or F
them below. Surname or family name		Sex - Date of birth M or F
them below. Surname or family name	All other names – in full	Sex - Date of birth M or F
them below. Surname or family name	All other names – in full	Sex - Date of birth M or F / /
them below. Surname or family name Where do they live?	All other names – in full	Sex - Date of birth M or F / / stcode Sex - Date of birth
them below. Surname or family name Where do they live?	All other names – in full	Sex - Date of birth M or F stcode Sex - Date of birth M or F
them below. Surname or family name Where do they live? Surname or family name	All other names – in full	Sex - Date of birth M or F stcode Sex - Date of birth M or F

About other people who live with you Part 6

Please tell us about anyone else who lives with you.

Р	er	S	o	n	T

Surname or family name	Mr/Mrs/Miss/Ms
All other names – in full	
Their date of birth	/ /
Their relationship to you	
Person 2	
Surname or family name	Mr/Mrs/Miss/Ms
All other names – in full	
Their date of birth	/ /
Their relationship to you	
Person 3	
Surname or family name	Mr/Mrs/Miss/Ms
All other names – in full	
Their date of birth	/ /
Their relationship to you	

If you need to tell us about more people go to **Other information** at **Part 14**

Part 7 About moving home

You may be able to get a Home in the Community grant if you or someone else move to a different address, if this will help

- You or them move back in the community instead of going into care
- · You or them stay in the community instead of going into care
- You ease exceptional pressures on you and your family
- You set up home as part of a planned resettlement programme after you have had an unsettled way of life

				_	
Please	tell	116	he	ω	if

- You
- · A member of your family, or
- · Someone you are, or will be looking after will be moving to a new address

Who is moving?			
When are they moving?	/	/	
Why are they moving?			
Under which criteria are you for a Home in the Communit			
Your family* is experiencing exceptional pressures**		You are leaving long term care	
You are a young person leaving care		You are leaving institutional or residential care	
You are moving to supported or independent living		You are leaving prison or detention and have a strong connection to Bedford Borough	
Fleeing domestic violence or abuse or moving to safeguard yourself from serious and imminent risk of other forms of violence or abuse		and you have previously lived here.	

^{*&#}x27;Families' shall normally be considered to be individuals or couples with a dependent child or children, or a woman who is over 24 weeks pregnant. A child is a person under the age of 18 years.

^{**&#}x27;Exceptional pressures' are considered to be acute needs arising from exceptional circumstances; e.g. the breakdown of a relationship or the onset/deterioration of a disability of a family member.

Part 7 About moving home continued

Where are they moving to?	
	Postcode
Please provide a copy of your new to	enancy agreement/inventory schedule
If the property is rented, plea	ase tell us about the landlord.
Landlord's name	
Daytime phone number	Home: Mobile:
Can we contact the landlord if we need more information? Yes No	Have you asked your Yes landlord to help you with household items?
Please give details here	
Are you following a programme to help you resettle because you have had an unsettled way of life?	Yes No
Please give details here e.g. Tell us how you were living before beginning the programme, what you are doing and how it is helping you to resettle.	
Name of the organisation	
Name of the person helping you	Mr/Mrs/Miss/Ms
Address of organisation?	
	Postcode
Daytime phone number	Home: Mobile:
Can we contact this person if we need more information?	Yes No

About health problems Part 8

We need to know about any health problems.

By health problems we mean things like illness, a medical condition, disability, infirmity due to age, mental health problems, or drug or alcohol problems.

Please tell us below about anyone who has health problems. This could be

- any members of your family
- · someone you are, or will be looking after

Who has health problems?	
What health problems does each person have?	
Please tell us how each person is affected Tell us how their health affects their everyday life.	
Do any of the Yes people you have told me about see a doctor regularly?	Please tell us about this below.
Have any of the people you have told yes us about recently been in hospital, a care home, or somewhere like this	Please tell us about this below.
Please tell us who this was	
Name and address of the place they were in	Postcode
Dates of stay	From / / To / /

About health problems continued Part 8

Do you or your family receive help from anybody else?	Yes No	Please tell us about this below.
Who provides this help, what help or treatment do they provide, and ho often do the provide this		
Has anyone you have told us about had their needs assessed by social services or a health care professional?	Yes No	Please tell us about this below.
Please tell us about the assessment. Will the loca authority be helping with any equipment or appliances the person needs?	_	
Can we contact any person or agency who is helping if we need more information?	Yes No	Please tell us about this below.
Their name		Mr/Mrs/Miss/Ms
Address		
		Postcode
Daytime phone number	er	Home: Mobile:
Do any of the health problems you have tol us about mean extra expense?	d	Yes No
Please tell us how you had extra expenses, and what they need that costs mothan if they were in good health?	at re	
How much does this c	ost?	£ every

About your disaster Part 9

We can give you a Home in the Community grant for items and services if there has been a disaster and if there will be a serious risk to either the health and safety to you or a member of your family.

Disasters are events of great or sudden misfortune, such as major flooding, a gas explosion, a chemical leak or a serious fire, but not minor mishaps or damages, wear and tear or the pressures of managing a low income.

Please tell us what disaster happened to you	has		
Gas explosion		Major flooding	
Serious fire		Other major disaster – please explain below	
Tell us more about the disaster Tell us • What happened • When it happened • What was damaged • Which emergency services came to deal with the disaster			
Do you have Yes household insurance?		Please tell us about this below.	
Tell us if you intend to make a claim or, if you have already claimed, what money you received from the insurance company and what you have spent it on?			

Part 10 About the expenses you need to meet

It is important that we know as much as possible about the items you need.

Please note that any items awarded will be by means of a voucher. You will need to keep your receipts once you have purchased the item to show that you have spent the voucher on the items that the grant was given. Some items awarded may be re-used or

We will **not** reimburse costs for items already purchased.

What do you need?	How much will it cost?	Who will use it?
1 1		

Please make sure you tell us more about each other thing you need in Part 14.

Part 10 About the expenses you need to meet continued

Why is it needed?

Please tell us as much as you can about how these things will help you with your special difficulties. This may help us to deal with your application more quickly.

• If you need something for the first time, tell us why you need it now, and how you have been managing without it.

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Local Welfare Provision will not normally replace items/appliances that are no longer working due to general wear and tear.

About money you receive Part 11

Income

Please give information about your current income below. This includes all money that you receive.

Type of Income	You £'s Weekly	Other household £'s Weekly
Wages/Salary		
Statutory Sick Pay – SSP		
Housing Benefit		
Income Support		
Job Seekers Allowance Income Based/Contribution Based – please specify		
Employment Support Allowance Income Based/Contribution Based – please specify		
Incapacity Benefit		
Disability Living Allowance Component Care and/or Mobility – please specify		
Personal Independence payment		
Attendance Allowance		
Severe Disablement Allowance		
Carers Allowance		
Statutory Maternity/Paternity Pay (SMP/SPP)		
Industrial Injuries Benefit/Industrial Disablement Benefit		
Child Benefit		
Child Maintenance		
Child Tax Credits/Working Tax Credits		
State Retirement Pension		
Pension Credit Savings Credit or Guarantee Credit – please specify		
Private/Occupational Pension		
Superannuation and/or Service Pension		
Annuity		
War Disablement Pension/War Widows Pension		
Bereavement Allowance		
Savings		
Other – please specify		
Total	£	£

About money you receive Part 11

Expenses/Outgoing

Please give information about your current expense/outgoings below.

Type of Expense/Outgoing	You £'s Weekly	Other household £'s Weekly
Mortgage Payments		
Rent		
Council Tax		
Water Rates		
Ground Rent/Service Charge		
Buildings/Contents Insurance		
Life Insurance/Pension		
Gas		
Electricity		
Other Fuel		
Housekeeping		
TV Rental/Licence		
Child Maintenance Payments/Child Support		
Travelling Expenses		
Clothing		
Laundry		
Telephone/Mobile		
Broadband/Internet		
Sky/Virgin/Other Entertainment Packages		
Prescriptions/Health Costs		
Childcare Costs – please specify		
Car Insurance/Expenses		
Loans		
Credit Card/Catalogue Bills		
Fines or CCJ's		
Crisis Loans		
Other – please specify		
Total	£	£

Please provide a copy of the last 2 months statements for all bank accounts and savings accounts registered in your name and for any other members of the household.

About savings and any other money you could use. Part 12

Please tell us about any savings or other capital you or your partner have.

Do you, your partner, or your children or qualifying young person, have any money?	No Yes	
Tell us how much this is and who it belongs to	£	
Do you, your partner, or your children or qualifying young person, have any savings? Include money in Bank or building society accounts A credit union account National savings certificates Premium bonds Shares	No Yes	
Tell us how much this is and who it belongs to	£	
Please list all bank or building	society a	accounts here

Part 12 About savings and other money you could use continued

Is there any other money you or your partner could use? This could be from	Yes	How much? £ Please tell us about this
Can you or your partner get help from anywhere else, in cash or in kind? This could be from Relatives or friends Employers Charities and benevolent funds Include items you could borrow	No Yes	How much? £ Please tell us about this
Do you or your partner own Nany property, apart from where you live?	o	Please tell us about this

About any other difficulties Part 13

Please tell us below:

We need to know about any other difficulties you have not already told us about. These may be things like family problems, poor living conditions or coping after a disaster, but tell us about anything that makes your situation unusually hard to cope with.

•	What the difficulties are, and How will they affect you, your family, or someone you are, or will be, looking after

Part 14 Other information

p – tell us h			

Also make sure that your name is on any other papers you send to us with the form.

name and National Insurance number clearly on each sheet you use.

Signing the form for someone else Part 15

I am signing this form on beh person named at <i>Part 1</i> because I have Power of Attorney for	ise	The person named at Part 1 should sign the Declaration at Part 16 Unless one or more of the following apply.		
I have been appointed by the Secretary of the State to act of				
their behalf	лі ——			
They agree to me making this application for them		Please send us a letter signed by the person name in Part 1		
Your name	Mr/Mrs/Miss/Ms			
	1 11/1 11 3/1 1133/1 13			
Their date of birth	/ /			
Address				
		Postcode		
Daytime phone number	Code:	Number:		
, p		1141115011		

Part 16 Declaration

This declaration is legally binding.

Please read all points carefully and make sure you understand them before signing and dating the form.

- **I declare** that the information I have given on this form is correct and complete as far as I know and believe.
- I understand that you may check the information I have given on this form.
- **I understand** that if I knowingly give information that is incorrect or incomplete, the Council may refuse this and any future applications for assistance from the Local Welfare Provision.
- **I understand** that if I/we give false or misleading information, the Council may take action against me. This may include court action.
- I understand that you may use the information I have given in connection with this and any other claim I have made or may make for state benefits. You may share information to other departments in the Council as well as other government agencies and private companies such as banks and organisations that may lend me money, if the law allows this.
- I know that I must tell you if my circumstances change after I make this application.
- **I declare** that if I am awarded a grant I will spend it on items that the award has been made for and that I must provide receipts if I am asked to do so.
- **I know** I must let the Council know about any change in my circumstances which might affect my application..

Signa	Signature								
Date					_				
	/		/						

Part 17 Application Checklist

Before returning your application, please tick that you have completed the following.

Any missing information may cause a delay in processing your application.

Check that you have completed all parts of the form that apply to you
Attach a copy of your signed tenancy agreement and inventory schedule
Attach a copy of the last two bank statements for all accounts registered in your name and for any other members of the household.
Attach any supporting evidence
You or your representative have signed the declaration in Part 16 (if you have signed the form on behalf of someone else, please make sure you have given us your details in Part 15)

More Information.

If you need help filling out this form, you can ask someone else to fill it in for you or you can contact your local Citizens' Advice Bureau or other local voluntary advice organisation. If someone else has completed the form on your behalf, please remember that you need to sign the declaration in *Part 16* yourself.

Local Welfare Provision Diversity Monitoring Form

The Public Sector Equality Duty does not expressly require the Council to collect equality information. However, collecting, analysing and using the information helps us to see how our policies and activities are affecting various sections of our communities.

We will be grateful if you could take a little time to complete and submit this form. Please go through and tick all the categories that most accurately describe you. The information you provide on this form will be held in accordance with the Data Protection Act 1998 and treated with the strictest confidence.

It will only be used for the purpose stated above.

Q1) Ger	Q1) Gender (please tick one box only)								
	Male		Female		Prefer not to say	/			
Q2) If female, are you currently pregnant? (please tick one box only)									
	Yes		No		Prefer not to say	/			
Q3) Is your current gender the one you were assigned at birth? (please tick one box only)									
	Yes		No		Prefer not to say	/			
Q4) What is your age? (please tick one box only)									
	Under 18	2	25 - 34	45	5 - 54	65+			
	18 - 24	3	34 - 44	55	5 - 64	Prefer not to say			
Q5) Do you have any of the following conditions? (please tick all that apply)									
	A physical disability				Any other long	term condition			
	A sensory disability				None of the abo	ove			
	A mental health condition				Prefer not to sa	ay			
	Learning difficulties								
Q6) Wh	at is your ethnic	group	? (please tick one b	ox only)					
	WHITE English/Welsh/Scottish/Northern Irish/British			MIXED White &	Asian				
	WHITE Irish				MIXED Other (olease write in)			
	WHITE Gypsy or Irish Traveller				ASIAN Indian				
	WHITE other (please write in)				ASIAN Pakistan	i			
	BLACK OR BLACK BRITISH Caribbean				ASIAN Banglad	eshi			
	BLACK OR BLACK BRITISH African				CHINESE				
	BLACK OR BLACK BRITISH other (please write in)			ASIAN Other (µ	olease write in)				
	MIXED White & B	lack Ca	aribbean		ARAB				
	MIXED White & Black African			OTHER (please	write in)				
	1				Prefer not to sa	а <i>у</i>			

Q7)	Q7) Which of the following best describes your religion or belief? (please tick one box only)								
		Buddhist		Sikh					
		Christian		No religion					
		Hindu		Other (please write in)					
		Jewish		Prefer not to say					
		Muslim							
Q8) Which of the following best describes your sexual orientation? (please tick one box only)									
		Bisexual		Heterosexual					
		Gay man		Other					
		Gay woman/Lesbian		Prefer not to say					

Data Protection Act 1998

Please note that the information supplied on this form will ne held and/or computerised by Bedford Borough Council. Summarised information from the forms may be published, but no individual details will be disclosed under these circumstances.

Contact us

- 01234 718033
- Local Welfare Team
 Bedford Borough Council
- @ localwelfareprovision@bedford.gov.uk
- www.bedford.gov.uk