



Sherburn House Fund Relief in Need

The main focus of Sherburn House Charity's function is to relieve need, hardship and distress in the North East of England. The Sherburn House Fund makes welfare grants up to £300 to individuals, or families with children under 16 years old or in full time education, who are experiencing extreme hardship, in order to purchase essential domestic equipment/ furniture (or provide other financial support).

Size of Grant

Grants are typically up to £300.

Who can apply?

Applications are invited from case, support, and social workers, or other professionals working in related fields with clients who are experiencing extreme hardship and are in extreme social and financial need. It is likely that they have been unable to obtain funding from other sources.

To be eligible to apply, your client(s):

- must live in the North East England between the Rivers Tweed and Tees (note this area excludes areas south of the River Tees e.g. Middlesbrough)
- if NOT a UK citizen at the time of application, must be engaged in appropriate processes i.e. applying for indefinite or definite leave to remain
- must have a low income
- must have exhausted all other sources of funding
- have not received funding from this source in the previous 24 months

Only one application can be made for each family unit/household. It is not permissible for different household members to apply separately. It is expected that the agency making the application must be willing to receive a payment from the Sherburn House Fund on the individual's behalf and will ensure that the money is spent for the purpose stipulated only.

About your client

In your application, you will need to tell us about your applicant's current situation at home and financially, as well as where you have previously applied for funding and the outcome.

You need to tell us why we should fund them

We will ask questions about the household and financial circumstances, and how you feel this funding would benefit and enable your client to do things that they can't do now. Please note

that you will be expected to list benefits that your client is claiming, and explain what other sources of funding sources have been approached.

What type of funding can you apply for?

- **Essential domestic equipment and appliances** – this may include but is not limited to a cooker, fridge freezer or a washing machine.
- **Household equipment and appliances** – this may include but is not limited to microwave (*evidence will need to be provided that this is essential and no other cooking facilities are available*) pans, kettle iron.
- **Children's equipment** – this may include but is not limited to cots, pushchair, bedding.
- **Furniture** – this may include but is not limited to single beds, bunk beds, bedding, storage.
- **School uniforms** and other critical clothing items
- **Decorating materials**
- **Furnishings** such floor coverings or carpets will only be considered in exceptional circumstances (*evidence will need to be provided that this is an essential item i.e. there are pre-school children in the home or children with physical disabilities*).

Applicants are encouraged to consider how they could source required items from organisations offering low cost second-hand goods. We would strongly recommend that purchases would be through one of the following outlets:

- Chester Le Street Furniture & Fabric Recycling Ltd
- County Durham Furniture Help Scheme
- East Durham Partnership
- FRADE (Darlington)
- Newcastle Furniture Service (Your Homes Newcastle)
- Westgate Carpets
- Franks Flooring
- SKN Flooring

The Fund cannot support

- items that have already been purchased
- payment of debts or arrears
- payment of bills (e.g. central heating or telephone)
- specialist medical equipment
- driving license and driving lessons

In exceptional circumstances the Fund may support:

- funeral expenses
- holiday expenses¹

¹ Note: There is a Fund available to support holidays for individuals experiencing hardship see <http://www.cdcf.org.uk/apply-for-a-grant/grants-for-individuals/respite>

Monitoring

All organisations receiving a grant on behalf of a client must complete a monitoring report form, informing us what difference the grant has made. This allows us to review and evidence the impact the fund is making. A link to the online monitoring form will be sent by email when the report is due. Failure to complete monitoring forms with sufficient detail may affect whether applications are accepted from your organisation in the future.

Application deadlines

Applications are received throughout the year. Please note that the website will clearly state if the funding is exhausted. We recommend that you complete your application as soon as possible. Typically, an application will be reviewed, and a decision made within four weeks of it being received. The turnaround time is often much quicker than this. It is important to signal on the application if there is a critical time constraint on the request for funding (e.g. start of new school academic year for uniform funding).

What will happen next?

Your application will be reviewed and checked to make sure it meets the eligibility criteria. County Durham Community Foundation will assess your application in line with the fund criteria and make a recommendation. Once a decision has been made, you will receive our decision via email. If approved, you will receive a 'Grant Offer Letter' by email and 'Terms and Conditions' which you will need to sign and return to us. These documents will explain how any funding awarded will be released.

If your request is not supported, you will receive a letter by email which will explain the reasons why this was the case.

Grant offers

- Offer letters include any additional conditions required by the decision-maker.
- A grant offer letter will be sent by email and will include our standard Terms and Conditions, which must be signed, returned to us before payment is made.
- You **MUST NOT** commit any money before you have received your grant offer letter and Terms and Conditions
- Should you need to request a change of use for any award made, you **MUST** submit your request in writing via email. Do not commit any expenditure until we have confirmed in writing to you that your request is acceptable.

Please contact CDCF if you need help with your application or have any queries about the Programme.

County Durham Community Foundation

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