

## Household Support Fund VCFS Grant Application

Before completing this application, we strongly recommend that you read the [Introduction and Guidance notes](#).

### 1. Title of the project

--

### 2. About you

Name of Organisation	
Address of Organisation	
Telephone Number	

**Notes:**

- Give your official or registered address.
- The name should be the same as on your constitution.
- If this is a joint application, give the name and address of the lead partner.

#### 2a. Details of main contact person

*This should be someone who can talk about the detail of your application.*

Name	
Position	
Address	
Telephone Number	
Email Address	

### 3. About your organisation

Registered Charity	<input type="checkbox"/>	Faith Group	<input type="checkbox"/>
Voluntary or Community Group	<input type="checkbox"/>	Other	<input type="checkbox"/>
Not for Profit Organisation	<input type="checkbox"/>		

If you are a charity, please provide your registered charity number.

Registered Charity Number (if applicable)	
---	--

<b>Registered Company Number (if applicable)</b>	
--	--

#### 4. Your project

Tell us about your project, please provide a short factual description (max 100 words):

#### 4a. Which of the priorities does your project support?

*To be considered for support your project must meet at least one of the below priority areas. Projects that support energy, food or essentials linked to energy and food will be given greater priority in awarding the funding.*

<b>Energy Support</b> Support residents with costs associated with energy. This includes domestic heating bills, cooking or lighting including oil or portable gas cylinders. Water bills.	<input type="checkbox"/>
<b>Food</b> Support residents with food provision and/or food costs.	<input type="checkbox"/>
<b>Essentials linked to energy and water</b> Including warm clothing and blankets, warm boxes, energy efficient white goods. Insulation, draft excluders.	<input type="checkbox"/>
<b>Wider Essentials</b> Support with other bills including broadband or phone bills. Period and hygiene products, essential transport costs.	<input type="checkbox"/>

<b>Advice and Prevention services</b>  Provide supplementary advice services to award recipients, including debt and benefit advice. Please note that can only be provided in addition to providing one of the types of support above.	<input type="checkbox"/>
<b>Housing Costs</b>  Support for housing costs where existing housing support schemes do not meet need. For use in exceptional circumstances.	<input type="checkbox"/>

**4b. How will you meet the priority indicated? Max 250 words**

*Please explain the support that your organisation will provide with this funding.*

**4c. Who will your project support?**

Please indicate all groups your project will support. If your project only supports 'other households', please expand in section 4e

<b>Households with children</b>	<input type="checkbox"/>
<b>Households with a pensioner</b>	<input type="checkbox"/>
<b>Households with a disabled Person</b>	<input type="checkbox"/>
<b>Other households</b>	<input type="checkbox"/>

**4d. How many people will your project support? Please give a forecast of how many persons your project will support and how you will ensure your project is accessible to a range of people from diverse backgrounds? Max 250 words**

**4e. How do you know there is a need or demand (or both) for your project?** *Max 250 words*

**4f. When will your project start and finish?**

*Funding towards your project must be used by the 31<sup>st</sup> March 2026. You must only request the amount of funding you expect to use prior to this date.*

Start Date	End Date

**4g. What is required before you can start this project? Max 250 words**

*Please explain your plan to implement this activity. Is it part of business as usual, or what additional work is required? This could include resourcing, communications, preparation of materials or supplies.*

**4h. How will you manage your project? Max 250 words**

*Tell us about the processes and people who will lead on managing the programme including monitoring and evaluation. How will ensure that you produce accurate data to demonstrate the outcomes and monitoring information required of your project?*

**5. Costs of your project**

**How much funding are you applying for?**

*The maximum grant value per organisation is £15,000. Please note the funding must be used by 31 March 2026. You must only request the amount of funding you expect to use prior to this date.*

£

**5a. What are the costs of your project.**

Please provide a breakdown of the estimated costs of this project. A small amount of the funding can be used for administration costs of providing the support to residents, this should not exceed 8% of the funding requested.

Item / category of cost	Cost
<b>Total</b>	

**5b.** Below is a checklist of the documentation you are required to send (**where applicable**) alongside your application:

A copy of your organisation's constitution	<input type="checkbox"/>
A copy of your recent accounts or last three months' bank statements.	<input type="checkbox"/>
A Financial Policy	<input type="checkbox"/>
An Equal Opportunities Policy / Statement	<input type="checkbox"/>
A Safeguarding Policy (where you work with children or vulnerable adults.)	<input type="checkbox"/>

**6. Declaration.**

I have read and understand the [guidance notes](#) that came with this application form. I agree that you can check the information in it and any supporting documents with the decision-making panel.

I understand that any misleading statements (whether deliberate or accidental) I give at any point during the application process, or any information I knowingly withhold, could mean my organisation's application is not valid, in which case you will cancel the grant and claim back the money we have received, stop assessing and return the application, or withdraw any grant you offered my organisation.

I understand that I am required to submit monitoring information to the council to satisfy the grant conditions.

I am authorised to put forward this application on behalf of my organisation.

Name:

Organisation:

Position:

Signature:

Date:

Please send the completed form to: **LWP@bracknell-forest.gov.uk**

**Key dates:**

- Midnight, 18 June 2025- Deadline for applications
  - W/c 23 June 2025 - Panel to review applications
  - w/c 30 June 2025- Funding decisions announced
  - July 2025- Funding payment transfers
  - October 2025 – Interim MI data capture
  - 31 March 2026 - Funding expires
  - w/c 7 April 2026 – MI returns due back to BFC
-

Office use ONLY

Date Received	Panel Date	Funding Decision

Additional Notes/Queries/Questions

--