



APPEAL

BASIC ESSENTIALS FAMILY GRANT/FUND

Basic Essentials Family Grants are available to organisations seeking to help the individual families they work with affected by poverty due to the Covid-19 virus. £35 per child is available for children up to and including the age of 18 as soon as funds are available. Cash for Kids could change this sum at their discretion at anytime.

The children applied for must be suffering the effects of poverty, or be living in difficult circumstances which have been exacerbated by the impact of Covid-19.

Applications on behalf of all children must be received from professionals within a governing body (e.g. social services, GP, teacher etc.) or from a registered charity. **You cannot apply directly as an individual / family for support.**

Applications will be filled on a first come first served basis to the best of our ability. We reserve the right to reduce the number of children on the application for any of the following reasons:

- If there is a shortfall in funds
- To support organisations that have a different geographical spread across our transmission area
- If we believe the number of children on the application is excessive

Recipients must live in one of the following local authority areas.

West Yorkshire

Cash for Kids **BASIC ESSENTIAL** grants are awarded to provide support via food, heating or to supply the basic essentials which is felt most acutely throughout this difficult time.

Before applying please ensure your organisation can meet the following eligibility criteria:

- Organisations nominating families **MUST be able to guarantee to Cash for Kids that they are in need and are not receiving support elsewhere.**
- You have confirmed that the parent or guardian has not applied for support elsewhere and there is no duplication to Cash for Kids for the same child
- Organisations / individuals nominating families **MUST** be aware of the individual family financial

circumstances and confirm that they need the grant.

- The family **MUST** be struggling to meet the financial requirements to feed their children and heat their home or afford the basic essentials at this exceptional time.

Once your application has been received, you will be held in a queue please be patient when awaiting confirmation that your grant has been approved, as Cash for Kids rely entirely on donations, we must ensure we have available funds before we can approve and distribute.

We will grant in the following ways;

- Our 'Basic Essentials' fund is in place to support families experiencing poverty due to the effects of Covid-19.
- We will grant to organisations who can support these families. We will allow professionals applying to use their discretion how best to fulfil the poverty gap being experienced by families.
- Cash for Kids would advise you provide support in the form of vouchers, food parcels, food vouchers, a food hamper or assisted shopping etc. Charities will be expected to deliver the support to the families at their discretion, in the best way they see fit for purpose in these extraordinary times.

Funds will only be released to the representative of the governing body / charity making the application as per the application form. The governing body / charity must be equipped to deliver the funds appropriately to the children it is intended for.

DISTRIBUTING GRANTS

- As the organisation / individual nominating, you are responsible for ensuring that the grant is used to benefit the child.
- Knowledge of each family and their circumstances should determine what method of grant payment is most suitable for that family - vouchers, food vouchers, a food hamper, assisted shopping etc.
- Families should be made aware that the grant has come from Cash for Kids.
- Grants are non-transferable and should only be distributed to the children accepted on the submission.
- All evidence relating to the application process and distribution of grants must be kept for audit purposes and can be uploaded onto the grants portal.
- Cash for Kids will audit a sample of grantees and this information must be available. Information must be held on file for six years by organisations.

COMPLETING THE APPLICATION

- All sections must be completed.
- Ensure that staff members and area teams are aware that only the nominated contact should liaise with the Cash for Kids office.
- Once the application has been submitted you are unable to make any changes so please ensure your application is completed correctly before submission.
- Each staff member that nominates a child must read the Conditions of Grant.

Please ensure the bank details are correct when making the submission.

CONDITIONS OF BASIC ESSENTIAL FAMILY GRANTS

- All monies should be used for the purposes detailed in your application and confirmation email. Once you have submitted your application you are not able to make any changes.
- The monitoring and evaluation process should be uploaded to the grant portal and completed within six months. This may take the form of a bank statement showing purchases made or copies of receipts for the purchase of food, vouchers or similar.
- All funds should be managed and spent as outlined in the application form.
- Receipts and bank statements should be kept for audit and finance purposes and kept for six years. We will audit a sample of applications to confirm expenditure of funds for audit purposes.
- Unless stated otherwise Cash for Kids grants should be used as soon as possible to help those in need.
- All unused grants should be returned to Cash for Kids to redistribute, to support other children and young people during this crisis
- Funding is non-transferable.
- We do not accept vouchers as a method of returning funds under any circumstances.

*Updated on 26th March 2020 - removal of 'cash' from the 'Distributing Grants' section.