



# VHA Procedure Document

## Hardship Grants 2018 (revised 2023)

### VHA Procedure for administering Hardship Grants

As a landlord, Vectis Housing Association (VHA) is committed to supporting low income households. One off Hardship Grants of up to £350 can be made to relieve poverty and problems that are a direct result of living on a low income.

Applicants for Hardship Grants must be a VHA resident(s) and be made on the appropriate application form. Grants cannot be awarded for items for which state funding is available. In addition, applicants will need to show that they have applied to other charities where applicable before applying for a grant (such as The Storeroom for items of furniture). Grants cannot be used for items that have already been purchased. Applications are accepted from case, support or social workers on behalf of the applicant providing they provide a signed consent letter from the applicant. Grants are considered throughout the financial year.

Completed applications should be returned to Yasmin White, Housing Services Manager (HSM) at Vectis Housing Association. The HSM will then carry out an Income and Expenditure survey with the applicant. If the HSM thinks a grant is appropriate, final approval for a grant must be sought from the VHA Chief Executive Officer. Consideration of a grant application should take no more than 10 days once the form has been received and date stamped.

Grants will be made strictly to alleviate a crisis or disaster, to meet travelling expenses in the case of illness and payments to clear debts. Other requests will be considered on a case by case basis.

A cheque or BACS transfer to a relevant organisation (such as the IOW Law Centre for a Debt Relief Order) will be made. There will be no cash payments to the applicant.

***Application to Vectis Housing Association for a Hardship Grant***

<b>Applicants Details</b>		
<b>First name and surname</b>	<b>Address</b>	<b>Date of birth</b>
<b>Telephone</b>	<b>Mobile</b>	<b>E mail</b>

<b>Details of others living at the address</b>	<b>Total Household Income details Monthly/Weekly (please specify)</b>

<b>What is the Hardship Grant required for?</b>
<b>How will receiving the grant make a difference to the household?</b>
<b>What is the total cost of the item?</b>

**What other charities have you approached for help (proof may be required)?**

**Is there any other relevant information you feel VHA should consider as part of your application?**

**Data Protection Statement:**

**VHA will ensure that the personal data supplied on this form and subsequent Income and Expenditure Survey will be stored securely on the Association's electronic Housing Management System and all paperwork will be shredded once scanned on to this system.**

**Some details may be checked with the relevant organisation and by signing and dating this application form, the applicant gives full permission for this. None of the information supplied will be used inappropriately and applicants have a right to view their personal information on request.**

**Applicants Signature and Date:**

**Advocates Signature and Date:**

## Income and Expenditure Sheet

**Name:**

**Date:**

**Address:**

**No. of people in household:**

**Children:**

<b>Income</b>	<b>Weekly</b>	<b>Monthly</b>
Wages		
Partners Income		
State Benefit		
Tax Credits/ UC		
Child Benefit		
Pension/s		
Other		
<b>Total Income</b>		

<b>Expenses/ Outgoings</b>	<b>Weekly</b>	<b>Monthly</b>
Rent		
Council Tax		
Gas		
Electric		
Water		
Food		
Household/ Cleaning		
Cigarettes/ Alcohol/ Leisure/ Haircuts		
Pets- Food/ Vets		
Insurance		
School Meals		
Travel Costs		
Mobile Phone		
Telephone/ Broadband		
Sky TV/ Streaming Services		
Clothing		
Catalogue/ Klarna/ Store Cards		
Credit Cards		
Loans		
Other		
<b>Total Expenses</b>		

Total income: £

Less expenses: £

Excess income £

