

Liversage Trust

For the people of Derby
Since 1529

T: 01332 348155
E: info@liversagetrust.org
www.liversagetrust.org

Liversage Trust, London Road,
Derby, DE1 2QW

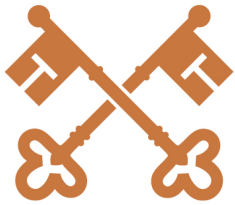
Household Fund – Advice to Agents

Effective from 1 November 2018

1. Grants, usually up to the maximum value of £100, are awarded by The Liversage Trust to residents in the city of Derby, who are in hardship, to help them obtain essential household items.
2. Applications and grants must go through a second party, usually an agency worker, such as a social worker, health visitor, housing officer or family support worker, who is responsible for the administration of the grant. We are unable to consider applications made directly by an individual claimant.
3. Applications where possible, should be completed using the Trust's digital application form. This is the preferred option as it will assist in processing the grant application more quickly. Where the software used for this form is not supported by an agent's IT network, then a word version of the form can be submitted. Any form which is incomplete, unsigned or not the current version will be returned.

To use the digital form - please follow this easy guide:

- a. Download the form and save it to your computer. You will only have to do this once.
 - b. Select the folder where you have saved the form and click to open the document.
 - c. Select 'Yes' to the security message.
 - d. Complete the form (you may consider, for ease of use, that you type the reason for the grant in Word and then copy to the form)
 - e. Go to File, Save As and rename the form as the applicant's name.
 - f. Please email the saved form to grants@liversagetrust.org
 - g. Once submitted, a confirmation email will be sent directly to you at the email address provided.
4. Only one Household Fund grant can be made by an applicant within a two-year period but, in exceptional circumstances, we may waive this rule. Any award made will be dependent on supporting evidence provided in the application form. Applications for unborn babies will not be considered.
 5. We can provide help in emergency situations from our Chair's Crisis Fund for Derby residents in immediate hardship or distress, for further information please contact the Trust on 01332 348155.



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6. Grants awarded for one or more of the items listed overleaf, are directly payable to our nominated supplier(s), Asda, Argos and Derby City Furniture (DCF). No cash grants are available.

All approvals are on a fixed price basis – see overleaf for a detailed list.

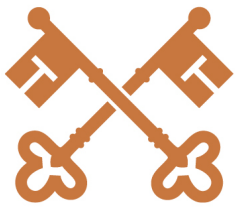
For grants awarded through Asda, a cheque will be issued. The agent must come to the Liversage Trust office to collect the cheque. Grant completion paperwork and receipts must be returned to the Liversage Trust.

For grants awarded through Argos, payment will be by gift vouchers. Again, the agent must come to the Liversage Trust office to collect the vouchers. Grant completion paperwork and receipts must be returned to the Liversage Trust.

For grants awarded through DCF, items will be delivered to the applicant and the Trust will be invoiced directly. There is no need to return any paperwork for grants awarded through DCF.

We will advise agents and applicants of our decision in writing. Once a grant is authorised, any payment must be collected by the agent from our office between 9.30 am and 12 pm on Tuesday or Thursday. Agents are required to provide ID when collecting a grant. If an award remains uncollected after 8 weeks, the grant will lapse, and a new application will have to be made.

Please email all completed forms to: grants@liversagetrust.org



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LT Fixed Price Awards

Item	Fixed price £	Supplier/s
Clothing / footwear – up to £100 per person	100	Asda, Spondon - For Asda a cheque will be issued for collection by the agent.
Bunk Bed – Complete	*180	Derby City Furniture 76 Osmaston Road, Derby. Tel 361112 The fixed price award includes delivery charge. *An award in excess of £100 can be made, when an item is approved from the fixed price list. Applicants should visit the store above to choose their item, taking their grant approval letter and arrange delivery directly with the store.
Double bed – complete	100	
Double mattress	50	
Double base	60	
Single bed – complete	50	
Single mattress	30	
Single base	30	
Electric cooker	100	
Fridge	60	
Fridge / freezer	100	
Freezer	60	
Washing machine	100	
Sofa / Easy chair	100	
Table and chairs	75	
Wardrobe	70	
Drawers	45	
Bed safety guard	25	Argos For Argos gift cards will be issued for collection by the agent.
Bedding	30	
Bedding – Duvets & Pillows	30	
Safety gates	25	
Cot & Mattress	90	
Cot bedding & blankets	35	
Kettle & toaster	25	
Curtains / blinds – pair	40	
Curtain poles – pair	15	
Microwave	45	
Pushchair – single (from birth)	50	
Pushchair – twin	*150	
Towel Bale	25	
Vacuum cleaner	50	

Note: only in very exceptional cases, and following the approval of a Trustee with Special Responsibility for Appeals, can the £100 total grant or the fixed price award detailed above be exceeded.