



## **Liversage Trust** **Household Fund – Advice to Agents**

### **Effective from 1 June 2021**

1. Grants, usually up to the maximum value of £150 are awarded by The Liversage Trust to residents in the city of Derby, who are in hardship, to help them obtain essential household items. Awards above £150 are only made for white goods and bunkbeds.
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. If you need to request a Word copy of the form, please do so via **email to:** [grants@liversagetrust.org](mailto:grants@liversagetrust.org)
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.
6. Grants are awarded for one or more of the items listed overleaf, and are paid directly to our suppliers. 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 to the agent. The agent must come to the Liversage Trust office to collect the cheque **by appointment only**. Grant completion paperwork and receipts **must be** returned to the Liversage Trust. Cheques will only be issued to the agent, **not** the client.

For grants awarded through Argos, an email will be sent directly to the agent with an eGift card which can only be used by the agent. The receipts **must be** returned to the Liversage Trust. The agent will not be able to forward on the eGift card to the client, and must be used within 8 weeks. If the card isn't used within this time it must be returned back to us.

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

- 7 We will advise agents and applicants of our decision in writing. Once a grant is authorised, any payment must be **collected by the agent by appointment only. 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.

- 8 Please email all completed forms to: [grants@liversagetrust.org](mailto:grants@liversagetrust.org)

### **LT Fixed Price Awards**

7 We will advise agents and applicants of our decision in writing. Once a grant is authorised, any payment must be **collected by the agent by appointment only. 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.

8 Please email all completed forms to: [grants@liversagetrust.org](mailto:grants@liversagetrust.org)

### LT Fixed Price Awards

Item	Fixed price £	Supplier/s
Clothing / footwear – up to £100 per person	<b>100</b>	<b>Asda, Spondon</b> For Asda a cheque will be issued for collection by the agent.
Double bed – complete	<b>105</b>	<b>Silly Sids</b> Applicants will be contacted directly from Sids to arrange a suitable time for delivery.
Double mattress	<b>65</b>	
Double base	<b>65</b>	
Single bed – complete	<b>65</b>	
Single mattress	<b>40</b>	
Single base	<b>40</b>	

Sofa	<b>100</b>	<b>DCF</b> Applicants will be contacted directly by DCF to arrange a suitable time to view the item.
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Bunk bed – frame only	<b>125</b>	<b>Argos</b> eGift cards will now be issued to the agent.  Awards for bulky items will include a delivery fee of £3.95.  No delivery fee will be included with any electrical items, as delivery is free for an all day slot.
Bed safety guard	<b>25</b>	
Bedding – Duvets & Pillows	<b>30</b>	
Curtains / blinds – pair	<b>40</b>	
Curtain pole	<b>10</b>	
Cot & Mattress	<b>100</b>	
Cot bedding & blankets	<b>35</b>	
Carpet sweeper	<b>45</b>	
Drawers	<b>45</b>	
Electric cooker	<b>199</b>	
Fridge	<b>140</b>	
Fridge / freezer	<b>199</b>	
Freezer	<b>160</b>	
Halogen Oven	<b>45</b>	
Kettle & toaster	<b>25</b>	
Kitchen Items (saucepans, cutlery and dinner set)	<b>50</b>	
Microwave	<b>55</b>	
Pushchair–single (from birth)	<b>55</b>	
Pushchair – twin	<b>120</b>	
Safety gates	<b>25</b>	

Halogen Oven	45	
Kettle & toaster	25	
Kitchen Items (saucepans, cutlery and dinner set)	50	
Microwave	55	
Pushchair–single (from birth)	55	
Pushchair – twin	120	
Safety gates	25	
Table and 2 chairs (for a single person)	55	
Table and 4 chairs (for a family)	115	
Towel Bale	25	
Wardrobe	90	
Washing machine	199	

**Note: only in very exceptional cases, and following the approval of a Trustee with Special Responsibility for Appeals, can the £150 total grant or the fixed price award detailed above be exceeded.**

Liversage Trust is a Registered Charity Number 1155282

Advice to Agents – June 2021