



DHI 2 Bridges Trust

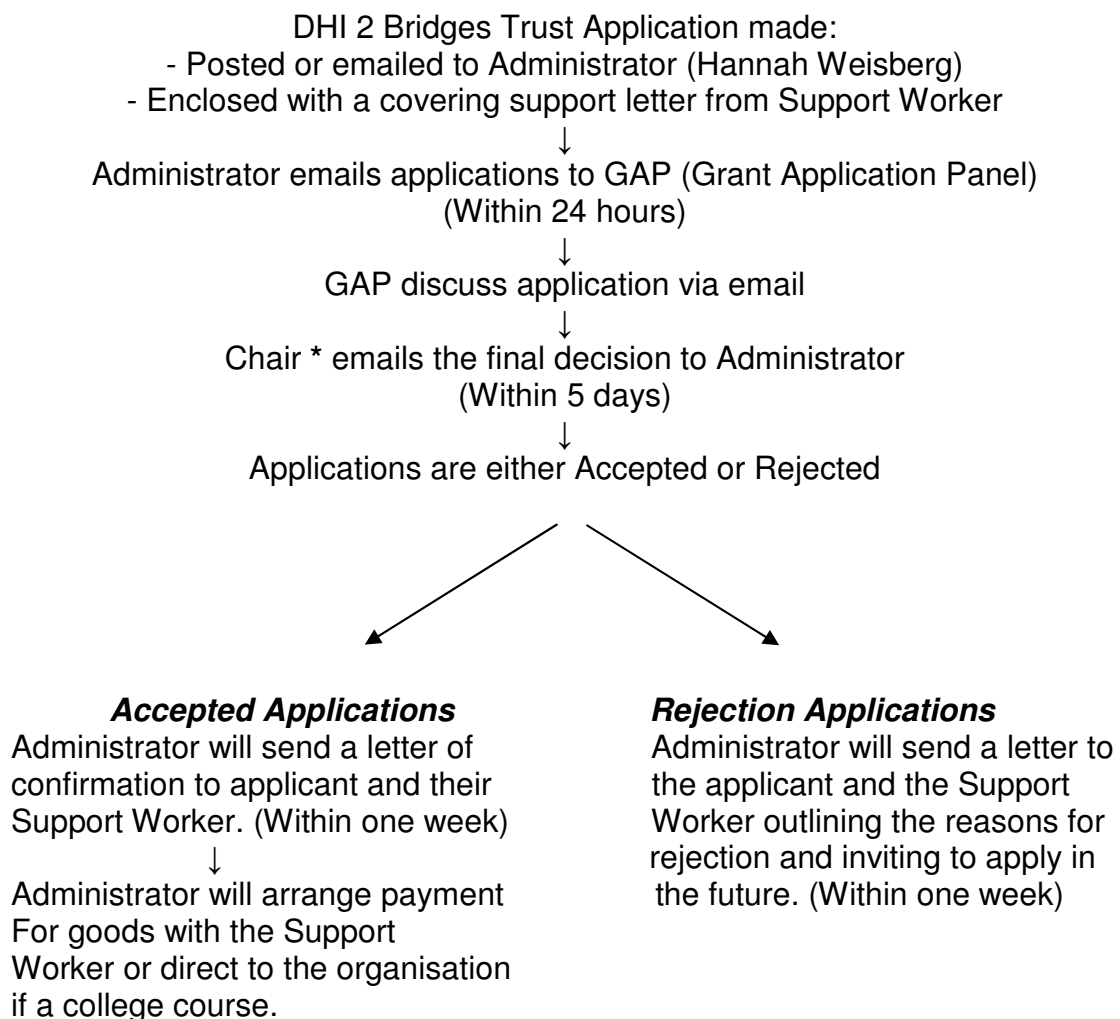
Guidance Notes for Support Workers

Guidance Notes for Completing the DHI 2 Bridges Trust Grant Application Form

Introduction

These guidance notes are designed for Professional Support Workers to act as advisors and assist their clients in completing the DHI 2 Bridges application form.

The Application Process



* **Please Note** – The Chair of the Panel rotates on a 6th Monthly basis between the Grant Awarding Panel members

Criteria

1. All applicants must have links from South Gloucester area. For example they must live in the area, work in the area, have family in the area, or be moving into the area.
2. Professional Support Workers must provide a covering letter in support of the application which should include information such as how the applicant is demonstrating engagement and working towards their goals.
3. Applications must include reasonable and realistic estimates of cost. The item must be essential for the applicants' welfare and health and safety (in the case of household items) with a clear proof of need.
4. Applications must satisfy at least one of the three criteria and all information asked for must be provided on the application form.
5. Applications must include proof that other options have been explored and exhausted. (This includes applying to the social fund for a grant or loan for household items)
6. We need to a copy of the decision from the social fund and no funding will be given for household items except in exceptional circumstances.
7. Payments via Support Workers, or cheques for organisations such as Colleges will be provided by the Administrator where possible. No funding will be given direct to the client.
8. Support Workers must return receipts for their items as proof of purchase to the Administrator.
9. Support Workers are responsible for supporting the applicants with their purchases to ensure that funds are used for how they were intended.