

ADDITIONAL GUIDELINES

- **We want to remind agencies that we are available to provide SMALL monetary grants for families with children aged 5 and under who are in need.**
- Common requests received and agreed are for **basic** household goods such as a fridge, cooker, washing machine, a chair, a cot or bed, basic storage equipment and bedding. Floor covering is considered occasionally as are other household effects. Pushchairs/buggies are often requested and the guide price indicated in the cover letter needs to be followed. Clothing and toys are also requested.
- The items listed in the preceding paragraph are not the only things that may be agreed to especially if the applicant makes a strong case for a particular item being able to help the family practically and or emotionally.
- Due to the limited funds available and so as to help more families the Fund is extremely unlikely to make an award of more than £200- £250 so please make your application a realistic one.
- The Fund will not grant a family more than one award a year and it may not be possible for more than one to be made due to the facts outlined in the preceding bullet point
- The Fund prefers applications where the person making the application on behalf of the family has seen the situation at first hand i.e. that the Social Worker, Health Visitor or other worker has been to the home and can verify that the need is as stated.
- There is an expectation that families will have claimed for all benefits that they are entitled to and that the worker will have either helped them or pointed them to an agency who can aid them if necessary.
- Mary Ward Centre, where SIMBF is based, also has a Legal Centre which offers a debt counselling service. If clients are having significant problems in this area then it would be expected that the worker will encourage the family to attend for specialist help. Mary Ward Legal Centre is based at 26-27 Boswell St, WC1. The Debt Line telephone number is 020 7269 0292 and operates Monday to Thursday 10am – 1pm.
- There is a drop-in session on Friday mornings between 10am – 12.30pm. Please note the number of clients who will be seen will not exceed 9.
- The Mary Ward Legal Centre also runs Advice Projects in South Islington and Essex Road on various days and at various locations. A list is enclosed with contact telephone numbers.

PLEASE take note of the points in this guidance which are to save your time and because they help to ensure that we can support as many families as possible in as even-handed a way as possible.