The Bowley Fund guidance notes

This fund is for disadvantaged families living in the Watford and Three Rivers districts. Please ensure you read and familiarise yourself with the below guidance notes prior to making an application to the Bowley Fund.

It is important that you read all pages of the document carefully prior to submitting an application.

If you have any questions regarding the Bowley Fund, please contact the HCF Grants Team on 01707 251351.

Please use the quick links below to access the guidance notes (please use Ctrl+Click to follow the links):

1. Applicants – Advice on who can apply and for whom
2. Eligibility – What items will and won't be funded
3. The Application Process – What is the full process?
4. Additional support available for Hertfordshire families

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Applicants - Advice on who can apply and for whom

Who can apply to the Fund?

- Applications can only be made by a supporting professional who knows the family and their circumstances and is qualified to assess their needs.

- Eligible supporting professionals can include: Social workers, health visitors, school support workers, Citizens Advice advisors, housing associations, charitable organisations and voluntary groups who directly support the family.

- We cannot accept applications from families or individuals themselves.

- We are unable to discuss applications directly with the families seeking support at any stage of the process, including after funding has been granted.

Who is eligible for a grant?

You can apply for a grant for families who meet all the following criteria:

- Have disadvantaged children aged 0-18 years old, (or up to 25 for children with disabilities in line with the government and local authority approach)
- Are permanently housed or have a secure offer of housing within the Watford and Three Rivers districts of Hertfordshire
- Have not received a grant from the programme within the last 12 months

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Eligibility – What items will and won't be funded

What items can I apply for?

Only the following items will be considered for funding:

- Children's beds and bedding (Simple single frames and mattresses which will be supplied and delivered by a local supplier)
- Essential baby equipment such as buggies and highchairs
- Essential white goods that will ultimately benefit a child – only cookers, fridge-freezers and washing machines*
- Specialist children's medical equipment
- Simple children's storage such as drawers and wardrobes

*Please note that grants for essential white goods will be awarded based the maximum award size agreed by our panel. As such, families may have to choose an alternative item to what has been requested. This fund is for essential items, and premium items will not be considered for funding. The fund must not be used as a subsidiary for more expensive items.

What items will not be funded?

The fund is reserved for the above purposes only. Unfortunately, the following items are ineligible for funding and will not be considered by our panel:

- Living room and bedroom furniture (aside from children's beds)
- Beds or bedding for parents/carers
- Double beds for children
- Flooring and soft furnishings (aside from children's bedding)
- Computers/laptops/TVs
- Tumble dryers or washer dryers
- Small appliances such as microwaves and air fryers
- School uniform / School trips
- Utility bills / debt repayment

If the items your family are requesting are ineligible for funding, please refer to the Hertfordshire Children's Fund page for a list of other places to find support.

How much will you fund per item?

This fund is reserved for essential models (not high-spec models) for those in the highest need, therefore our panel will only fund up to the maximum award amounts outlined on the main page of the Bowley Fund page.

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The most a family can be awarded within a 12-month period is £500.

Examples of grants awarded:

- A family fled domestic abuse and were rehoused with no cooking facilities and a grant enabled them to buy a new cooker.
- A mother was struggling to get her child to school as she had to carry her baby and hold the hand of her toddler. With the grant they bought a double buggy to transport the children safely.
- A toddler was sleeping on an old mattress on the floor as his bedframe had broken. A grant enabled them to buy a new bed for the child.

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The Application Process – What is the full process?

What is the Application Process?

1. Your submitted application will be reviewed by our internal team

2. We'll contact you by phone or email if we need more information

3. Applications are considered by our panel

4. You'll receive the outcome by email within approximately 1 month

5. You will be emailed a voucher or provided with supplier contact details to place the order on behalf of the family you are supporting, adhering to the grant terms

6. You will be required to provide proof of purchase within 1 month of the award

Outcomes

If your application is successful:

- Beds/Bedding: We'll email you and our supplier so you can arrange delivery for the family.
- White Goods: You'll receive an Argos e-voucher to place the order on behalf of the family. You must email us proof of purchase within 1 month.
- Baby Items or Medical Equipment: You'll receive an Argos or Amazon e-voucher to place the order on behalf of the family. Proof of purchase must be emailed within 1 month.

If your application is unsuccessful:

We'll email you to advise. Please see below for Other Sources of Local Support which may be useful.

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When will I get a response?

Decisions are made on a rolling basis, and we endeavour to respond with a decision within a month. If you haven't heard from HCF within a month of submitting your application, please contact grants@hertscf.org.uk or call 01707 251351.

What do I need to do to after I receive the grant?

It is the supporting professional's responsibility to ensure grants awarded are used in line with the terms of the offer. This means ensuring vouchers are only spent on what has been approved by our panel, vouchers are never given directly to the family, contacting suppliers on their behalf, and completing monitoring if applicable.

For items other than beds/bedding, supporting professionals must provide proof of purchase within 1 month of receipt of the grant by completing a short monitoring form and attaching proof of purchase. The monitoring form will be emailed directly to the supporting professional.

We will not consider further applications from the supporting professional if they fail to provide satisfactory monitoring.

HCF will only discuss the application with the supporting professional, and cannot enter into discussions with, or provide direct support to, the family during the application process or after.

How do I apply?

To submit an application please click here.

If you require any help in completing an application, please contact the Grants Team on grants@hertscf.org.uk or call 01707 251351 and they will be happy to assist.

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What additional support for families is available?

HCF is aware that many of the families seeking support through the Bowley Fund may require further help. For further potential sources of funding and advice please see the list on the Hertfordshire Children's Fund page on our website here.

Families living outside of Watford and Three Rivers: You may apply to Hertfordshire Children's Fund via HCF which provides another source of funding for families in need in Watford. For more details please click here.

Families in Ware/Wareside/Thundridge: You may apply to The Ware Charities via HCF which provides another source of funding families in need in Ware, Wareside or Thundridge. For more details please click here.

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