



Ministry of Housing,
Communities &
Local Government

Domestic Abuse Safe Accommodation: MHCLG COVID-19 Emergency Support Fund

Bid Prospectus



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May/ June 2020

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1. Purpose

The [announcement of the outcome of the £10 million COVID emergency fund](#) was published on 5 June.

A remaining £1.85 million is now open for bids on a rolling ‘first comes first served’ basis until 20 July.

This will ensure domestic abuse safe accommodation charities and other service providers can continue applying for support during COVID-19, and keep this critical provision open for victims and their children.

The Fund Prospectus remains the same, with minor updates and clarifications to help bidders in submitting their applications. We will continue to accept bids until the funding has been exhausted or until 20 July, whichever is sooner.

The Government is fully committed to ensuring that victims of domestic abuse can access domestic abuse safe accommodation with support during the COVID-19 emergency and beyond.

In response to current challenges and to ensure refuge services remain open for victims and their children, MHCLG has already:

- Allocated £3.2bn for local authorities to cover COVID-related expenditure pressures and ensure critical services are maintained, and support vulnerable people including victims of domestic abuse.
- Provided guidance for domestic abuse safe accommodation services on safety and service operation during COVID-19. This can be found here:
<https://www.gov.uk/government/publications/covid-19-guidance-for-domestic-abuse-safe-accommodation-provision>
- Confirmed that front line domestic abuse workers are key workers for the purposes of their children accessing schools, colleges and other educational establishments.
- Confirmed that where people need to move within or into social housing as a result of domestic abuse this should continue to happen. Guidance on this for social landlords can be found here:
<https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-social-landlords-on-essential-moves>

The Government is also progressing the Domestic Abuse Bill, which will transform the response to domestic abuse and includes a new duty on local authorities to assess the need for and commission support to victims and their children in safe accommodation. The Domestic Abuse Bill was debated at second reading on Tuesday 28 April and has now been

sent to a Public Bill Committee. The Committee is scheduled to report by Thursday 25 June 2020.

Additionally, on 2 May the Government announced that it will bring forward legislation so that those fleeing domestic abuse and facing homelessness as a result will be automatically considered as priority need by their council for settled housing – ensuring more survivors of domestic abuse have access to a safe home.

However, we know that as a result of COVID-19 refuge charities and other safe accommodation providers are concerned over gaps in staffing cover, other COVID-19 related costs, loss of charitable income, and their ability to expand accommodation-related support in the face of rising demand.

To address these concerns, MHCLG has secured £10 million as part of a £76 million Government package of support for the most vulnerable in society. The MHCLG £10 million Fund will support domestic abuse safe accommodation charities from 1 April to 31 October, and will help ensure that -

1. Safe accommodation services can continue operating and keep bedspaces open for victims and their children fleeing from abuse during COVID-19 emergency.
2. Safe accommodation services can help more victims access these life-saving services.

Within these aims, the Government also recognises the need to protect specialist provision supporting victims who share relevant protected characteristics and those with complex needs. We are determined to ensure that funding goes to protect those specialist services who need additional support.

We will continue to work with the sector and services on the ground to monitor the situation, to ensure victims and their children can continue access safety and critical support at these unprecedented times.

To expedite the payment processing for successful bidders, applicants are asked to complete the attached registration form (SAP 7B) and the application form. Payments to successful bidders will be made to the account supplied. The information supplied by applicants whose bids were unsuccessful will be deleted. Please note that MHCLG is working across other Government departments and the National Lottery Communities Fund, sharing relevant data to prevent fraud and duplication of funding. This does not restrict services applying separately to other COVID-19 support packages for different aspects of their service.

2. Eligibility

Who is eligible for funding?

- Applicants must be charities providing domestic abuse safe accommodation services in England, who meet the definition of being a charitable, benevolent or philanthropic institution in the Charities Act 2006. This also includes any partners listed in consortium applications.
- Bid applications must be submitted by service providers of domestic abuse safe accommodation, or the lead applicant acting on behalf of a consortium.

We strongly encourage applications from consortiums of service provider partners. Consortium bids will help expedite the process of assessment and getting funding to services. If applying as a consortium, the application should identify all the partners in the consortium who must nominate **one lead partner to be the grant recipient**. The lead partner will submit the application on behalf of the consortium partners, will be the lead contact, and be responsible for allocation of funding across the consortium, as well as for monitoring the fund outcome.

- The fund aims to support safe accommodation services, including refuges.

Applicants who already applied for funding in the previous bidding window:

- Organisations which already applied and received funding through this fund can apply again if they have identified additional costs which were not already covered in their previous application – for example sourcing further new accommodation to meet further increases in COVID-19 related demand.
- Organisations which did not apply as well as eligible organisations which already applied for funding but were unsuccessful in their application, are also welcome to apply again.

What costs are eligible?

- **Revenue Costs (costs associated with maintaining existing services and additional capacity to meet increase in demand) incurred as a result of the Covid-19 outbreak. They would include the following:**
- **Maintaining existing services (where not met by other income sources or fundable from existing resources of charity) such as:**
 - Staffing costs for additional staff cover.
 - Purchasing of essential supplies, such as food and toiletries for residents where usual support channels are unavailable.
 - Meeting additional COVID-19 costs, such as deep cleaning.
 - Purchasing office equipment to enable remote working where this is practicable.

- **Costs of services for additional capacity to help address increased demand, including accommodation costs of additional bedspaces and staff to support these additional victims.**

Please note that this does not include normal running costs – this fund aims to address the impact of Covid-19 on domestic abuse safe accommodation charities and the additional costs they are facing as a result.

What costs that are not eligible?

- **Capital costs**
- **Costs incurred before 1 April**
- **Costs that are met by other income sources**, whether from local authority funding, charitable grant funding, other Government COVID-19 support packages, or any other sources (this does not limit separate applications to different COVID-19 support packages for separate service elements).

During this unprecedented time, MHCLG expects charities to contribute something towards the additional costs they are facing from their own resources.

3. Criteria

Essential Criteria

1. **Meets Eligibility Stipulations**

Applications must meet the Eligibility Stipulations, as set out in Section two.

2. **Meets MHCLG Standards**

Candidate bids, and delivery of service if successful, must meet the standards as set out within the MHCLG Standards, which can be found in Annex B.

3. **Required forms are complete**

Prospective applications must be accompanied by the following documents to evidence that the bid has been fully developed:

- **Application Form (Annex C)**

It is vital that all aspects of the application form are considered and responded to in order to effectively evaluate the bid. Incomplete forms with missing information will not be progressed and will be treated as ineligible.

- **Signed Leadership Support Form (Annex D)**

Bids must demonstrate that they are supported by the Chief Executive, or head of the service or organisation. Completion of this form provides evidence of commitment to the bid aims and intent to deliver resources.

- **Finance Vendor Form (Annex E)** - the vendor form is attached here for sight. Applicants should complete the form using the separate link provided on the webpage and send it to MHCLG as soon as they can.

Please ensure all sections are completed in full.

Assessment Criteria

1. Evidence of Need

Bids must demonstrate that they have assessed the extra demand on resources required to enable them to keep services open and available to victims, and their children. Where funding is sought for additional bedspaces, bids should evidence they identified additional capacity and provision, including estimated costs.

2. Outputs and Outcomes

Bids must demonstrate that the proposal will be effective in meeting the extra demand on the service identified within the assessment, and enabling the service to keep bedspaces open to victims.

3. Specialist Provision

It is vital that the needs of particular groups with specialised needs are met during this critical time. Prioritisation of specialist service providers will ensure those groups, who often face additional barriers in accessing support regardless of COVID-19 and may bear increased vulnerability (e.g. victims with disabilities; older victims; BME; LGBT, etc) are protected.

Therefore, we are giving special consideration to services that provide support to particular groups such as, but not limited to, BAME, LGBT and victims with disabilities.

Service providers applying for funding should evidence if the service provides specialised support for particular groups, particularly if their service is unique within their local area. Prioritisation will be given to ensure these services are protected.

4. Value for Money

The Government is required to ensure that funding delivers value for money (VfM) – bids must demonstrate how the funding being requested will meet the demand and pressures on their service. VfM will be measured by the outputs/ outcomes (e.g. number of people accommodated and supported) against the costs, as well as the additional costs as a proportion of usual running costs. We are interested in high quality outcomes as well as efficient delivery.

Government retains the right to scale back, or reject, a bid on the basis of insufficient information on value for money. We will reject bids which demonstrate poor value for money (costs exceed benefits).

4. The Process

Bidding Period

The remaining £1.85 million from the £10 Emergency Support Fund is now re-opened for applications to be submitted until 20 July 2020. The applications will be assessed on a rolling ‘first comes first served’ basis until funding is exhausted or until the deadline. MHCLG are inviting service providers to respond to the criteria set out in section three, submitting completed forms as detailed within the eligibility criteria, and provided at the end of this prospectus.

To ensure all bids received can be robustly assessed, and successful applicants are able to spend the grants received by 31st of October, MHCLG will not be able to accept submissions after 20 July.

Applications with incomplete forms will not be eligible for assessment.

Please ensure you provide numerical data where asked for, and do not exceed the word limits where relevant

Eligibility and the Assessment Process

Bid proposals will be assessed on a rolling basis, as applications come in, on a ‘first comes first served’ approach until funding is exhausted.

Each application will be assessed in two stages.

1. First, bids must meet the essential criteria set out in section three (the eligibility stage). These criteria will be marked on a Pass or Fail basis. **Bids that fail any of these essential criteria risk not progressing through to the assessment stage and not receiving funding.**
2. The second stage involves assessment of the applicant bids which meet the assessment criteria, being based upon their individual merits and according to the assessment criteria set out in section three.

Bids will be assessed by an assessment board comprised from MHCLG officials, with input from the Domestic Abuse Commissioner’s Office.

MHCLG Ministers will take the final decision on which bids to support.

Each of the assessment criteria will be marked on a five point scale with zero being the lowest score and four being the highest. The table below describes each point on the scale:

Score	Definition
4	Bid clearly identifies how it meets the criteria with clear reasoned links to supporting evidence.
3	Bid meets criteria with rational links to supporting evidence.
2	Bid explains how criteria will be met. However, links to supporting evidence are vague or are not articulated well.
1	Bid gives general explanation as to how criteria is met, but little or no supporting evidence is provided.
0	Explanation is either not given or cannot be understood. No evidence is given to support criteria

Funding Methodology

Grant funding to successful applicants will be distributed to charities based on the using the powers granted to the Minister by powers in Section 70 of the Local Charities Act 2006. Funding will be paid directly to the account number provided in the application form. For consortium bids, the lead applicant will be the grant recipient.

Funding will be paid in a one-off payment in advance, and individual grant contracts will be put in place between the Department and successful applicants setting out eligible spending and expected outcomes. Applicants will be required to report back to MHCLG once the funding period is completed.

The lead applicant in consortium bids will be responsible for monitoring the progress of the project, from allocating the fund to all bid partners to collecting the data and reporting back to MHCLG on behalf of all parties benefiting from the grant.

MHCLG expect prospective applicants to apply for a maximum of £100,000 per individual bid, but we will consider bids of more than £100,000 in the case of consortium bids or when bids demonstrate exceptional VFM. Bid applications will be ranked according to the scores received through individual assessment with funding allocation decisions being made according to the ranked scores.

MHCLG reserves the right to scale back the amount requested where costs are deemed ineligible or following the assessment of Value for Money.

Funding release will take place following MHCLG assessment of the bids received. Successful bidders will be informed once their application has been approved and an announcement on the fund outcome will follow in August.

Due diligence checks will be undertaken to validate client eligibility, including sharing key application details with Home Office, Ministry of Justice and the National Lottery Charities Fund. Grant agreements will include clawback clauses, enabling MHCLG to recover payments made in error or as a result of fraud. Where fraud is identified MHCLG will take appropriate investigatory and legal action.

5. How to Apply

Applicants can apply as soon as they identify a need for COVID—related additional support costs. Applications will be assessed on a rolling basis. All applicants are required to submit bids no later than 20 July to:

DomesticAbuse.Fund@communities.gov.uk

Bids should be submitted using the attached application form and supported by attached Signed Leadership Support, and the Vendor registration form. Bids must include supporting evidence and the requirements for this evidence are set out in the application form.

An individual should be nominated for contact purposes. Please provide a telephone number and e-mail address.

If prospective applicants have any queries about the bidding process they should contact:

DomesticAbuse.Fund@communities.gov.uk

Annex A: Definition of Domestic Abuse

Emergency Safe Accommodation services

Refuge accommodation

A refuge offers accommodation and intensive support which is tied to that accommodation. Victims, including their children, have to be refuge residents to access specialist emotional and practical support.

Specialist safe accommodation

Safe accommodation which provides dedicated specialist support to victims with relevant protected characteristics and/or complex needs, such as specialist refuges for BAME, LGBT, and disabled victims and their children.

Dispersed accommodation

- I. Safe, self-contained accommodation with the same level of specialist domestic abuse support as provided within a refuge but which may be more suitable for victims who are unable to stay in a refuge with communal spaces due to complex support needs or for families with teenage sons for example.
- II. Safe, self-contained 'semi-independent' accommodation which is not within a refuge but with floating support for victims who do not require the intense support offered through refuge

Other forms of domestic abuse emergency accommodation

A safe place with support, to give victims an opportunity to spend a temporary period of time to consider and make decisions in an environment which is self-contained and safe. This would include access to wrap around support and specialist support for victims with complex needs (including mental health needs and substance misuse).

Move-on and / or second stage accommodation

Interchangeable terms for projects temporarily accommodating victims, including families who no longer need the intensive level of support provided in a refuge, but would still benefit from a lower level of domestic abuse specific support for a period before they move to fully independent and permanent accommodation. There is no expectation that every victim will require this. Many victims are ready to move straight to a permanent new home from refuge. However, move-on and / or second stage accommodation may be helpful in some cases.

Annex B: MHCLG Quality Standards

Bids must conform to the MHCLG Standards

1. Safety, Security and Dignity

- Victims can access crisis support at any time and receive a timely response.
- Victims are assessed and offered services on the basis of their individual need for safety and support.
- Victims are assisted to move geographical location if necessary for their safety
- Provision for male victims is located separately from women's services, within dedicated men's services.

2. Rights and Access

- Service users are believed and listened to and service interventions are respectful of their rights to self-determination.
- Service users with protected characteristics under the Equality Act 2010 can access dedicated specialist services addressing their particular needs.
- Resources are allocated to addressing barriers to access.

3. Health and Wellbeing

- The physical, mental and sexual health needs of service users are addressed.
- Service users can access individual counselling or group work to build their confidence and resources.
- The organisation works with partners in the sexual violence sector to provide specialist therapeutic support.
- The safety and wellbeing of staff teams is attended to.

4. Stability, resilience and autonomy

- Service users are supported to take charge of decision-making processes in their lives.
- Service users are encouraged to identify goals and access education, training and employment to maximise their stability and independence.
- Service users have access to resettlement and follow-up services with exit strategies tailored to individual need.

5. Children and young people

- The safety and wellbeing of children and young people is addressed in risk assessment and support planning.

- Children are able to access support to understand their experiences and build their resilience and confidence.
- Support is provided to parents to develop their parenting resources and maintain their relationships with their children.
- Services are responsive to the needs and views of children and young people.

6. Prevention

- Children and young people are better informed and educated around consent, healthy relationships, gender inequality and violence against women and girls.
- The organisation contributes to training and awareness-raising activities with other professionals and within local communities.
- The organisation contributes to local strategies for ending violence against women and girls.

Annex C: Application Form

MHCLG COVID-19 Emergency Support funding for Domestic Abuse Services

Key Details

Title of Bid Project:

Brief summary of bid (500 word)

Name of Service or (where Consortium bid) name of Lead Applicant service including company/charity registration number and registered address:

Name & contact details of Service Lead:

Please indicate which accommodation types the funding will be for:

YES / NO Domestic Abuse refuge/safe accommodation (shared house)

YES / NO Domestic Abuse refuge/safe accommodation (self-contained units with some shared spaces)

YES / NO Dispersed, self-contained accommodation with domestic abuse support

YES / NO Move-on and / or second stage domestic abuse accommodation

I confirm that this funding bid covers costs which are not being funded through any other source

YES

NO

State Aid: Does any aspect of the project involve the provision of State Aid? This is not one of the eligibility criteria for this fund. However, the responsibility of ensuring that the funding bid is in line with State Aid rules lies with the applicant, including in the case of consortium bids.

YES

NO

If yes, please briefly explain how you will make sure any State Aid is compliant with the State Aid regulations, for example confirming it complies with the COVID state aid framework.

(Applicants may wish to refer to the European Commission's "Notion of State Aid" guidance: [https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52016XC0719\(05\)&from=EN](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52016XC0719(05)&from=EN))

--

If bid is on behalf of a consortium, please complete the table below:

Please list below each of the partner services	Please list each of the partners' registered address	Please list each of the partners' company/charity registration number	Please list the amount each beneficiary will get under the bid

Total Amount of Grant Funding sought:

Please summarise the total requested funding under each category - **must be for revenue funding. *This is the total amount of funding sought after for the whole funding period – up until 31 October.***

Maintaining Existing Level of Service	[FIGURE]
Additional Capacity to Help Address the Identified Increase in Demand	[FIGURE]
Total	[FIGURE]

Supporting evidence

Section 1: Applications for Maintaining Existing Level of Services

(This section is focused on existing safe accommodation provision and should only include information in relation to services and bedspaces that were available prior to April. You should not include any data or funding requests for new safe accommodation services – please use the section 2 for this).

Evidence of Need

lead applicants in consortium bids should provide one application form for all their bid partners

What is the total number of bedspaces in your safe accommodation services?

[FIGURE]

What is the average number of victims referred to safe accommodation services on a typical month, prior to the COVID-19 Outbreak?

...in Refuge accommodation?

[FIGURE]

...in Dispersed Accommodation?

[FIGURE]

...in Other forms of domestic abuse emergency accommodation?

[FIGURE]

...in Move-on and / or second stage accommodation?

[FIGURE]

For an Average Month prior to the COVID-19 outbreak, how much does the existing safe accommodation service cost to run

...for Staff Costs:

[FIGURE]

...for Non-Staff Costs:

[FIGURE]

What are the additional costs you require for maintaining existing service due to COVID for a month. *Please only set out the costs you are facing on top of your usual costs prior to the Covid-19 outbreak. This should not include the figures set out in the previous question.*

...for Staff Costs:

[FIGURE]

...for Non-Staff Costs:

[FIGURE]

Outputs and Outcomes

What are you requesting funding for?

Please provide a brief breakdown under each category for the amount and what is being requested

Type of Cost	Breakdown of costs	Total amount	What other funding have you received towards these costs?	What contribution are you making from your own resources?	What gap in funding remains?
Staffing Cover (costs of additional temporary staff/ additional staff hours to cover COVID-19 related absences)		[FIGURE]		[FIGURE]	[FIGURE]
Additional COVID-19 Related Costs (Such as deep cleaning and the purchasing of essential items for service users)		[FIGURE]		[FIGURE]	[FIGURE]
Office equipment related costs to enable remote working where relevant		[FIGURE]		[FIGURE]	[FIGURE]
Other Costs (Please specify)		[FIGURE]		[FIGURE]	[FIGURE]
How many Victims will <u>this part</u> of the funding help?				[FIGURE]	
How many existing closed bedspaces will be brought back into use as a result of this <u>this part of</u> the funding? <i>(Please only include the number of <u>existing</u> bedspaces that have had to close due to Covid-19, but will be made available as a result of the funding listed under 'Maintaining Existing Services' above. Please <u>do not</u> list any new bedspaces above your current capacity.)</i>				[FIGURE]	

Section 2: Applications for Meeting Increased Demand

(This section is focused on additional accommodation and should only include information in relation to new accommodation / bedspaces that is above your current capacity. This should not include data on services or spaces that have been running prior to April – please use the previous section for this).

Evidence of Need

How many additional victims referred in April beyond your current capacity in total?

[FIGURE]

Outputs and Outcomes

For Bids who are seeking funding for additional safe accommodation to help more victims access safe accommodation services until 30 September...

Have you ensured that the additional accommodation is appropriate for domestic abuse victims?

YES / NO

Please estimate the unit cost of accommodation per night per additional adult accommodated (benchmark rate £25 per victim per night)

[FIGURE]

Does the additional accommodation include domestic abuse support?

YES / NO

Please estimate the unit cost of additional support per night per additional person accommodated
(e.g. additional staff time required x hourly staff cost per victim per night)

[FIGURE]

How many additional bedspaces have you identified that will be created as a result of this part of the funding? *(please only list the number of new bedspaces that will be made available as a result of the funding set out under this section only. It should not include bedspaces included under the 'Applications for Maintaining Existing Level of Services' section).*

[FIGURE]

These additional bedspaces will be available...

...from:

[DATE]

...to:

[DATE]

(should not exceed 31 Oct 20)

Please estimate how many victims will this part of the funding help?

[FIGURE]

Specialist Provision

Do you provide a specialist service exclusively for a particular group?

YES

NO

If so, please identify which particular group you exclusively provide for:

(Please only mark below where your safe accommodation service is **primarily** aimed at supporting the specific needs of that particular group, by providing **specialist** and **tailored** support. E.g. by and for services).

YES / NO	Female Victims
YES / NO	Male Victims
YES / NO	Children (0-17)
YES / NO	Older Victims (65+)
YES / NO	Young Victims (18-25)
YES / NO	Victims who are pregnant
YES / NO	Victims who are Disabled
YES / NO	Victims with mental health Issues
YES / NO	Victims with addictions
YES / NO	BAME Victims (Black, Asian and Minority Ethnic)
YES / NO	LGBT+ Victims (Lesbian, Gay, Bisexual or Transgender)
YES / NO	Gypsies, Roma and Travellers

Reporting on Outcomes

The government is responsible for spend of public funds. Please note that if your bid is successful, MHCLG will expect a report on the outcomes of this grant funding once the grant period ends. This will be a condition of the grant agreement.

The lead applicant in consortium bids will be required to collect the data and report back to MHCLG on behalf of all parties benefiting from the grant.

YES

NO

Are you content with MHCLG to confidentially share the data on this form with the Domestic Abuse commissioner? This could help the commissioner on wider domestic abuse work.

YES

NO

Completed forms (including signature Leader of the Organisation to be submitted no later than 20 July 2020 to:

DomesticAbuse.Fund@communities.gov.uk

Please only include the forms requested. Any other forms or annexes will not be reviewed, and applications will be assessed based on the evidence provided in the application form.

Annex D: Leadership Support Form

Bids must demonstrate that they are supported by the head of their organisation (Chief Executive or Director for example).

Completion of this form provides evidence of commitment of the organisation for the project aims. A wet signature can be applied if needed given the circumstances of lockdown.

Name of Bid	
Name of Service / Consortium	
Project Lead Name	
Project Lead Team / Unit	
Project Lead Contact Phone Number	
Project Lead Contact Email Address	
Chief Executive / Director Name	
Chief Executive / Director Comments	
Chief Executive / Director Signature	

Annex E: Vendor Registration Form (SAP 7B)



Ministry of Housing,
Communities &
Local Government

SAP 7B[MHCLG – COVID-19]

Finance Shared Services Division



Details of Suppliers and Creditors

- This form should be used if you are a supplier/creditor to Ministry of Housing, Communities and Local Government. The information provided on this form will enable us to make a payment to you.
- Page 1 of the form is to be completed by the Department; the remainder of the form should be completed by the supplier/creditor to the Department.
- During the MHCLG COVID-19 response phase, this form should be completed electronically, and mailed to the contact detailed in section 1A.
- If you are completing this form by hand, please write clearly in BLOCK CAPITALS and use BLACK INK. This form should then be scanned and emailed to the contact detailed in section 1A.
- **Shaded boxes are mandatory: IF NOT COMPLETED THE FORM WILL BE RETURNED**
- Should you require extra space to reply to any of the questions, please attach an extra page.
- To ensure maximum security, no remittance can be made until this form is completed and returned.

SECTION 1. TO BE COMPLETED BY A HOUSING, COMMUNITIES AND LOCAL GOVERNMENT OFFICIAL

Action required before either sending this form to the vendor or requesting deletion - please select one of the following options:

- ☒ **A. Set up a New Supplier/Creditor:**
1. Write your name and the postal address of your office in the space provided below for the RETURN ADDRESS. This is so the completed form can be returned to you for checking and in case of queries.
 2. Send the form to the new supplier/creditor for completion, enclosing a self-addressed envelope to return.
 3. Once the form has been returned to you the application must be authorised in the section below.
- ☐ **B. Update Existing Supplier/Creditor Details**
1. For all changes the form must be sent to the supplier/creditor for completion.
 2. Ensure that the vendor number and company code has been entered.
 3. The amendment must be authorised in the section below.
- ☐ **C. Delete Supplier/Creditor**
1. Enter the vendor number and complete section two of the form. It is not necessary to complete any further sections. Deletion will stop all transactions between that supplier/creditor and Department.
 2. Authorise the deletion in the section below.

Please send the completed form to:

Vendor Number	
Company Code	

MHCLG Contact - name: Domestic Abuse Team
Email Address:
DomesticAbuse.Fund@communities.gov.uk
Tel no.

Vendor name	

AUTHORISATION: To be signed on return of form after sections 2- 7 have been completed

I confirm that Ministry of Housing, Communities and Local Government procedures have been followed when selecting a new supplier or approving a grant to a new recipient

Signature of Authorising Officer [Section 2.1]

Signature		Name in Block Letters	
Email address	@communities.gsi.gov.uk	Grade	Date

Signature of Deputy Director

Signature		Name in Block Letters	
Email address	@communities.gsi.gov.uk	Grade	Date

Please keep a copy for your records and email the fully completed form to FSSD-Vendors@communities.gov.uk

**SECTION 2 TO 6 ARE MANDATORY. WITH THE EXCEPTION OF 2.2 WHICH IS OPTIONAL
IF SECTIONS 2 TO 6 ARE NOT COMPLETED YOUR FORM WILL NOT BE PROCESSED**

- Should you have any queries about completing this form, please contact the person named in section 1.
- The information supplied will be held on computer and may be cross-checked against other records, to prevent duplication of data or fraud.
- Insofar as information provided on this form is classed as 'Personal Data' under the Data Protection Act 1998, it will be treated as such in accordance with the provisions of that Act.

2. Supplier or Creditor?

Are you;

Tick appropriate boxes

a) a supplier of goods or services	<input type="checkbox"/>
b) a creditor applying for a payment for another reason (e.g. grant payment)	<input checked="" type="checkbox"/>
c) an organisation within the Whole Government Accounts (WGA) boundary ?	<input type="checkbox"/>

2.1 Are you a Diverse Supplier?

Note ownership of the organisations detailed below (i to x) relates to how they are governed. Third Sector organisations are governed through a management committee made up of (volunteer) trustees. For the purposes of this exercise 51% or more of the trustees should be representative of the nominated group, to deem your Organisation as being owned/led.

i.	Is your business majority owned/led by women?	<input type="checkbox"/>	<input type="checkbox"/>
ii	Is your business BAME owned / led?	BAME:- Black, Asian, Minority Ethnic, known until recently as BME. Black is an inclusive term for all ethnic groups who have a common experience of discrimination on the basis of their skin colour. An ethnic minority community is an ethnic group that is numerically smaller than the predominant white group in Britain. A BAME Company is one which is majority BAME owned or led.	<input type="checkbox"/>
iii	Is your business majority LGBT owned/led?	LGBT:- Lesbian, Gay, Bisexual and Transgender.	<input type="checkbox"/>
iv	Is your business owned / led by disabled people?		<input type="checkbox"/>

v	Is your business a Charity?	Is your Business registered with the Charity Commission (in England and Wales), or are you an 'excepted' charity not obliged to register because you have an annual income of £1,000 or less, and/or are a religious and/or armed forces charity.	<input type="checkbox"/>
vi	Is your business part of the VCS?	VCS:- Voluntary and Community Sector. Is your Business active on a local or community level, are you small, modestly funded and largely dependant on voluntary, rather than paid, effort.	<input type="checkbox"/>
vii	Is your business a Mutual?	Is your Business an industrial and provident society, such as co-operative societies or societies formed for the benefit of the community, e.g. credit unions, friendly societies, working men's clubs and building societies.	<input type="checkbox"/>
viii	Is your business a social enterprise?	Does your Business have primarily social objectives whose surpluses are principally reinvested for that purpose in the business or community, rather than being driven by the need to maximise profit for shareholders and owners.	<input type="checkbox"/>
ix	Is your business a Community Interest Company?	Is your Business a limited company, created for the use of people who want to conduct a business or other activity for community benefit, and not purely for private advantage.	<input type="checkbox"/>
x	A diverse supplier not meeting any of the above criteria.		<input type="checkbox"/>

3. Business Name & Address

If you are a sole trader trading under your own name, please insert your name in the "Business name" box.

a Business Name:			
Address:			
City/Town:		County	
Postcode:		Country	
Email address:	<div> <div>1) General Contact Information</div> <div>2) Remittance Advice:</div> <div>3) Purchase Order:</div> <div>4) Weekly Summary Report of your invoices:</div> <div>5) Upon receipt of invoice:</div> </div>		
All the information listed 1) to 5) can be sent to you by email. The same email can be quoted or a different email can be specified for each activity if required.			

4. Taxation Details

a Are you registered for VAT in the UK?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes , you must enter the VAT Reg. No	GB											
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b If you are registered for any EU taxes, please state the Country, your full Tax Registration No. with the Country prefix:

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5. Payment Details

A Payments are made by BACS Ltd as this offers greater security for your payment and speedier banking direct to your account.

For payment by BACS, please complete the following details:

Bank / Building Society name	
Branch	

Sort Code*

										Building Society Roll No.	
--	--	--	--	--	--	--	--	--	--	---------------------------	--

Account No.*

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Account name

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* For a bank account, these details refer to the sort code of the bank and the bank account number of your business (your bank account number will be 8 digits long). If you have a building society account, they refer to the building society's bank details. If in doubt, please check with your bank or building society.

6. Name of person authorising on behalf of the supplier

Signature

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Name

--

Position in business

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Telephone

--

Fax

N/A