My Place

THE MY PLACE FUND APPLICATION FORM

The My Place fund is available for people who now have their own tenancy after experiencing a period of homelessness.*

This fund managed by the **Leicester Homelessness Charter**, administered by our delivery partner **Open Hands**

All applications will be reviewed and considered if the criteria is met.

Please complete the below form and email to **admin@openhandsleicester.org.uk,** quoting **'My Place Application'** in the subject line

Alternatively, please drop completed form at Open Hands, 19 Lower Willow Street, LE1 2HP

* 'The My Place fund is open to individuals and families who have faced a period of homelessness. It is open to individuals living in Leicester City who have started anew tenancy in the past 6 months'

1. REFERRER (if self-referring please go to section 2)

Name:

Organisation:

☐ I am referring on behalf of the person named below

☐ I would like to be the preferred contact for this application process

Address:

Post Code:

Tel:

Email:

2. APPLICANT

DATE: ____ / ____ / ____

☐ I am self referring

Title:

First Name:

Last Name:

Date of Birth: ____ / ____ / ____

Ethnicity:

Address:

Post Code:

Tel:

Email:

☐ I have been homeless or in temporary accommodation within the last 6 months*

☐ I now have a tenancy for my own property

☐ I consent to be contacted for 3 monthly updates if my referral is successful

☐ I have attached a copy of my tenancy agreement

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3. WHAT WOULD YOU LIKE MY PLACE TO HELP YOU WITH?

If your application is successful, The My Place fund will provide items to support the need requested. To enable us to support more individuals through the fund, we reserve the right to provide the most cost-effective option when providing items.

Name of item / Description	
What will it help you achieve?	
Where is item to be purchased from? ☐ I would like help / advice on where to find the item	
Cost	
Any additional information? For example, "On going cost"	

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ADDITIONAL INFORMATION

Is there anything else you would like us to know about you or the items requested?

YOUR INFORMATION

The information you provide will only be used to process this application and will be handled in line with our data protection policy and procedure.

FOR OFFICE USE ONLY

Date Referral received	☐
Eligibility check completed	☐
Copy of tenancy agreement attached	☐
Item on green list OR	☐
Item approved by Leicester Homeless Charter OR	☐
Application rejected (feedback given to referrer)	☐
Item purchased	☐
Cost of item	☐
Delivery / Collection date arranged with recipient	☐
Delivery / Collection completed	☐
Information uploaded to spreadsheet	☐
Copy of invoice / receipt forward to OH Finance	☐
All paperwork completed and filed	☐

4. FOR OFFICE USE ONLY