

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



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

Name:

Organisation:

☐

I am referring on behalf of the person named below

Address:

☐

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

Post Code:

Tel:

Email:



2. APPLICANT

Title:

First Name:

Last Name:

Date of Birth:

 / /

Ethnicity:

DATE: / /

☐

I am self referring

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





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

*The applicant must have been homeless or in temporary accommodation within the last 6 months

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"	





ADDITIONAL INFORMATION

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



HOW TO SUBMIT YOUR APPLICATION

Please return completed form to us either:

- **By email:**
admin@openhandsleicester.org.uk
- **Or post or drop off:**
Open Hands
19 Lower Willow Street
Leicester
LE1 2HP



Please note:

Incomplete forms may delay the process



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 – AUTHORISATION

Addressed

Date: ____/____/____

Name: _____

Signed: _____

Approved

Date: ____/____/____

Name: _____

Signed: _____

Awarded

Date: ____/____/____

Name: _____

Signed: _____

Over £250 Notes
Additional sign off
by Charter agreed
(if required)

☐

Notes

Review (Qtrly)

Qtr 1 Date: _____

Qtr 2 Date: _____

Qtr 3 Date: _____

Qtr 4 Date: _____



**Leicester's
Homelessness
Charter**

TACKLING HOMELESSNESS TOGETHER

Administered by

