

# Personal Recovery Support Fund

## Briefing Note for ACHIEVE staff

The Personal Recovery Support Fund makes available small awards of up to £300 in value to support individuals being supported by ACHIEVE (across Bolton, Salford and Trafford) to reach their recovery goals.

### The role of ACHIEVE staff

ACHIEVE staff play an important role in the delivery of this support fund:

- **Making service users aware** of the fund, particularly when you see clear need for financial support to achieve their recovery goals
- Providing service users **with electronic / paper copy** of the application form and guidance
- **Requesting further information** of service users if their application is not clear
- Complete the '**supporting statement** from ACHIEVE support worker' section
- **Submitting the completed application** to Salford CVS Follow-up with service users.
- Following up with services users 3-6 months after their award to **collect some feedback** on the outcome and impact of the support

### The Support Fund

This fund is designed to **meet real need** of ACHIEVE service users. This may be to pay for decoration materials, item of furniture, cooker or fridge freezer, a laptop to manage welfare claims / job applications etc.

Due to a three-fold increase in demand on this fund during 2020/21 **only applications for one large item (e.g. laptop or washing machine) with normally be considered.**

**It is most definitely not** a '£300 personal shopping budget' for items they may happen to want (e.g. 52" widescreen TV).

Please note that urgent / crisis support for taxi journeys cannot be supported.

Applications are assessed on a monthly basis.

## Note on the 'Supporting Statement'

As front line staff making recommendations on these funds it is essential that your supporting statement includes the following:

- Your view on how the application will assist the individual achieve their recovery goals.
- Confirm that no other means of support have been identified to fund items in the bid.
- Confirm that any successful award will be referenced within the individual's recovery plan

## Decisions on Awards

Decisions are taken on a monthly basis by the Grants Manager at Salford CVS. Both the Achieve keyworker and client will be informed the outcome of the application.

**Delivery of furniture / white goods** will be arranged directly with the client.

**Laptops, dongles and vouchers** will need to be collected by Achieve keyworkers from Salford CVS' office in Eccles. For details of how to find us see: <https://www.salfordcvs.co.uk/contact-us>

## Contact details

**For general enquiries contact the Grants Team at Salford CVS by email at:**

[grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk) or tel: 0161 787 7795

**Please submit completed Personal Recovery Support Fund applications via email to:**

[grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk)

**Postal Address:** Salford CVS, The Old Town Hall, 5 Irwell Place, Eccles, M30 0FN