



## **Derbyshire Safeguarding Adults Board Vulnerable Adult Risk Management (VARM) Hoarding Grant Staff Guidance and Procedure**

The VARM Hoarding Grant is a small multi-agency funded budget of around £10,000 per year—funded by Derbyshire County Council Adult Care, Derbyshire Fire and Rescue Service and Derby and Derbyshire Clinical Commissioning Groups – which is linked to the VARM process. Applications can be made once agreement has been sought from the VARM Chair. The grant can be accessed to provide practical support for service users who are in a VARM process for example clearing a property and disposal of rubbish / waste, skip hire, minor electrical / plumbing repairs. These funds are only available when no other funding is possible and in exceptional circumstances. Other avenues to consider for funding include;

- DFRS Protecting the Most Vulnerable Fund
- SSAFA
- National Coal Board for ex miners
- British Legion

### **Related documents**

- VARM Hoarding Grant application form
- VARM Hoarding Grant flowchart

### **Criteria**

- Maximum grant per application is £500.00 excluding VAT;
- Multiple applications for the same service user will only be considered in exceptional circumstances;
- The Service User must be in a VARM process.

### **Guidance**

Applications must be submitted using the VARM Hoarding Grant application form – see Appendix 1.

The application must be completed in full with an explanation about what the funding will be used for, together with accurate costing information, including VAT, and emailed to DSAB Business Services at [DerbyshireSAB@derbyshire.gov.uk](mailto:DerbyshireSAB@derbyshire.gov.uk). DSAB Business Services will acknowledge receipt of the application within forty-eight hours.

There are three Approvers of the grant – as of April 2018 these are Wendy Holehouse, Derbyshire County Council; Bill Nicol, Derby and Derbyshire Clinical Commissioning Groups;



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and Kevin Page from Derbyshire Fire and Rescue Service. At least two of the Approvers must agree and authorise the application.

A decision regarding the application can normally be given within 7 working days – for urgent applications, it is advised a telephone call is made to DSAB Business Services.

DSAB Business Services will update Mosaic and the VARM Hoarding Grant spreadsheet with all the relevant information regarding applications and approvals.

Within forty-eight hours of being notified by the Approvers of the decision regarding the application, Business Services will notify the applicant. All applications and approvals are tracked on a spreadsheet.

Should circumstances change and approved funds are no longer required DSAB should be notified and funds will be made available for other applications. If approved funds are not spent within 6 months of the approval date the funds will be made available for other applications.

The preferred method of payment is by invoice. The original applicant is responsible for ensuring the invoice is correct before emailing it to DSAB Business Services at either [DerbyshireSAB@derbyshire.gov.uk](mailto:DerbyshireSAB@derbyshire.gov.uk), who will process it for payment. For urgent cases where a cash payment is necessary, the applicant should notify DSAB Business Services who will endeavour to facilitate this.

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