**Liverpool Covid Self Isolation Support Reimbursement Programme**

**Claim Guidance**

1. **Overview**

Self-isolation of people who have coronavirus, or are at high risk of having the virus, is an integral part of the Covid-19 response and will remain so throughout the medium term, particularly considering the threat posed by new variants. There is also a need to ensure high uptake of testing.

The main reported barriers to successful self-isolation include:

* A lack of understanding about self-isolation requirements and the importance of self-isolation;
* Concerns about financial consequences and employment risks; and
* The practical, social, and emotional consequences of self-isolation, including access to food and other essential supplies, not being able to carry out caring responsibilities and practical tasks such as dog walking, impact on mental health and wellbeing, including loneliness and boredom.

Funding is now available from Liverpool City Council’s Covid funds to part reimburse/reimburse some of the costs that the voluntary, community and faith sector may have incurred. Claims can be made for the period 1st March 2021 – 30th September 2021 in supporting their local communities to self-isolate successfully when instructed to do so.

1. **Type of funding available**

This is funding that can only be used to reimburse part of/ the cost of activity already incurred from March 2021 to September 2021 that provided, social and emotional support to those who were self-isolating.

These may have been:

* individuals who were contacted by NHS Track and Trace and told to isolate
* individuals who had close contact with a confirmed case and chose to self-isolate
* individuals who had caring responsibilities for someone who was self-isolating e.g. child or elderly person

Support may be wellbeing measures including engaging in social contact, providing reassurance, providing check-ins and making welfare calls. Mental health support measures could include support groups, telephone help lines and online mental health support communities.

There is no minimum or maximum claim but reimbursement will be discretionary and subject to available funds and the receipt of suitable information. The total amount funding available will be determined by the Government once the claim for reimbursement has been received.

1. **Who is eligible to apply?**

This grant is aimed at the Voluntary, Community, Faith and Social Enterprise Sector in Liverpool.

To be eligible your organisation must:

* Be operating for the benefit of Liverpool residents
* Have a constitution or governing document that contains clear charitable objectives
* For Community Interest Companies, have at least three directors
* Have a bank account in the name of the organisation with two or more signatories
* Have your organisation’s latest annual accounts, or income/expenditure statement for the last 12 months (or bank statements if your organisation is under 12 months old)
* Have a Safeguarding Policy if your organisation works with children, young people or vulnerable adults
* Have all insurance cover required by law, including employers’ liability insurance and public liability insurance
* Have a health and safety policy that complies with current legislative requirements
* Have risk assessment processes as applicable
* Have Equal opportunities policies or statements that you operate (e.g. relating to race, gender, disability, religion, age and sexual orientation) that complies with all legislation

The following are not eligible for funding via this programme:

* Individuals, or organisations applying on behalf of individuals

Statutory bodies

Organisations located outside Liverpool

Companies limited by shares

Hospitals, health authorities

Medical research

Universities, colleges or schools

Academic research, scholarships or bursaries

Organisations set up to support animals

The promotion of religion or political views

Large capital costs including large scale renovations and the purchase of vehicles

The promotion of philanthropy and endowment appeals

Organisations must be able to evidence for which activities they are seeking reimbursement and provide payroll evidence or receipts etc should they be requested. **Organisations will also need to confirm that their claims will not duplicate restricted funding that may have been used to cover this expenditure during the claim period.**

1. **Timetable**

Claims should be returned no later than **5pm Thursday 21st October.**

Organisations will be informed week commencing 15th November whether their claim is able to be awarded.

**CLAIM GUIDANCE**

**Section A – Organisational details**

This is where you can tell us about your organisation, including your main area of work. As with the rest of the form, please note the word count.

**Section B – Programme details & Costs**

In this section we need to know about your project, the number of self-isolating individuals you supported and the costs of your activity.

**Please note, claims need to be recorded on the claim form to cover two periods (from 1st March 2021 to 31st July 2021 and 1st August 2021 to 30th September 2021)**:

1. Please describe the activities that you provided during both claim periods to self-isolating individuals
2. Please detail the total number of self-isolating individuals you supported during both claim periods
3. Please detail the total number of volunteers involved in delivering activities.
4. Volunteer expenses could include lunch, PPE etc. This should not include travel which is detailed later on the form.
5. Employee costs should be based on payroll cost for the time spent on delivering support to those isolating.
6. Overheads – you can claim up to 10% of your employee costs as overheads.
7. Capital items -we can only reimburse capital costs up to 10% of the total claim value. However, do provide full details of your capital expenditure. Capital expenditure includes one-off items, equipment, materials, or resources.
8. Travel expenses: please include volunteer and employee travel expenses here
9. Please detail costs of food and essential items costs here
10. Please include cost of training (this might be staff time or external provider training costs) for the project.
11. Please detail any other costs of delivering the activity not already included.

This is a reimbursement scheme only, not a grant application for future costs. You can only claim for the cost of work carried out in supporting individuals who were self-isolating, from March- September, not general Covid support work.

There is a limit on the amount of funding that you can be reimbursed for capital costs, and this is limited to 10% of your total claim.

**If you have any questions regarding this guidance or the claim form, contact Capacity Building on** [**covidresponse@lcvs.org.uk**](mailto:covidresponse@lcvs.org.uk) **using the header “COVID REIMBURSEMENT CLAIM” or via telephone on (0151) 227 5177.**