**GF EMERGENCY SUPPORT FUND GUIDANCE**

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| **Aim of Fund** | **To provide immediate support for vulnerable families who are in an emergency crisis from across the Grace Foundation schools community** |
| **Overview** | The **GF Emergency Support Fund** is administrated by the ITD Charity which is led by Gary Spicer and represents a personal donation from Lord Edmiston. |
| **Criteria** | **The Fund can be used for supporting individual families who are:**   * A member of our Partner school community * Currently being supported by the Ethos Team in some way   **The Fund can be used for:**   * Practical household items such as beds, fridges or washing machines * Equipment for families in need * Food items or Food Vouchers * Technology to support individual learners * Other special requests for individuals may be considered   **It cannot be used for:**   * Cash donations to individuals * Subscriptions or ongoing costs (i.e. Internet Sign up)   There is an allocation of £2000 Per Partner School.  There is a guide limit of up to £300 per individual except by special request.  **The fund is valid until August 31st 2023.** |
| **Process for application** | * Application form to be filled in by member of Ethos Team liaising with school * Signed by member of Ethos Team * Submitted to D Boden from Grace Foundation for Approval * D Boden/G Spicer will approve and submit to ITD charity for actioning request * Do not submit directly to ITD or your application will be rejected * Requests will be actioned as soon as possible   It will be helpful if schools keep track of approved expenditure for their own records  Stories of impact / feedback from individuals where appropriate are appreciated |