

1. MyPlace funding is for people who now have their own tenancy after a period of homelessness.
2. Each application will be considered by members of the HOPE Forum and we have allocated around £250 for each application.
3. Applications higher than £250 will go to another review board.
4. Please return completed referral forms to Dear Albert
 - a. scanned via email to hello@dearalbert.co.uk
 - b. in person/by post: Dear Albert The Stairway Project, 68 Humberstone Gate, Leicester LE1 3PL

1. REFERRER (if Self Referring, please go to Section 2)

Name: <input type="checkbox"/> I am referring on behalf of the person named below <input type="checkbox"/> I would like to be the preferred contact for this application process	Organisation: (if applicable) Address: Postcode:
Tel:	Email:

2. APPLICANT

Name: <input type="checkbox"/> I am self referring	Address: Postcode:
Tel:	Email:
Situation / Housing status*: <i>*MyPlace funding is for people who now have their own tenancy</i>	
In receipt of benefits / Employment status <i>please describe, for example: not currently working, permitted work, full time work</i>	

3. What would you like MyPlace to help you with?	
Name of item / Description:	
What will it help you achieve?	
a. Where is the item purchased from? <input type="checkbox"/> b. I would like help or advice to find the item	
Cost: And any additional information? <i>for example: ongoing cost</i>	

4. For Office Use ONLY				
Assessed: date, name & signed		Approved date, name & signed		Awarded date, name & signed
Over £250	Approved date, name & signed		<input type="checkbox"/> Demographic form completed	
Review (quarterly) date, name & signed	Q1) date:	Q2) date:	Q3) date:	Q4) date:
End of year (Q4 review) This benefactor has attended the HOPE Forum: YES or NO. if YES:				
<input type="checkbox"/> Once	<input type="checkbox"/> 2 - 4 Occasions		<input type="checkbox"/> Regular at HOPE activities	