

Appendix 1:

Foster Carer Section

(To be completed by the fostering household applying for funding. Once this and the supervising social worker section has been completed, it will be submitted to the Fostering Team Manager)

1. Personal details of the fostering household applying for funding:					
1.1	First Name (s):				
1.2	Surname (s):				
1.3	Address				
1.4	Supervising Social Worker				
2 Criteria Questions					
2.1	What building works are you requesting funding for? <i>(Loft conversion, extension or other? Please specify.)</i>				
2.2	What is your reason for requesting funding? <i>(e.g. additional space for hard to place children, to enable a child to have a long term/permanent placement which would not be otherwise possible. Please provide details if possible)</i>				
2.3	How long have you been a foster carer with CBC	Years		Months	
2.4	What placements are you able to/will you be able to offer to CBC Children	Now		With Funding	
		Yes	No	Yes	No
	Siblings				
	Children aged 12 and over				
	Children aged 5-9				
	Children under the age of 5				
	Permanent Placement				



2.5	<p>Does your Fostering approval categories cover the prepared placements? If not, what Fostering Panel will this be presented to, to address any variations.</p>	
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Please ensure that you enclose all of the following information as part of your application for funding.

Supporting Documentation	Attached/comment
Official Copies of the Title to your property from the Land Registry – Register and Title Plan if registered. If unregistered the original deeds or certified copies.	
An outline of the works to be conducted <i>(This needs to cover all known major items)</i>	
Copy of the plans that have been drawn up by a builder <i>(at this stage the plans can be drawn up by a builder as a guide to what is possible)</i>	
Estimate of costs <i>(from 3 reputable builders)</i>	
Confirmation that once the conversion/extension is complete that the property will conform to the Standards set out in the H & S and Building Regulations Control	
Last 3 months bank statements	
List of incomings and outgoings	
Proof of household income (i.e. payslips)	

Declaration

I hereby agree that an amount of £100 per week or £175 per week (delete as applicable) can be deducted from my foster carer fee for the repayment of the loan.

Name: (Printed) _____ Signature: _____

Date: _____

Social Worker Report		
1. Reason for funding request: <i>(State whether the funding is for a loft conversion, extension or other – give details)</i>		
2. State if the applicant(s) meet the relevant criteria?		
Criteria	Yes/No	Any additional information that may support the application
3.1	Approved foster carers	
3.2	Has there been any standard of care issues within the last 18 months?	
3.3	Is the fostering household willing to take 'difficult to place' children? (E.g. teenagers, sibling groups, those with challenging behaviours)	
3.4	Will the works enable a child to have a long term/permanent placement with that family that would not otherwise be possible?	
3. Which priority do the applicants(s) sit within? Delete as applicable		
	Priority Information Foster Carers that can offer placements to:	Yes/No
One	Sibling Groups	
	Children over the age of 11	
	Permanent Placements	
Two	5-9 Year olds	
Three	Under 5 year olds	
4. Has the following information been included in the applicant(s) application?		
	Information	Yes/No
5.1	Confirmation from the Council's Legal Service that there is nothing on the property title to prevent the Council registering a charge to protect the loan. [This should be carried out at the beginning of the process]	



	(ii) Confirmation of consent from any existing mortgage lender or chargeholder and any landlord or shared equity owner	
5.2	An outline of the works to be conducted <i>(This needs to cover all known major items)</i>	
5.3	Copy of the plans that have been drawn up by a builder <i>(at this stage the plans can be drawn up by a builder as a guide to what is possible)</i>	
5.4	Estimate of costs (from 3 reputable builders)	
5.6	Confirmation that once the conversion/extension is complete that the property will conform to the Standards set out in the H & S and Building Regulations Control	
5.7	Last 3 months bank statements	
5.8	List of incomings and outgoings	
5.9	Proof of household income (i.e. payslips)	
6.	Has the foster carers approval to care for additional children or children on a permanent basis been presented to Fostering Panel (this will be required before proceeding with the application.	
7.	Recommendation of Social Worker: Name:	

Declaration

I hereby verify that I have checked the application and I am satisfied that the applicant(s) fit the criteria for the required loan.

Name: (Printed) _____ Signature: _____

Date: _____



Recommendation of Fostering Manager

(In liaison with the Practice Manager)

1.	Do you recommend the applicant(s) is/are suitable candidates to receive funding?	Yes/No
	Notes:	
2.	Does the applicant(s) have the relevant fostering approval to proceed?	Yes/No
	Notes	
3.	What is the recommended funding budget?	£
	Notes:	

I confirm that I have checked the application and I am satisfied that the applicant(s) fit the criteria for the required loan.

Name: (Printed) _____ Signature: _____

Date: _____

Date of Resource Panel Application:	
Notes:	
Decision of Resource Panel:	Agreed / Declined
Notes:	