

BIRMINGHAM CITY COUNCIL

Homes for Ukraine Guest Move On Funding

Are you ready to move into independent housing?

If you are a Ukrainian guest under the Homes for Ukraine scheme operated by Birmingham City Council, you can apply for funding to support you moving on to independent housing, immediate checklist for completing the application form:

- ✓ Apply when you have found a property
- ✓ Complete the online application form
- ✓ Send Evidence to: move-on@springhousing.org.uk
- ✓ Application sent for payment processing when evidence has been validated
- ✓ New payment process so funds can be released in hours

Further information on the application process and accepted evidence can be found on next page.

Birmingham City Council

Move On Funding for Homes for Ukraine guests

Important: We aim to make payments the same day that the application form is received. However, we advise that payments can take up to 48 hours due to having to validate the application and the payment processing deadline of 1:30pm (payments are sent at 1:30pm each day, applications received after that will move into the following days' pay run).

To ensure there is no delay to the 48 hours, please use the following hints and tips to support you in completing the form.

How to get your application processed quickly:

Application for move on funding pro forma:

- **Completing the application form;** the form can be viewed in Ukrainian and Russian, but please can we ask that you provide answers in English, this means the team can validate your application immediately (and not have to outsource to a translator or ask you resubmit).
 - **Completing the application form;** please add a telephone number and email address to section 1 (questions 5 and 6) so that the Spring Housing team validating your application can contact you should key information be missing.
 - **Completing the application form;** For boxes checked as per section 15 – you must check supporting evidence boxes (that you will supply by email) as per question 24. If funds are being paid direct to you - please provide reason why in question 18.
 - **Evidence:** send the supporting evidence (as tick boxed/ checked off in question 24) to: move-on@springhousing.org.uk with your full name (first name and surname, as you provide in section 1 of the application form) as the subject of the email. Without providing evidence and adding your name as the subject of the email – there will be a delay to processing your application.
 - **Evidence:** A copy of the tenancy agreement (outlining cost of rent) or rent invoice / rent receipt Spring Housing team check for:
 - a.) Ensure it is an Assured Shorthold Tenancy contract/ agreement.
 - b.) Minimum terms (at least 6-month contract/agreement e.g., 3 months should not be accepted).
 - c.) Name and signature on contract/agreement matches the applicants name detailed in Move On application form.
 - d.) Start date should be detailed on tenancy contract/agreement.
 - **Evidence:** Rent deposit invoice or receipt (tenancy deposit scheme). Spring Housing team check for:
 - a.) Double check if detailed in above, if not communication between estate agent/ landlord to confirm rent deposit for applicant completing form.
 - **Evidence:** Holding deposit fee receipt. Spring Housing team check for:
 - a.) Communication between estate agent/ landlord to confirm holding deposit fee for applicant completing form.
 - **Evidence:** Furniture / White goods and Moving costs receipts. There are limitations to what is accepted – furniture should be essential needs. Please refer to the FAQ's document on the Birmingham City Council Move On funding website, which provides a list of accepted goods.
- Evidence:** Initial bills (cannot pay beyond first 12 weeks of tenancy start date). Spring Housing team check for:

- a.) Check start date of tenancy (to ensure alignment with first 8-12 weeks cover)
- b.) Copy of bill – paper or email copy containing applicant's name.
- Will cover gas, electricity, water, and council tax.

How to access the application form:

To access the application form, please visit:

[This will take you to the webpage for information on the move on funding, covering eligibility, funding available and supporting documents.](#)

[Or visit: This will take you to the webpage for Birmingham City Council, you can type Move on funding in the search bar which will take you to the dedicated move on webpage and type "Move on funding" in the search bar of the website.](#)

Who to contact regarding the application process?

You can email the Spring Housing team at: move-on@springhousing.org.uk

If I want to speak to someone in person, where can I go?

Spring Housing Advisors will be at the following engagement sessions:

Monday 11:00 – 13:00: Sutton Coldfield Library, Red Rose Centre, Birmingham, B72 1XX

Sutton Coldfield group – Spring Housing attend every fortnight to engage with guests, hosts and volunteers to signpost and support with any housing queries

Wednesday 12:00 – 17:00: JQ Hub, 24 Mary Street, Birmingham B3 1UD

This is one of Spring Housing's weekly advice sessions that is run in one of Spring's offices in Jewellery Quarter - offering 1:1 hourly housing advice sessions to all Homes for Ukraine guests within Birmingham.

Wednesday 11:00 – 14:00: The Moseley Hive, 93 Alcester Road, Birmingham, B13 8DD

Moseley Hive's community gatherings – Spring Housing advisors attend every fortnight to engage with guests, hosts and volunteers to signpost and support with any housing queries.

Next time Spring will be there will be Wednesday 15th of February and then Wednesday 22nd.

Friday 12:00 – 16:00: Hestia House, 22 Old Walsall Rd, Birmingham, B42 1DT

This is one of Spring Housing's weekly advice sessions, run at their head office in Hamstead - offering 1:1 hourly housing advice sessions to all guests within Birmingham

Friday 10:00 – 12:00: Harborne Baptist Church, Harborne Park Road, Birmingham, B17 0DH

Weekly sessions run by a volunteering host Sara Cowley - Spring Housing attend every fortnight to engage with guests, hosts and volunteers to signpost and support with any housing queries.

What will they cover?

In 1:1's sessions advisors will cover:

- Provide information on accommodation options and signpost to key information

- Ensure tenants can access the Homes for Ukraine Move On Funding (as soon as they have located a property on the market) and help with completing the application
- Provide tenancy outreach support to guests that have moved on to independent living from their host to support with starting and maintaining their tenancy and utility bills setup.