



### Policy – EB Community Support Grants

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## **POLICY FOR COMMUNITY SUPPORT GRANTS**

Temporary amendments added on 16.06.2020 to reflect a change in policy and practice during the time period March - Sep 2020 due to response to Coronavirus (COVID-19).

### **Summary of changes**

Due to Coronavirus (COVID-19) we are currently only able to provide grants for emergency funding and essential requirements. All other grants are temporarily on hold.

- DEBRA will be concentrating charity funds for grants in category 1. Urgent and Essential during this period (Point 5.1)
- Category 2 Enablement grants may be considered in exceptional circumstances (Point 5.1)
- All grants will need to be authorised by the Director of Community Support and Healthcare and the Director of Finance (point 5.2.6 and 5.4.1)
- Grants may take longer to process (Expect between 1 and 3 weeks) (Point 5.10.5)
- We will ask members to give us an idea of their financial circumstances in order to help us make decisions (Point 5.2.3)

## **1. POLICY STATEMENT**

DEBRA is committed to providing a fair and accessible application procedure for the allocation of charitable community support grant funding to all DEBRA members living with EB.

Community support grants exist as part of the DEBRA community support service which offers information, support and advocacy to anyone living with any type of EB.

## **2. PURPOSE OF THIS POLICY**

To provide a transparent outline of the application procedure and decision making process for all community support grant applications and expenditure of funds.

## **3. SCOPE**

This policy applies to all DEBRA members living with EB and should be used by staff working within DEBRA. Information within this document will act as guidance to all applicants.

## **4. OBJECTIVE**

DEBRA aims to provide community support grants to enrich the lives of members living with EB through a fair, clear, timely and consistent approach.

## **5. POLICY DETAILS**

### **5.1 What is the purpose of DEBRA community support grants?**

The DEBRA community support grant fund is a limited charitable resource accessible to DEBRA members living with EB for (although not exclusive to) the following three main purposes:

- Emergency and essential funding requirement (need to have)
  - to relieve physical and psychological stress
  - to promote the best current practice in treatment and support
  - to promote and facilitate safety and essential comfort
- Enablement funding (should have)
  - to encourage and enable well-being, integration into society and independent living.
  - to provide essential respite through the use of the DEBRA holiday homes
- Enrichment funding (nice to have) and attendance of DEBRA activities and events
  - to enhance daily living, promote independence, education, learning, travel and fun
  - to engage in, support and enjoy DEBRA events and activities
  - to attend in the role as a social 'guest' or in the role of supporting fundraising and raising awareness of DEBRA.

## **5.2 Available funding and the decision-making process for grant approval**

5.2.1 The three categories of community support grant are financed through charitable funding. The amount available for EB community support grants may vary each year depending on funds available. For this reason the DEBRA Community Support team will assess the need for a grant according to priority, using the criteria outlined below (see Appendix 3). This can be a difficult process, but the DEBRA community support managers are in a unique position; they are often actively involved in many areas of their client's/the applicant's life, not just processing grant applications.

5.2.2 Any expenditure relating to a person living with EB will be allocated to the support grant budget as it is considered to be charitable expenditure.

Grant applications are not means tested. Each individual is assessed on their own merit, circumstances, priority, previous funding and the availability of funding.

5.2.3 The DEBRA support grants are not a means of funding financial shortfalls due to any changes in welfare provision, such as stoppage of DLA or PIP.

5.2.4 Budgets will be set each year, and only in exceptional circumstances will these be exceeded, for example, if urgent need arises and funds are available within DEBRA. Such applications will be discussed with the Director of Healthcare, Membership and EB Community Support and DEBRA's CEO.

5.2.5 It is recognised that Community Support Managers have the difficult task of managing requests and the given annual budget. But it is reassuring that evidence to date confirms that no essential/urgent request has been declined. Each regional community support manager will have a regional budget to manage and a remit to authorise grants within the allocated budget. This varies from year to year depending on charitable

funds available (see Appendix 1). Sums over the agreed budgets are to be submitted for discussion and may be authorised by the Director of Healthcare, Membership and EB Community Support.

- 5.2.6 DEBRA may have some donations that are given for a specific purpose. These are known as restricted funds. If any grant application meets the description for these restricted funds and falls within the remit of the grants policy, then these funds will be designated to fund the grant and the appropriate administration completed by the Membership Manager. When deciding to support a grant application, the decision making process remains the same whether or not there is a restricted fund. Where possible it is preferable to have unrestricted funds so that support can be given where and when it is most needed without any restriction.
- 5.2.7 In order to allocate DEBRA funding appropriately, other existing funding should be used where possible (e.g. Department of Work and Pensions and the National Health Service, Education, Housing, sponsorship of goods by a company and other disability funding). If, however, this would mean an unacceptable delay, then a grant will be considered.
- 5.2.8 Trusts, companies or individuals should not be approached directly on behalf of DEBRA to fund a support grant/funding requirement for a member of the EB community without discussion and authorisation by the Director of Healthcare, Membership and EB Community Support.

### **5.3 Who can apply for a DEBRA Community Support Grant**

- 5.3.1 Grants are available to anyone living with EB, of any age, who is a DEBRA member. 'Living with EB' is defined as:
- an individual with EB
  - a close family member
  - a carer of a person living with EB
  - a family member who has been bereaved within one year of the time of grant application
- 5.3.2 Access to grants is a benefit of becoming a DEBRA member. Membership of DEBRA is free and can be applied for at the time of the grant application. For those who are not members, the membership registration form is to be submitted with the grant application, unless otherwise agreed by DEBRA in exceptional circumstances.
- 5.3.3 Grant applications need to be supported by the recommendation of an EB clinical professional, a member of the DEBRA EB Community Support team, or another health or social care professional or agency. All grant applications will be reviewed by the applicant's nominated DEBRA Community Support Manager (if the applicant is not known to the Community Support team, the appropriate manager will contact the applicant).
- 5.3.4 Trustees or DEBRA employees living with EB will be treated the same as all other members for the grant decision-making process. Any grant that is made to a DEBRA Trustee must be declared in the annual accounts. This will be shown as the amount of grant funding received in any one year but no details of the nature of the grants will be given. Trustees must be informed of this prior to grant approval.

5.3.5 Grant applications can be made by anyone, but the person living with EB or their guardian should be consulted and give their consent to the application.

5.3.6 The DEBRA support grant terms and conditions (Appendix 2) need to be agreed to before an application can be processed.

#### **5.4 Decision process to authorise a grant**

5.4.1 The applicant's nominated area Community Support Manager must make an assessment of the request against the DEBRA purpose of grant summary (below) and priorities for emergency and essential grants (Appendix 3) and ensure budgeted funds are available before authorising a grant. All applications must be assessed and awarded fairly, transparently and taking into account previous grants awarded. In some cases, the Community Support manager may be required to discuss it with the Regional Community support Manager or the Director of Healthcare, Membership and EB Community Support.

Summary of criteria (one or more of the following):

- it benefits the physical and/or psychological health or safety of the EB client and/or their family
- it increases someone's ability to function in day to day life and their independence
- it forms part of the work that the community support manager and client are addressing e.g. budgeting/work/education/independence
- it is an emergency/crisis
- it improves quality of life
- it enables a person to reach a goal or opens up opportunities to them in the areas of education, work and leisure.

#### **5.5 Summary of priorities for support grants**

See Appendix 3 for further details and examples.

- Priority 1: essential support grants (need to have)
  - where a grant would improve the physical and/or psychological health and/or it would increase independence and ability to function in day to day activities
  - where financial hardship prevents a person from buying/replacing everyday equipment
  - in the event of a crisis/emergency
- Priority 2: enablement support grants (should have)
  - where a grant will enable a person to achieve a goal and/or give them wider options in the areas of education, work or leisure
- Priority 3: enrichment support grant (nice to have)
  - where a grant will improve the quality of life of a person living with EB or support short term enrichment

5.5.1 All grant applications must be made on the support grant form (Appendix 4) and all grant applications (requested, approved or not approved) are recorded on the

community support grants spreadsheet. Access to a person's previous applications and funding agreed will be taken into account in the decision-making process.

- 5.5.2 For priority 2 and 3 grants the community support manager may at their discretion ask the applicant to fill in a short grant request form themselves.
- 5.5.3 There has been no set maximum amount of funding available to any one individual through the support grants system over the years. However individual grant applications should not exceed £1000. All applications are assessed on individual merits and charitable funds available at the given time.
- 5.5.4 Where a request falls outside our criteria an exception may be made if discussed with and authorised by the Director of Healthcare, Membership and EB Community Support.
- 5.5.5 Other sources of funding must have been thoroughly explored before a DEBRA grant is awarded (see Appendix 7).
- 5.5.6 Where equipment has not been provided by statutory services or it is anticipated that there would be an unacceptable delay in provision DEBRA may prioritise the application.
- 5.5.7 In exceptional circumstances, a support grant may be considered necessary to wave or reduce the subsidised fee for members' use of the DEBRA holiday homes.

**5.6 Examples of items/activities not usually funded by DEBRA within the emergency or essential budget:**

- retrospective funding of goods/activities/any cost where funding has not been formally agreed by DEBRA. **All** applications require a signed support grant form from a community support manager of The Director of Health, Community support and membership.
- payment of debt/ongoing financial issues/shortfall arising from any welfare reforms
- payment of household bills/rent
- legal costs
- full funeral costs
- holidays/social events other than nominated use of our holiday homes and DEBRA events
- when funding has already been issued by DEBRA, or when DEBRA is aware of other funds that have been made available to the applicant
- when previous DEBRA support grants have been used inappropriately

Exceptions to the above may be included within the Education and Learning fund available. See section 5.8 of this policy for further details.

**5.7 DEBRA activity and events grants**

- 5.7.1 Any member living with EB may apply for a grant to attend a DEBRA activity or event, for example the Annual Dinner or a gala ball. A DEBRA event attendance request form



must be approved (see Appendix 6) and a support grant form must be completed (see Appendix 4).

- 5.7.2 At the start of each year a budget will be set, if any, and allocated to DEBRA activity and events grants for known/planned events.
- 5.7.3 Regional fundraising managers may nominate members to receive a grant or members may apply directly.
- 5.7.4 The opportunity to apply for a DEBRA activity and events grant will be published in *In Touch*, on the website and otherwise publicised as appropriate.
- 5.7.5 The Membership Manager will keep a record of applications and interest in attending future events in the community support and membership spreadsheets.
- 5.7.6 The decision to allocate a grant may be made on criteria such as: the number of tickets or funding available, the number of members applying, previous attendance of events, previous grants awarded, and whether or not members applying to attend will be undertaking a specific role at the event.
- 5.7.7 The Membership Manager will liaise directly with the event manager and the member concerned and ensure all necessary arrangements are made; this may include event tickets and may or may not include transport and accommodation. These grants will be logged separately as CST Charitable Funding by the Membership Manager.

## **5.8 The Education and Learning Fund**

- 5.8.1 This is a designated fund specifically for supporting members within the EB community to enhance daily living and promote independence for Members through education and learning.
- 5.8.2 Calls for applications to access the Education and Learning Fund will be made once a month. Applications can be made at any time but will be reviewed at the monthly management meeting. Grant applications for this fund will be assessed separately from all other DEBRA community support grants. An Education and Learning application form must be completed (Appendix 11). The application process for an Education and Learning grant can be found in Appendix 12.
- 5.8.3 The amount of funding available and budget for each year may vary at the discretion of the trustees.
- 5.8.4 Typically the maximum limit for a single grant application is £1,000 for this fund.
- 5.8.5 The trustees may also focus the purpose of a specific funding round.
- 5.8.6 The applications will be reviewed by the applicant's community support manager to assess if other statutory, charitable or DEBRA support funds are more appropriate.
- 5.8.7 The decision to award any funds available will be made by the Community Support Team Regional Manager panel.
- 5.8.8 All applications will be recorded and administered by the Membership Manager.
- 5.8.9 One application can be submitted to a maximum of £1,000, and if the application is approved the applicant cannot submit any further applications within 3 years from the date of approval.

- 5.8.10 Clear criteria for each application round will be made upon advertisement of the funds available. *In Touch* magazine, the DEBRA UK website and DEBRA Facebook pages will be used to advertise the funding available and application procedure.
- 5.8.11 Consideration will be made of other funding available to the applicant.
- 5.8.12 No preference will be given to DEBRA trustees, fundraisers, volunteers or employees. All funding granted to the above parties would need to be declared in the DEBRA Annual Report.
- 5.8.13 Once the decision to fund a grant has been made, the procedure for recording and funding the grants is the same as for all other support grants detailed in this policy with the exception that the Education and Learning grant offer will expire if the grant is not used within six months of approval unless otherwise agreed in writing by DEBRA
- 5.8.14 The terms and conditions of accepting funding from the Education and Learning Fund can be found in Appendix 14.

## **5.9 What if a grant is declined by DEBRA?**

- 5.9.1 If a grant is not authorised by DEBRA, where possible the Community Support team will signpost applicants to other agencies that may be able to assist. For example, this may include other charitable organisations that specialise in funding holidays and wish lists. See Appendix 7 for examples of other agencies and funding opportunities.
- 5.9.2 A letter will be sent to the applicant by the nominated Community Support Manager or the Membership Manager explaining why the application for funding has not been successful on this occasion.

## **5.10 How to make an application for a DEBRA support grant**

- 5.10.1 All requests to DEBRA for funding items, services or event attendance should be made through the community support grant process managed by the DEBRA Community Support team.
- 5.10.2 This includes items that DEBRA may have in stock (e.g. shoe insoles), attendance of fundraising events, travel costs and requests that may be referred to the Volunteer Development Manager for support e.g. where a volunteer living with EB is engaged by DEBRA to undertake activities that generate a need for funding.
- 5.10.3 A DEBRA Community Support grant request form (Appendix 4) must be fully completed for all funding requests for an individual living with EB wishing to access charitable funding. This form must be submitted electronically by the Community Support Manager to the DEBRA Membership Manager once authorised or declined.
- 5.10.4 An application form is filled in by or countersigned by the Community Support Manager. The grant form can be found in Appendix 4, in J:\Community Support\Support Grants\Policies & Procedures or on the DEBRA website ([www.debra.org.uk](http://www.debra.org.uk)). It must be completed electronically so it can be saved in a secure file online. It should be sent by email to the DEBRA community support manager for the relevant area to be authorised.
- 5.10.5 Once a completed grant application form is received or a grant request is made, the individual's community support manager will aim to respond within a week and a decision should be made within two weeks. Emergency and urgent grants will aim to be processed within one working day. Some grants will be discussed with the regional

community support manager, Community Support team or Director of Healthcare, Membership and EB Community Support. For large amounts of funding or exceptional circumstances the grant **will be** discussed with the Director of Healthcare, Membership and EB Community Support before the decision is made to authorise or decline a grant application.

- 5.10.6 If an urgent grant is made and a timely response is not made, the Membership team at DEBRA Head Office should be contacted (please call 01344 771961 or email [membership@debra.org.uk](mailto:membership@debra.org.uk)).
- 5.10.7 The Community Support Manager makes an assessment of the request against the criteria outlined within this policy and the priorities outlined in Appendix 3. The electronic form is forwarded to the DEBRA Membership Manager at the DEBRA Head Office who will process and record the grant.
- 5.10.8 Grants must be authorised before any expenditure. For emergency grants, verbal authorisation from the community support manager or Director of Healthcare, Membership and EB Community Support may be sought and a form filled out and supplied after this authorisation has been given. In the event of emergency, if none of the above can be contacted, DEBRA's Director of Finance can be called at Head Office.
- 5.10.9 A DEBRA Regional Fundraising Manager may apply on behalf of a member living with EB, and with the consent of that member, for funding to attend a DEBRA event and other necessary costs, if the member is an active fundraiser or is attending an event with a specific role to support the organisation. An annual budget, dependant on charitable funds available, will be set for this type of grant.

### **5.11 Process of the support grant application**

- 5.11.1 All support grant applications will be recorded by one of the Membership Administrators.
- 5.11.2 Once an authorised support grant form is received, the Membership Manager will liaise with the DEBRA Finance team who will arrange any payments or invoices. Approval of the support grant will be documented in a letter and sent to the applicant requesting signed confirmation of receipt of goods/funding.
- 5.11.3 If the grant is to be paid via the DEBRA expenses process it must be marked on the expense claim form which should be submitted with a copy of the relevant support grant form attached. For confidentiality only page one of the grant form should be attached to the expense form. All related receipts must also be attached.
- 5.11.4 Where possible payment should be made directly for the item/service. Where a cheque or cash is given directly to the applicant then the terms and conditions and receipt form should be signed by the applicant and filed on the Community Support and Finance databases.
- 5.11.5 Any applications that go directly to the Senior Management Team or Trustees or any other team within DEBRA should be discussed with the relevant Community Support Manager before authorisation to ensure a clear and fair process for granting funds. This will establish whether the applicant is already receiving support from DEBRA and enable the sharing of information that may be relevant to the grant authorisation process.

**6. REPORTING AND AUDITING**

All records are maintained for audit purposes by the DEBRA Membership Manager.

Grant applications, both authorised and declined will be recorded on a spreadsheet and filed by the nominated Community Support Manager.

A monthly summary report will include:

- total number and cost per member granted
- list of grants authorised
- list of grants declined and reason for declining

**7. CONFIDENTIALITY**

DEBRA will act in accordance with the Data Protection Act 1998 and will not pass information relating to the applicant, grant application process or grants approved or declined on to any third party.

**8. COMPLAINTS PROCEDURE**

Where an applicant does not agree with the decision made, they have the option of having further discussion with their nominated Community Support Manager. If they are still unhappy they can raise the issue with their Regional Community Support Manager. If they feel the matter is still not resolved they can contact the Director of Healthcare, Membership and Community Support and follow the DEBRA complaints procedure.

Claire Mather  
 Director of Healthcare, Membership and Community Support  
 13 Wellington Business Park  
 Dukes Ride  
 Crowthorne  
 Berkshire  
 RG45 6LS

Email: [claire.mather@debra.org.uk](mailto:claire.mather@debra.org.uk)

**9. MONITORING, EVALUATION AND REVIEW**

The Director of Healthcare, Membership and EB Community Support Regional managers will monitor the usage, value for money, effectiveness and member satisfaction with the DEBRA support grant application procedure and authorisation of grants annually. The Director of Finance will audit the authorisation and payment of grants annually.

**10. ROLES AND RESPONSIBILITIES**

Party / Parties	Roles and responsibilities
-----------------	----------------------------

Director of Healthcare, Membership and EB Community Support	Oversee and manage DEBRA community support grants budget and application procedure
DEBRA Community Support Managers	Follow guidelines as set out in this document
DEBRA Membership Manager	Maintain records and process grants

## 11. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
EB	Epidermolysis Bullosa
SMT	Senior Management Team
Member of the EB community	Person living with EB or connected to someone with the condition

## 12. POLICY AMENDMENTS

DEBRA reserves the right to amend this policy and procedure at any time.

### APPENDIX 1: ANNUAL SUPPORT GRANT BUDGETS

2017 annual budget	£60,000
Regional manager sign-off limit	£500
Area manager sign-off limit	£300
DEBRA events budget	£3000 (all grants to be discussed with Director) (individual grants c£300, family grants c£500)

### APPENDIX 2: SUPPORT GRANT TERMS AND CONDITIONS

For charitable expenditure we are obliged to inform you of the points below in order to help us fulfil our legal obligations in respect of the granting of all support grants.

1. The offer of your support grant has been made in good faith and on the understanding that it is used for the person/goods/services as requested and agreed and authorised.
2. DEBRA retains the right to recover any funds given which have not been used for the purpose it was intended and agreed.
3. The item/service, or the value of the item/service, must not be fraudulently claimed back, cashed in and no duplicate application made to another organisation or charity.
4. Funds are usually paid directly to the supplier for the product/services requested. If this is not possible then a receipt for the services/product must be submitted to DEBRA as proof of purchase by you. Once this is received funds will be reimbursed to you by bank transfer, cash or a cheque.
5. The purpose of the support grant is that it will make a positive difference to the impact EB has on your life.
6. Given the wide range of products and services a grant may cover, we cannot give any endorsement or make specialist assessments for equipment or products.
7. Any item/equipment funded is your property, unless otherwise stated in the attached support grant letter.
8. All services funded are your (or your carer's) responsibility. (Your Community Support Manager is available for advice if required).
9. We do not offer on-going insurance or maintenance for items unless otherwise agreed.
10. Any safety or on-going problems need to be referred to the supplier in the first instance. (Your Community Support Manager can offer support in the same way they would help anyone with equipment or services they had privately purchased themselves).
11. If you no longer need the equipment purchased it may be possible to donate it to DEBRA for the benefit of others. Please talk with your Community Support Manager however there may be safety or storage reasons why we cannot recycle it.)
12. DEBRA requires you to acknowledge receipt in writing of all goods/services/funds received.

(August 2017)

### **APPENDIX 3: PRIORITIES AND EXAMPLES OF WHAT DEBRA FUNDS**

#### **1. HIGH PRIORITY – ESSENTIAL SUPPORT GRANTS**

Where a grant would improve physical and/or psychological health and/or increase independence and ability to function in day to day activities. This does not include things that would normally be provided by a statutory service unless there is an unacceptable delay.

Where financial hardship prevents you from buying/replacing everyday equipment.

In the event of a crisis/emergency. We are not able to fund ongoing financial issues and do not generally pay household bills/debts or rent. However, we do work with people to help them find solutions to financial difficulties.

Note that items that would normally be provided by a statutory service are marked with an asterisk (\*).

Grants which would improve physical and/or psychological health may include:

- a) travel to/ from medical appointments (overnight hotel) \*
- b) equipment \*
- c) bed (medical bed needed or domestic bed needed)
- d) fan/air conditioning units
- e) wheelchair \*
- f) research (e.g. travel to event)
- g) medical products not on prescription

Financial hardship grants may include:

- a) daily living
- b) household equipment e.g. washing machine \*

## **2. MEDIUM PRIORITY – ENABLEMENT**

Where a grant will enable a person to achieve a goal and/or give them wider options in the areas of education/work/leisure:

Education

- a) touchscreen laptops/technical equipment \*
- b) adapted pens/pencils .etc.
- c) school trips \*

Skills development

- a) Driving \*
- b) training (For example a short vocational course in book keeping)
- c) swimming lessons

## **3. LOW PRIORITY – ENRICHMENT**

Where a grant will improve the quality of life of a person living with EB or show care in difficult circumstances:

Events

- a) social (For example attending a dinner dance- may or may not be a DEBRA event)
- b) meetings (For example being able to meet with friends – not for DEBRA focused projects)

Services

- a) gardening
- b) decorating

Treats

- a) flowers
- b) spa days
- c) costs of staying at a DEBRA holiday homes

#### **APPENDIX 4: COMMUNITY SUPPORT GRANT APPLICATION FORMS**

Appendix 4a – for general use.

Appendix 4b - simplified form for use by nursing teams.

The form contained in Appendix 4a should be completed for all grants with the exception of grant applications made by Nursing teams, where the form in Appendix 4b should be used.



**APPENDIX 4a: COMMUNITY SUPPORT GRANT APPLICATION FORM – GENERAL USE**



**SUPPORT GRANT APPLICATION FORM**

Please refer to the DEBRA Support Grant Policy for full details. Grant funding is not awarded retrospectively.

Support grant requests submitted by nursing teams should be made via the simplified form “Support Grant Application Form – for Nursing Teams”

<b>Applicant's Name:</b>		<b>Type of EB:</b>	
<b>Membership No:</b>	<b>Progress No:</b>	<b>Email:</b>	
<b>Address:</b>			
<b>Telephone No:</b>		<b>Will you be making a monetary contribution?:</b>	
		Yes	£
		No	

<b>Does your household receive any of the following benefits? Please tick all boxes that apply:</b>	<b>Disability Living Allowance</b>				<b>Personal Independence Payments</b>			
	Care	Yes	No		Living	Yes	No	
	Mobility	Yes	No		Mobility	Yes	No	
<b>Housing Benefit</b>	<b>Universal credit</b>				<b>Working Tax Credit</b>			
Yes	No			Yes	No			
<b>Carers Allowance</b>	<b>Child Tax Credit</b>				<b>Other</b>			
Yes	No			Yes	No			

Item needed and cost -	For who -	Difference it will make -

**Any request where a statutory agency has a responsibility to pay for the item will not be funded.**

Have you applied to any other charity or organisation for this item or funding?

Charity / Organisation	Outcome

## Data Protection

DEBRA fully complies with the Data Protection Act 1998. We respect your privacy and will not pass your details on to any third party unless the name and contact details are required to process the grant, eg. a delivery company.

Please sign and date below:

Signed:

---

Print name:

---

Date:

---

***Please return this form to:***

Membership Manager  
DEBRA House  
13 Wellington Business Park  
Dukes Ride  
Crowthorne  
Berkshire RG45 6LS

Email: [membership@debra.org.uk](mailto:membership@debra.org.uk)

Telephone: 01344 77196

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**FOR OFFICE USE ONLY**

<b>Support Grant approved:</b>		
£	Name: Signed:	Date:
Comments:		
<b>Support Grant declined:</b>		
£	Name: Signed:	Date:
Reason declined:		

Priority 1 (Essential)       Priority 2 (Enablement)       Priority 3 (Enrichment)

**APPLICATION SUPPORTED BY: (i.e. Community Support Area Manager/Nurse)**

I confirm that I have the verbal consent to proceed with the grant application from the named client as outlined in the policy document.

Name:	Job Title:
Tel No:	Date:
I do support this application	Amount granted <i>(delete as appropriate)</i>
Region:	Grant Application No:
Is a Trustee?      Yes <input type="checkbox"/> No <input type="checkbox"/>	

**APPLICATION AUTHORISED BY: (i.e. Community Support Area/Regional Manager/Director)**

Grant Approved: £	No. Grants awarded YTD:
Grant declined: £	No. Grants declined YTD:
Grant authorized by:	Job Title:
Signed:	Date:

**Payment Details - Reimbursement via:** *(please ✓ all relevant boxes & provide details where required)*

- Community Support Manager will arrange to order and pay for the goods and have them delivered direct  
 Payment will be made by:       DEBRA Staff Expense Form       Credit Card       Invoice to office
- Member will purchase and pay for the goods themselves and forward the receipt to DEBRA for reimbursement
- DEBRA will arrange for a cheque to be sent as reimbursement for payment to: *(name and address of person cheque payable to):*  
 .....
- DEBRA will arrange for a BACS payment (***member must provide in writing: name of bank, account name, account number, sort code – this can be by BACS payment form/email/text/correspondence from member***):
- Inpatient costs       DEBRA Holiday Home
- Item taken from DEBRA stock

(August 2017)  
***A charity registered in England and Wales (1084958) and Scotland (SC039654)***

**APPENDIX 4b - SIMPLIFIED COMMUNITY SUPPORT GRANT APPLICATION FORM – FOR USE BY NURSING TEAMS**



**SUPPORT GRANT APPLICATION FORM - FOR NURSING TEAMS**

Please refer to the DEBRA Support Grant Policy for full details.

Applicant's Name:	Type of EB:
Membership No:	Telephone No.
Address:	
Telephone No:	Email:

Item needed and cost -	For who -	Difference it will make -

**Any request where a statutory agency has a responsibility to pay for the item will not be funded.**

Have you applied to any other charity or organisation for this item?

Charity / Organisation	Outcome	To be explored retrospectively Yes/No

## Data Protection

DEBRA fully complies with the Data Protection Act 1998. We respect your privacy and will not pass your details on to any third party unless the name and contact details are required to process the grant, eg. a delivery company.

Please sign and date below:

Signed:

---

Print name:

---

Date:

---

***Please return this form to:***

Membership Manager  
DEBRA House  
13 Wellington Business Park  
Dukes Ride  
Crowthorne  
Berkshire RG45 6LS

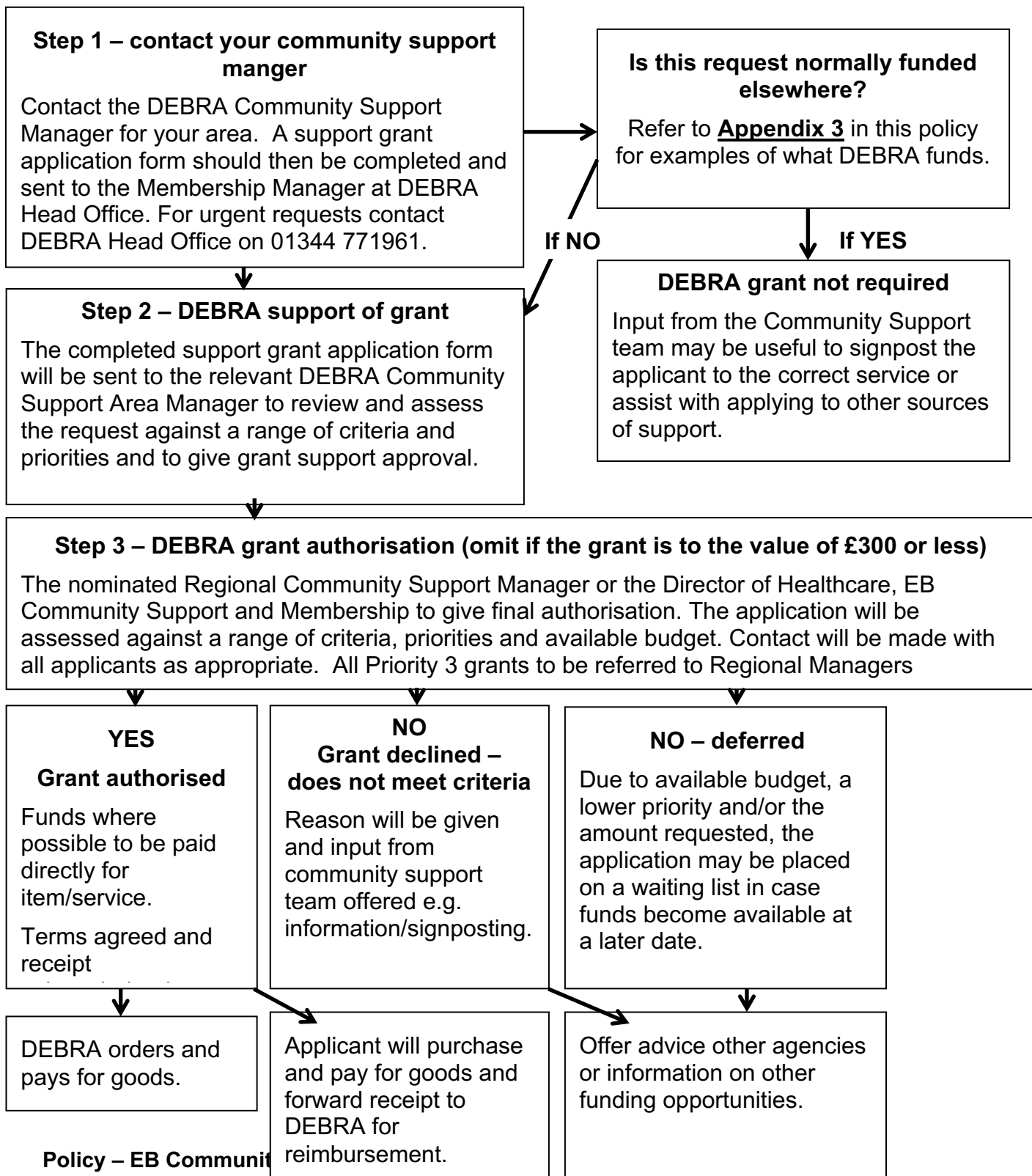
Email: [membership@debra.org.uk](mailto:membership@debra.org.uk)

Telephone: 01344 77196



**APPENDIX 5: HOW TO APPLY FOR A COMMUNITY SUPPORT GRANT**

DEBRA aims to provide community support grants to enrich the lives of DEBRA members living with EB. The DEBRA community support grant fund is a limited charitable resource accessible to DEBRA members living with EB. Anybody with EB or their family can apply for a grant whether you have previously had contact with DEBRA or not. If you are not a DEBRA member, you can join free at the time of support grant application by applying online through our website at [www.debra.org.uk](http://www.debra.org.uk).



## APPENDIX 6: DEBRA EVENT ATTENDANCE REQUEST FORM

### ATTENDANCE REQUEST TO A DEBRA EVENT



#### Section A – Applicant details

Title:	Surname:	First name:
Full postal address of applicant:		
Postcode:	Telephone No.	Membership No.
Email:		

#### Section B – About the event

Please let us know the details of the event you wish to attend, who will be attending and how you wish DEBRA to assist:

Name of event:	
Date of event:	
Location:	
Number of tickets requested:	
Names and relationship of those accompanying you:	
Do you need financial assistance for travel to/from event? If yes, how much:	£
Do you need financial assistance for hotel accommodation? If yes, how much?	£
Do you need help with anything else?	



**Have you applied to attend any other DEBRA events in the last year?**

*If yes, please give details of the name and date of the event, and how many tickets were requested, even if the application was turned down.*

**Why do you want to attend the activity and how will it benefit you?**

**Data Protection**

DEBRA fully complies with the Data Protection Act 1998. We respect your privacy and will not pass your details on to any third party unless the name and contact details are required to process the grant, eg. travel or accommodation bookings.

Please sign and date below:

Signed:

---

Print name:

---

Date:

---

If the member is undertaking a task or function at the event, the Fundraising lead must authorise the submission of this grant request:

Signed:

---

Print name:

---

Date:

---

***Please return this form to:***

Membership Manager

13 Wellington Business Park, Dukes Ride, Crowthorne, Berkshire RG45 6LS

Email: [membership@debra.org.uk](mailto:membership@debra.org.uk)

Telephone: 01344 77196

**Office use only:**

*Request accepted:*

*Request declined:*

*Reason given:*

*Level of funding awarded:*

*Date applicant informed:*

*Has this been logged on event fund log?*

*Raise Support Grant against this form*

*Signed:*

*Date:*

## APPENDIX 7: OTHER CHARITIES, AGENCIES AND FUNDING OPPORTUNITIES

The following information is correct as of August 2017.

Find this file and more useful resources at [J:\Community Support\Useful Information](#).

Organisation name	Resource summary	Website/contact
Able2Travel	Pre-existing medical condition travel insurance	<a href="http://www.able2travel.com">www.able2travel.com</a>
Carers Trust	Carers Trust works to improve support, services and recognition for anyone living with the challenges of caring, unpaid, for a family member or friend who is ill, frail, disabled or has mental health or addiction problems. Has special provision for young carers.	<a href="http://www.carers.org">www.carers.org</a>
Caudwell Trust	The Caudwell Trust provides family support, grants for equipment, short break activities, specialist sports equipment and supported holidays for the entire family including carers.	<a href="http://www.caudwellchildren.com">www.caudwellchildren.com</a>
Changing Faces	Changing Faces is the UK's leading charity supporting and representing these people and enabling everyone, whether directly affected or not, to face disfigurement with confidence.	<a href="http://www.changingfaces.org.uk">www.changingfaces.org.uk</a>
Children Today	Help disabled children and young people up to 25 years old enjoy a better quality of life by providing the specialised equipment they need.	<a href="http://www.children-today.org.uk">www.children-today.org.uk</a>
Croydon Alms House	The trustees will consider applications for financial assistance (usually by way of grants) to relieve either generally or individually disadvantaged persons of all ages resident in the London Borough of Croydon who are in conditions of need, hardship or distress (including ill health). Contact name - John Tough - DEBRA Trustee.	<a href="http://www.croydoalmshousecharities.org.uk">www.croydoalmshousecharities.org.uk</a>
Department of Transport	Getting a blue badge	<a href="http://www.gov.uk/government/publications/blue-badge-can-i-get-one">www.gov.uk/government/publications/blue-badge-can-i-get-one</a>

Organisation name	Resource summary	Website/contact
Disability grants	www.disability-grants.org is a searchable directory of grant providers, which can point you to a wide range of grants with different purposes and eligibility criteria - for children or adults, from Ipad's to equipment.	<a href="http://www.disability-grants.org">www.disability-grants.org</a>
Family Fund	The government backed Family Fund provides a wide range of grants to low-income families raising disabled and seriously ill children and young people. This includes essentials such as cookers, washing machines and fridges, and other items such as computers and holidays.	<a href="http://www.familyfund.org.uk">www.familyfund.org.uk</a>
Fish insurance	Pre-existing medical condition travel insurance	<a href="http://www.fishinsurance.co.uk">www.fishinsurance.co.uk</a>
Freedom Travel Insurance	Pre-existing medical condition travel insurance	<a href="http://www.freedominsure.co.uk">www.freedominsure.co.uk</a>
Holiday home at Blackpool's Haven holiday park	Mrs Tracy Iddon has purchased a holiday home in Blackpool ( <a href="http://www.haven.com/parks/blackpool/marton-mere">www.haven.com/parks/blackpool/marton-mere</a> ) and has kindly offered this to families with EB. Eight berth van, two sets of single beds, one double bed, and one sofa bed. Two toilets and shower. Equipped and furnished. NOT wheelchair friendly.	Mrs Tracy Iddon 01772 324340
Hidden Depth Canal Cruises	Hidden Depths Canal Cruises are generously offering DEBRA members living with EB and their families and carers boat trips from Kings Cross.	Contact the Membership Team on 01344 771961 for more information
Ichthyosis support group	Patient support group for people with condition. Printed information resources.	<a href="http://www.ichthyosis.org.uk">www.ichthyosis.org.uk</a>
Local authority for your area	Your Local Authority can provide funding towards adaptations to enable you to live independently at home, or can help you arrange care in your home. Funding, eligibility criteria and the type of assessment needed vary by area.	Visit your Local Authority website or contact them directly for further information about services or funds offered in your area.

Organisation name	Resource summary	Website/contact
Make-a-Wish	Make-A-Wish Foundation is a charity with a single purpose – to grant magical wishes to children and young people aged 3-17 with life threatening and long term chronic conditions. Make-a-Wish also has international branches.	<a href="http://www.make-a-wish.org.uk">www.make-a-wish.org.uk</a>
Motability Scheme	The Motability Scheme provides a simple way to lease a new car, scooter or powered wheelchair. Visit the website to check eligibility. They can also help towards the cost of driving lessons for disabled people.	<a href="http://www.motability.co.uk">www.motability.co.uk</a> Please contact Motability directly on 0300 4564566 for more information on learning to drive on the scheme.
National Rail	1/3 off rail fares for you and a companion	<a href="http://www.disabledpersons-railcard.co.uk">www.disabledpersons-railcard.co.uk</a>
Rivertime Boat Trust	Provide and maintain a specially constructed boat and other facilities for the disabled and disadvantaged. Organise trips in the boat on the middle Thames between Windsor and Oxford. Work with other charities involved with the disabled and disadvantaged that have similar objectives.	<a href="http://www.rivertimeboattrust.org.uk">www.rivertimeboattrust.org.uk</a> Contact 07599 29 5544 - skipper@rivertimeboattrust.org.uk
Scott Ward Schofield Fund (SWSMF)	The Scott Ward Schofield Memorial Fund is now the proud owner of Scott's Caravan – a beautiful three bedroom, six berth caravan near Blackpool. SWSMF provide holidays, short breaks and days out for people with EB, specifically those with Junctional and Dystrophic types. The caravan is also open to bereaved EB families. To apply for a holiday or short break just email <a href="mailto:scottwardschofieldmemorialfund@yahoo.co.uk">scottwardschofieldmemorialfund@yahoo.co.uk</a> with the full names for all your party and your preferred holiday dates.	<a href="http://www.scottwardschofieldmemorialfund.org.uk">www.scottwardschofieldmemorialfund.org.uk</a>

Organisation name	Resource summary	Website/contact
Surrey Youth Small Grants	Small grant applications are invited for projects benefitting young people in Elmbridge, Guildford, Mole Valley, Runnymede, Reigate and Banstead, Tandridge, Waverley and Woking. Funding between £500 and £5,000 is available for young people aged between 10 and 19. See website for full criteria and application forms.	<a href="http://www.surreyyouthfocus.org.uk/small-grants-programme">www.surreyyouthfocus.org.uk/small-grants-programme</a>
Together for Families	A free helpline for parents and carers who look after or know a child or young person who is expected to have a short life.	<a href="http://www.togetherforshortlive.org.uk">www.togetherforshortlive.org.uk</a> Tel: 0808 808 8100
Turn2Us	Turn2Us helps people in financial need gain access to welfare benefits, charitable grants and other financial help.	<a href="http://www.turn2us.org.uk">www.turn2us.org.uk</a>
Vicars Relief Fund	Assistance towards rent arrears. Administered by the St Martins in the Field Church in London. Their purpose is the relief & prevention of homelessness. The grant must be secured by a support worker and you must register first  If anyone would like to access this – contact your Area Community Support Manager who can help with the information needed to complete the online form. This grant will ensure the tenant is safe in his home while we secure his benefits and budget for the future.	<a href="https://charity.stmartin-in-the-fields.org/about-the-vicars-relief-fund/">https://charity.stmartin-in-the-fields.org/about-the-vicars-relief-fund/</a>
Whizz Kidz	When it is not available on the NHS, Whizz Kidz can help with a broad range of mobility equipment to give disabled children. Whizz Kidz also provides other services for young children and support for parents.	<a href="http://www.whizz-kidz.org.uk">www.whizz-kidz.org.uk</a>
Willow Foundation	The Willow Foundation supports seriously ill young adults aged 16-40 to fulfil uplifting and unforgettable special days.	<a href="http://www.willowfoundation.org.uk">www.willowfoundation.org.uk</a>

<b>Organisation name</b>	<b>Resource summary</b>	<b>Website/contact</b>
Wessex Cancer Trust	Wessex Cancer Trust exists to provide local support for people living with or affected by cancer, irrespective of their age. Counselling, financial support, holidays. Drop-in centres. Also provides excellent information leaflets irrespective of area.	<a href="http://wessexcancer.org.uk">wessexcancer.org.uk</a>

**APPENDIX 8: CONFIRMATION LETTER AND TERMS & CONDITIONS FOR RECEIPT OF GOODS/FUNDING**

NAME

DATE

Dear

We are very pleased to be able to offer you a DEBRA support grant as outlined in the return slip below.

For all charitable expenditure DEBRA is obliged to inform you of the points in the attached Terms & Conditions and to obtain an acknowledgement from you for the goods/service/funds you have received from DEBRA. We would therefore appreciate your co-operation to help us fulfil these important legal obligations by completing and returning the slip below once you have received the goods/services/funds.

We trust that this support grant is of benefit to you. Your Community Support Manager will be pleased to receive any feedback regarding this grant and if they can be of any further assistance please do not hesitate to contact them.

Kind regards

Sharon Clinton  
Membership Administrator

***Once you receive the goods/service/funds, it is important that you complete the details below as confirmation of their receipt and return the signed slip to me as soon as possible either in the Freepost envelope enclosed, or by post to the address below, or send a scanned copy to membership@debra.org.uk.***

✂.....

I confirm that I have received the following goods/service/funds via a DEBRA support grant:

**(enter details of grant & value)**

I confirm that I have read and agree to the Terms and Conditions as detailed in the attached document – Support Grants – Terms & Conditions.

Applicant's Name:

Signature:

.....

.....

Membership No:

Date:

.....

.....





## **SUPPORT GRANTS – TERMS & CONDITIONS**

For charitable expenditure we are obliged to inform you of the points below in order to help us fulfil our legal obligations in respect of the granting of all support grants.

13. The offer of your support grant has been made in good faith and on the understanding that it is used for the person/goods/services as requested and agreed and authorised.
14. DEBRA retains the right to recover any funds given which have not been used for the purpose it was intended and agreed.
15. The item/service, or the value of the item/service, must not be fraudulently claimed back, cashed in and no duplicate application made to another organisation or charity.
16. Funds are usually paid directly to the supplier for the product/services requested. If this is not possible then a receipt for the services/product must be submitted to DEBRA as proof of purchase by you. Once this is received funds will be reimbursed to you by bank transfer, cash or a cheque.
17. The purpose of the support grant is that it will make a positive difference to the impact EB has on your life.
18. Given the wide range of products and services a grant may cover, we cannot give any endorsement or make specialist assessments for equipment or products.
19. Any item/equipment funded is your property, unless otherwise stated in the attached support grant letter.
20. All services funded are your (or your carer's) responsibility. (Your Community Support Manager is available for advice if required).
21. We do not offer on-going insurance or maintenance for items unless otherwise agreed.
22. Any safety or on-going problems need to be referred to the supplier in the first instance. (Your Community Support Manager can offer support in the same way they would help anyone with equipment or services they had privately purchased themselves).
23. If you no longer need the equipment purchased it may be possible to donate it to DEBRA for the benefit of others. Please talk with your Community Support Manager however there may be safety or storage reasons why we cannot recycle it.)
24. DEBRA requires you to acknowledge receipt in writing of all goods/services/funds received.

*(August 2017)*

## **APPENDIX 9: FREQUENTLY ASKED QUESTIONS**

### **Who can apply for a support grant?**

Anyone living with EB or their family or carers.

### **How can I apply for a support grant?**

You will need to talk to your Community Support Manager or EB nurse specialist who will talk to you about your request and fill in a support grant application form for you. They may also ask you to fill in a very short form. If you don't have contact with either, you can contact DEBRA Head Office (call on 01344 771961 or email [membership@debra.org.uk](mailto:membership@debra.org.uk)) to be put in touch with your community support manager.

**Note:** Community Support Managers offer a holistic service helping with many different areas of your life as impacted by EB. A support grant request could be the start of (or usually part of) an on-going relationship with DEBRA and your Community Support Manager.

### **What can I apply for?**

Support grants are available to fund many things that would not normally be covered by statutory services (see **Appendix 3** in the DEBRA Community Support Grant Policy). As we offer a personal service where our community support managers get to know you and your needs, we try not to place rigid restrictions on what your funding is used for. However, the Education and Learning Fund is a limited fund and priorities are set in line with the DEBRA Community Support Grant Policy. Any support grant needs to meet the criteria laid out in the policy. Your application will be assessed and prioritised against these criteria by your Community Support Manager.

Given the wide range of products and services a support grant may cover, DEBRA Community Support Managers cannot give any endorsement of products or make specialist assessments for equipment. However, using their experience and knowledge your Community Support Manager will usually be able to give some guidance.

### **How quickly will I hear?**

We try to respond to you within a week. However, occasionally this may be up to two weeks to respond. Urgent requests can be called through to the Community Support Manager for your area to be processed as soon as possible.

### **How is a decision reached?**

Your community support manager will assess your application and make a decision based on:

- checking that the item/services is not supplied through statutory services
- that our DEBRA Community Support grants criteria is met (see the DEBRA Community Support Grants Policy for details)

- Giving a priority level of low, medium or high (see the DEBRA Community Support Grants Policy for details)
- Checking current availability of charitable funds in the DEBRA Community Support grants budget

Notes:

- requests for larger sums are discussed and agreed with your community support area or regional manager and the Director of Healthcare, Membership and EB Community Support
- only support grants that have been authorised are given
- support grants cannot be given retrospectively
- 

**If my application is successful how is the money paid?**

We will pay the supplier directly for an item/service wherever possible. We may give you a cheque, bank transfer or cash but will ask that you sign our terms and conditions stating that you will use the money for the purpose given and send all receipts for items/services received to DEBRA.

**Note:** If you have applied for a support grant you will receive a response from us stating whether you have been successful or not. Please do not assume funding will be paid unless you have received confirmation of the offer of a support grant.

**Is there a limit to the amount I can ask for or the number of times I can ask?**

There is no limit, however each grant will need to meet our criteria and is dependent on the budget available.

Any requests for large amounts of money (or if you have previously had several support grants adding up to a large amount of money) need to be agreed and authorised by your community support manager and the Director of Healthcare, Membership and EB Community Support.

As a charity we rely on donated funds. We will have a limited budget so not every grant application will be successful (see support grant flow chart).

**If I have been given a support grant is it mine or DEBRA's?**

Your support grant will cover the cost (or part of the cost) of an item or service. Any items or equipment purchased with a support grant become your property. Similarly, any services purchased with a support grant are your responsibility. We do not offer insurance or on-going maintenance for items we have funded unless otherwise agreed.

If there are ongoing problems your Community Support Manager will offer support in the same way they would help anyone with equipment or services they had privately purchased themselves.

It is sometimes possible to return unwanted equipment but because of legal, safety and storage implications, please check with your Community Support Manager before doing so.

### **What happens if a support grant application is not successful?**

If you are not given a support grant it will usually be because it does not meet our criteria or because our budget cannot currently support it. You will be told the reason why and if it may be possible to apply again in the future. Your Community Support Manager may suggest alternative forms of support, including signposting you to other agencies or charities that may be of help to you.

### **Who do I contact if I am not happy with the decision that's been made?**

Please talk to your Community Support Manager in the first instance. If you are still unhappy then contact the Regional Community Support Manager for your area. If you have spoken to them and want to speak to someone else then please contact the Director of Healthcare, Membership and EB Community Support. Contact details can either be found on our website ([www.debra.org.uk](http://www.debra.org.uk)) or you can call DEBRA Head Office on 01344 771961.

### **Is there anything else I need to do?**

If your application is successful and you decide to accept the offer of a support grant, please read our terms and conditions (see **Appendix 2**) and acknowledge receipt of items, equipment or services funded by the support grant. This is an important part of the charitable expenditure audit process that we are legally required to undertake.

We would also love to hear feedback about how your support grant has made a difference. Please contact your Community Support Manager and let them know.

## APPENDIX 10: ADMINISTRATION PROCESS FOR SUPPORT GRANTS

The Community Support Managers should save their new support grant request forms in the file named J:\Community Support\Grants\Support Grants\1. CST - SUPPORT GRANTS IN and advise the Membership Administrator that a new form has been placed there for action. These are then administered and printed off by the Membership Administrator; this may include the Membership Administrator sourcing, purchasing and arranging delivery of items.

All support grants need to be added to the support grants spreadsheet which can be found here:

J:\Community Support\Expenditure Logs\Support Grants\Support Grants 2017 (Updated Jan 10).xlsm

Take all the details from the support grant and add them to the next available empty row and allocate the next SG number on the spreadsheet – add this number to the support grant form.

### Holiday homes

If the grant is to cover the cost of a stay in one of DEBRA's holiday homes, please write the word 'Journal' in a prominent place on the form and note details of which holiday home is being used – this is required for Finance purposes.

### Items from stock

If the grant is to cover the cost of items held in stock at the DEBRA Head Office (in Crowthorne), please mark it as 'from stock' on the spreadsheet, leave the remainder of the row blank and record all the information on the **Grants from Stock** tab. This should include the name of the person receiving the item, the date of the grant, number of items and any other information as requested in the spreadsheet.

If items are taken from stock, this also needs to be recorded on the stock spreadsheet:

J:\Community Support\Community Support Admin\Stock

### Saving support grants

Rename the file on the J drive in the 1. CST – SUPPORT GRANTS IN in the format '*Surname, first name – SG number*' and move the file to the following folder:

J:\Community Support\Grants\Support Grants and then select the folder for the relevant Community Support Manager.

Any additional information including emails and receipts also need to be scanned in and saved in the associated Community Support Manager's folder.

If you are using the scanner on the photocopier to scan in any support grant forms in the hallway at Head Office (Toshiba Studio 5440CSE 3 in 1 scanner/copier/printer) the procedure is as follows:

On the touchscreen, press Menu then select Address Book. Then select Community Support twice from the list available. Here you can also name the file. Using the format 'surname, last name' change the file name to the name of the client as written on the support grant form. Then press OK, press OK again, then press Scan.

The grants are then scanned into: J:\Community Support\Scans from copier

Once scanned, these files should be cut and pasted into the relevant Community Support Manager's folder.

### **Sharing support grant information with the Finance department**

Any supporting expense forms, emails and/or receipts should be given to a member of the Finance team (Accounts Co-ordinator Helen Jones or Finance Manager Julie Markey) with a clearly marked note advising paperwork is for a support grant and who the Area Support Manager is.

The support grant form is confidential to the Community Support Team and is for the Community Support Team's use only. This does not get sent to Finance.

The support grant form along with any receipts or supporting emails should be scanned and saved in the relevant Community Support Managers folder under the member's name and the hard copy shredded.

### **Letters**

All letters for support grants can be found in:

J:\Community Support\Grants\Support Grants\Support Grant Letters

Open the BLANK - Confirmation Letter then click File and Save As. Using the format 'surname, last name' save the file using the name of the client as written on the support grant form.

The client's address can be copied from their record in Progress and pasted into the letter. Once you are in their record click the Actions menu (found at the top of the screen) and click Copy to Clipboard. In the letter, right click and choose from the paste options available, or paste using keyboard shortcut Ctrl + V.

Remember to enclose a freepost envelope with the letter.

### **Support grants reimbursed by BACS/cheques**

If it is necessary to send payment via BACS or cheque to the client receiving the support grant, the following form should be completed and given to Finance (*instead of the support grant form*) J:\Community Support\Grants\Support Grants\Request for support grant payment form via BACS or Cheque.docx

They will then arrange for the BACS payment to take place, or raise a cheque which will then be given back to the Membership Assistant to send out with the support grant letter. Once Finance has advised that the BACS payment has been made or the cheque has been received, this should then be logged on the support grant spreadsheet.

### **Support grants paid by credit card**

If the items on the support grant have been paid for using the Community Support Manager's credit card the support grant form cannot be sent through to Finance until the relevant credit card expenses have been received. Attach the support grant to the expenses form and then pass it to Finance.

## **Membership**

If no membership number is shown on the support grant form, check Progress to see if the recipient of the grant is a member. This can be found in the top right hand of the screen on the member's record or on the Membership tab. Members of DEBRA should have EBMEMBERS selected under Member of. Members of DEBRA will also have a membership number. If they have a membership number, add it to the grant form.

If they are not a member, a membership form should be completed at the time of submitting the grant. If this is not possible a Membership form should be sent. Record in the Contact History tab on Progress that a membership form has been sent record. Use the contact type MEMFORM and set a follow up date of 14 days after sending out the form. If the form has not been received by this date, contact the client or ask their Community Support Manager to do so.

Once the membership form has been received, open up the person's record on Progress and open up the existing entry for the membership form under Contact History then add a further entry to show that this has now been received and that a letter and membership card(s) have been sent. Tick the closed box and send out the welcome letter and membership card(s).

## **Progress**

All support grants given should be recorded on the client's record in Progress. This should be added to the Contact History tab. This Contact History should state that a support grant was given and by whom. No other details, such as the amount of funding awarded, should be recorded here.

On the Flags tab, tick the support grant box if it has not already been ticked.

## **Blank Support Grant**

A blank support grant form can be found here:

<J:\Community Support\Grants\Support Grants\Support Grant Forms - Blank>

## APPENDIX 11: APPLICATION FORM FOR THE EDUCATION AND LEARNING FUND

# DEBRA EDUCATION & LEARNING FUND



## Application form to apply for a grant

### 1. PURPOSE OF THE FUND

The purpose of this pilot Education and Learning Grant Scheme is to enhance daily living and promote independence for Members through education and learning.

This fund should be read in conjunction with the DEBRA EB Community Support Grant Policy as a Priority 3 Enrichment Support Grant. This policy can be found on the DEBRA website at: [www.debra.org.uk/financial-help/debra-support-grants](http://www.debra.org.uk/financial-help/debra-support-grants)

### 2. WHAT CAN THE FUNDS BE USED FOR

The funds are for short course fees, learning tools or a contribution to other courses or equipment to support learning for a person, of any age, who has EB.

### 3. WHAT DO THE FUNDS NOT COVER

DEBRA does not undertake to fund additional needs such as retaking exams, nor does it cover courses undertaken that are already paid for by the education provider, such as 'A' levels or where funding from elsewhere has been granted. Retrospective applications are not accepted.

### 4. TYPES OF COURSES AND LEARNING TOOLS THAT CAN BE APPLIED FOR

#### 4.1 Applications up to a maximum of £500

Contribution towards:

- Skills based education and learning, e.g:
  - ♦ Driving lessons
  - ♦ Photography.
- Leisure courses, e.g:
  - ♦ learn to play a musical instrument
  - ♦ learn to dance
  - ♦ learn to play a sport.

#### 4.2 Applications up to a maximum of £1,000

Contribution towards:

- Courses in Further, Higher or Adult Education for a specific outcome or qualification, e.g:
  - ♦ GCSEs
  - ♦ Foundation studies
  - ♦ BTECs
  - ♦ A levels
  - ♦ Degree
- Professional courses, e.g:
  - ♦ Childcare
  - ♦ Business
  - ♦ Computing & IT.
- IT tools or apps to help with education and learning, e.g:
  - ♦ Speech to text apps
  - ♦ Kindle to download text books.
- Equipment, e.g:
  - ♦ Laptop
  - ♦ Height adjustable desk.

### 5. WHO CAN APPLY FOR AN EDUCATION AND LEARNING GRANT



Grants are available to any DEBRA member who has EB, of any age and with any type of EB; their parent or immediate carer.

Access to grants is a benefit of becoming a DEBRA member. Membership to DEBRA is free and can be applied for at the time of grant application.

Grant applications need to be supported by the recommendation of an EB clinical professional or a member of the DEBRA Community Support Team.

Trustees or DEBRA employees living with EB will be treated the same as all other members for the grant decision making process. (Any grant that is made to a DEBRA Trustee must be declared in the Charity's Annual Accounts. This will be shown as the amount received in any one year but no details of the grants will be given. Trustees must be informed of this prior to grant approval).

Grant applications can be made by anyone, but the person living with EB or their legal guardian must give their consent to the application.

#### **6. HOW MUCH CAN I APPLY FOR?**

Typically the maximum limit for a single grant application is £1,000 for this fund.

Prior to an application being made, it is the applicant's responsibility to identify if there is other statutory funding available, e.g. Disabled Students Allowances which can be found at [www.gov.uk/disabled-students-allowances](http://www.gov.uk/disabled-students-allowances) for higher education. If no statutory funding is available, the applicant must supply a supporting letter from the education centre confirming this.

If full or part funding has been secured towards the course then the applicant must declare this in the application made to DEBRA.

#### **7. WHEN CAN AN APPLICATION BE MADE?**

Calls for applications to access the Education and Learning Fund will be made once a month. Applications can be made at any time but will be reviewed at the monthly management meeting. Grant applications for this fund will be assessed separately from all other DEBRA community support grants.

#### **8. HOW OFTEN CAN AN APPLICATION BE MADE?**

One application can be submitted to a maximum of £1,000, and if the application is approved the applicant cannot submit any further applications within 3 years from the date of approval.

#### **9. HOW TO MAKE AN APPLICATION**

Applicants must put their case forward by completing this DEBRA Education and Learning Grant Application Form, providing as much detail as possible to support the grant request.

The completed form should then be sent to the Membership Manager by email or post to:

Email: [membership@debra.org.uk](mailto:membership@debra.org.uk)

Postal Address: DEBRA, 13 Wellington Business Park, Dukes Ride, Crowthorne, Berkshire RG45 6LS

#### **10. HOW WILL A DECISION BE MADE**

This is a pilot scheme with limited funds which runs 1 January to 30 September 2018. Grants will be awarded on a first come, first served basis against the set criteria as follows:

- it benefits the physical and/or psychological health or safety of the EB client and/or their family
- it increases someone's ability to function in day to day life and their independence
- it forms part of the work that the community support manager and client are addressing e.g. budgeting/work/education/independence
- it improves quality of life
- it enables a person to reach a goal or opens up opportunities to them in the areas of education, work and leisure.

The applications will be reviewed by the DEBRA Community Support team to assess if other statutory funding, student benefits, charitable or DEBRA support funds are more appropriate, before the application is passed for approval.

The Regional EB Community Support Managers will review the applications and award grants to the value of the set budget which is typically up to a maximum of £1,000 for this fund.

The Membership Manager will manage the outcome for all applications made.

#### **11. WHAT WE EXPECT FROM YOU**

Should you be successful in being awarded an Education and Learning Grant you will be required to provide regular updates as advised by DEBRA on your attendance to the course and the content of the course. You will also be required to write a story entitled 'Believe and Achieve' and submit this to DEBRA within one month of completing the course. Your story will be published in DEBRA's Member magazine, In Touch.

### GRANT APPLICATION FORM

- I am:  **the applicant** (*complete section 1, 3 and 4 only*)  
 **the applicant's representative** (*complete All sections*)

#### 1. Applicant's details

Date of application:	DEBRA membership no:	EB type:
Applicant's name:		
Applicant's address:		
Home telephone:	Mobile:	
Email address:	Signature:	

#### 2. Details of applicant's representative

Application made by:	
Relationship to applicant:	
<b>I can confirm that the applicant is aware that I am completing this form on his/her behalf and that he/she is aware of the information contained in it.</b>	
Applicant's address:	
Home telephone:	Mobile:
Email address:	Signature:

#### 3. About the grant being applied for

Total cost of training/learning tool:	£
Amount of DEBRA funding being requested:	£
Will the applicant be making a monetary contribution? If so, how much?	£
Have you applied for a DEBRA Education and Learning Grant before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was your application successful?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Where have you explored other possible funding?	

### 3. About the course or learning tool being applied for *(continued)*

Are you applying for a course, learning tool or another type of training?	
Name of the course or learning tool?	
Brief description of course or learning tool:  <i>(continue on separate sheet of paper of required)</i>	
Name of supplier:	
Supplier's contact details and website address:	
Where will the training take place:	
Course start date?	
Course duration:	
What is the reason for doing the training or requiring the learning tool?	
How will this make a difference to you?	

### 4. DECLARATION

DEBRA fully complies with the Data Protection Act 1998. We respect your privacy and will not pass your details on to any third party unless the name and contact details are required to process the grant, for example with a training course supplier.

I confirm that I have read and agree to the attached Terms and Conditions in applying for a grant through the DEBRA Education and Learning Fund scheme. I understand that this grant request will only be considered for approval if there is no statutory funding or student benefits available to me.

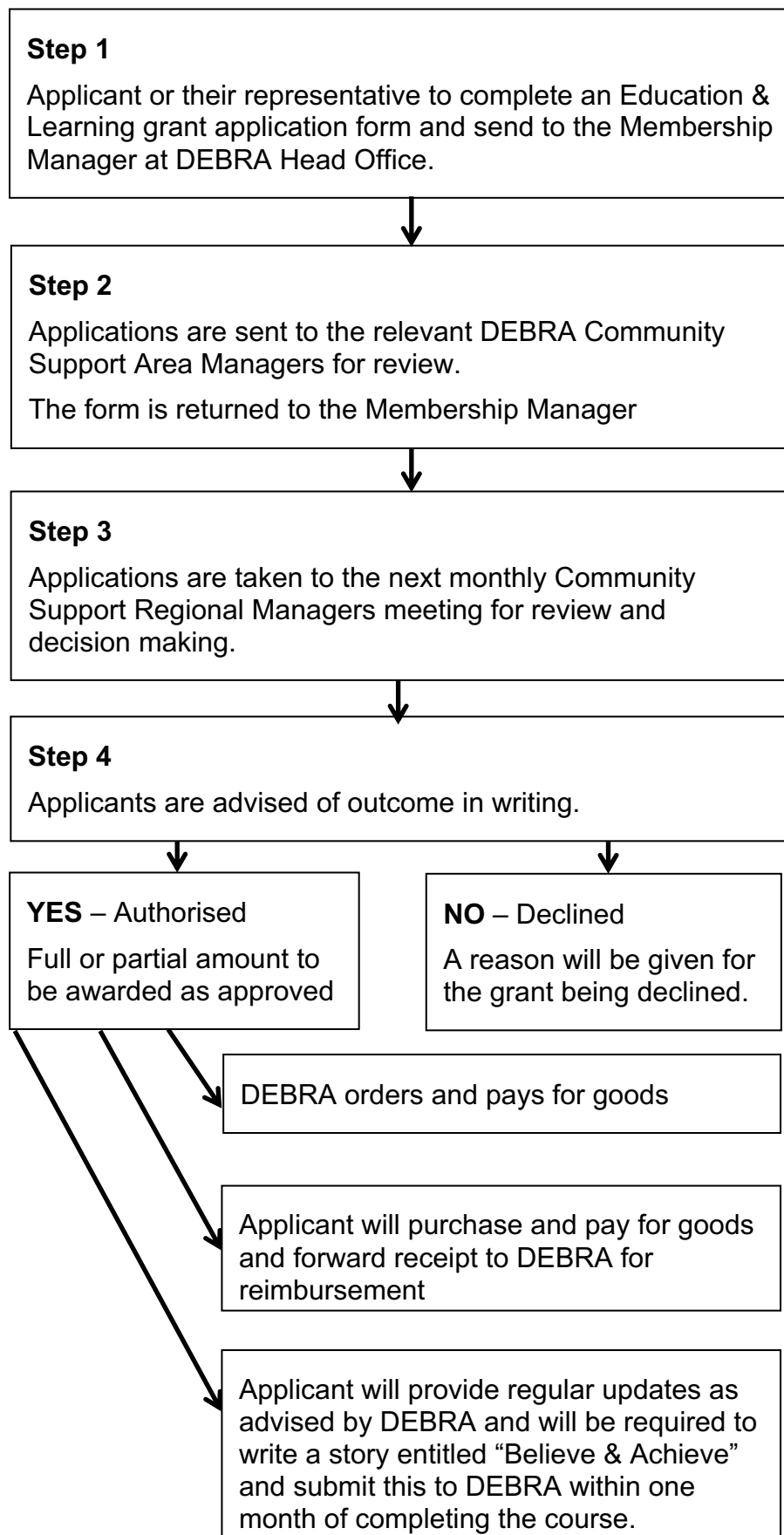
Should I be successful in being awarded an Education and Learning Grant I agree to write a story entitled 'Believe and Achieve' and submit this to DEBRA within one month of completing the course.

Please sign and date below:

Signed:		Print name:	
Date:		Membership No:	

Please return to the Membership Manager by email to [membership@debra.org.uk](mailto:membership@debra.org.uk)  
 or post to: **DEBRA, 13 Wellington Business Park, Dukes Ride, Crowthorne, Berkshire RG45 6LS**

## APPENDIX 12: APPLICATION PROCESS FOR THE EDUCATION AND LEARNING FUND



## **APPENDIX 13: ADMINISTRATION PROCESS FOR THE EDUCATION AND LEARNING FUND**

### **Receipt and logging of applications**

The Education and Learning application form is received by the membership manager and filed at:

J:\Community Support\Grants\Education & Learning

It is then checked to ensure the applicant is a DEBRA member and that the form is completed in full. The application should include the description, price, where it can be purchased and a quote wherever possible.

If the applicant is not a member then they must become a member before the application can be processed.

An email or letter is sent to the applicant to confirm its receipt or to request further information to include in the application.

Each application should be recorded on the Education and Learning Fund log which is filed in the following location:

J:\Community Support\Expenditure Logs\Education and Learning

### **Review of applications**

Once an application has been received by the Membership Manager, it will be sent with an Outcome form to the relevant community support manager for review and returned to the membership manager.

The application will then go for review at the next monthly Community Support Team's Regional Managers' meeting for review and final decision.

### **Final decision**

The final decision whether approved or not approved is to be logged on the Education and Learning Grant log.

Each applicant is to be contacted as appropriate but all applicants must receive the decision in writing which outlines exactly what has been granted, the date the grant should be used by and how to claim the grant.

All paperwork and correspondence relating to the grant should be scanned in and filed on the J drive in the relevant applicant's folder:

J:\Community Support\Grants\Education & Learning

### **Purchasing items**

Working admin notes relating to an application should be recorded on the Education & Learning Grant log to refer to so that anyone can see at a glance at what stage an application is at.

The Membership Manager will order, pay and arrange delivery to the applicant of any item wherever possible.

### **Progress**

All Education and Learning grants given should be recorded on the client's record in Progress. This should be added to the **Contact History** tab. This Contact History

should state that an Education and Learning grant was given or refused. No other details, such as the amount of funding awarded, should be recorded here.

On the **Flags** tab, tick the support grant box if it is not already ticked.

#### **APPENDIX 14: TERMS AND CONDITIONS FOR THE EDUCATION AND LEARNING FUND**

1. For charitable expenditure we are obliged to inform you of the points below in order to help us fulfil our legal obligations in respect of the granting of all Education and Learning Grants.

2. The offer of your Education and Learning Grant has been made in good faith and on the understanding that it is used for the person/goods/services as requested and agreed and authorised.

3. DEBRA retains the right to recover any funds and equipment given which have not been used or have not been used for the purpose it was intended and agreed.

4. The item/service, or the value of the item/service, must not be fraudulently claimed back, cashed in and no duplicate application made to another organisation or charity.

5. Funds are usually paid directly to the supplier for the product/services requested. If this is not possible then a receipt for the services/product must be submitted to DEBRA as proof of purchase by you. Once this is received funds will be reimbursed to you by bank transfer, cash or a cheque.

6. The purpose of the Education and Learning Grant is that it will make a positive difference to the impact EB has on your life.

7. Given the wide range of products and courses a grant may cover, we cannot give any endorsement or make specialist assessments for services, equipment or products.

8. Any item/equipment funded is your property, unless otherwise stated by DEBRA.

9. All courses funded are your (or your carer's) responsibility to manage. Your Community Support Manager is available for advice if required.

- 10.** We do not offer on-going refresher training, insurance or maintenance for services or items unless otherwise agreed.
  
- 11.** Any safety or issues need to be referred to the supplier in the first instance. (Your Community Support Manager can offer support in the same way they would help anyone with services or products they had privately purchased themselves).
  
- 12.** DEBRA requires you to acknowledge acceptance in writing of these Terms & Conditions for Education and Learning Grants by signing the Declaration in Section 4 of the grant application form.
  
- 13.** DEBRA reserves the right to withdraw funding at any time should these Terms & Conditions not be adhered to, or it is deemed necessary for another reason.