

Support Grant Guidance 2018/19

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Appendix A Types of grant – summary and flow chart

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1. Guidance

This guidance is designed for Support Services staff based at David Niven House (DNH), Northampton, other national and regional staff, branches and groups to support with the evaluation and processing of support grant application forms.

2. Purpose

The Motor Neurone Disease (MND) Association's support grants enable people living with MND or Kennedy's Disease, their carers and families to access funds towards the cost of equipment, care and maximising quality of life.

This guidance identifies the circumstances in which a grant may be available to ensure:

- a. Appropriate use of available resources
- b. Equitable allocation of resources

This guidance will be reviewed annually by the Association's directors and volunteer representatives from branches and groups. Approval will be through the Care Committee and Board of Trustees to ensure consistency with the Association's strategy as well as providing a framework to ensure the appropriate use of resources.

3. Types of Grant

The MND Association offers six types of grant and *four* are covered by this guidance;

1 MND Support Grant (Care) grant of up to £1500 requires a health and social care professional assessment and must be processed by Support Services at DNH. Branches and groups will be contacted to ask if they wish to contribute.

2 Quality of Life (QoL) grant of up to £500 can be funded by the branch or groups. If no local support is available, then this will be from DNH.

3 Carer's and Young Carer's grant (age 16+) of up to £500 in any 12-month rolling period can be funded by the branch or group. If no local support is available, then this will be from DNH.

4 Children and Young Person's grant (age up to 18) of up to £250 in any 12-month rolling period can be funded by the branch or group. If no local support is available, then this will be from DNH.

A summary and flowchart of the four grants covered by this guidance can be found at **Appendix A**.

The combined amount of the Care and Quality of Life grants in any one rolling 12 months will not exceed £3000 per person with MND. Carer's, Young Carer's and Children and Young Person's grants are not included in this maximum.

The Communication Aids and Wheelchair Accessories grants are not covered by this guidance as both have a separate MND Association pathway to support which must be followed.

5 Communication Aids (incl voice banking) grant (amount dependant on application) requires a health and social care professional assessment and must be processed by DNH. <https://www.mndassociation.org/wp-content/uploads/aac-pathway-v1-0-0715.pdf>

6 Wheelchair Accessories grant (amount dependant on application) requires a health and social care professional assessment and must be processed by DNH. <https://www.mndassociation.org/wp-content/uploads/2015/02/national-mnd-wheelchair-pathway.pdf>

4. Criteria

The person on whose behalf the application is being made does not need to be a member of the Association; however, the benefits of membership should be communicated. This can be through the branch, group or Support Services. The criteria in terms of who is supported and who can apply varies slightly for each grant.

The following criteria for accessing an **MND Support Grant (Care)** will be applied to all applications for funding:

- A health or social care professional has carried out an assessment that has identified a need for the provision of equipment or a service.
- Statutory funding has been thoroughly explored by the referring health or social care professional.
- Statutory services will not provide the equipment or service, or it is anticipated that there would be an unacceptable delay in provision.
- The equipment is not otherwise available through the Association's Equipment Loan service.
- An application form has been fully completed and includes at least one quote for the item or service requested.
- All applications will be assessed for on an individual basis.

The following criteria for accessing a **Quality of Life, Carer's, Young Carer's and Children and Young Person's grant** will be applied to all applications for funding:

- Anyone living with or affected by MND or their representative (this can include family members, Association Visitors and Regional Care Development Advisers) may apply for a Quality of Life, Carer's, Young Carer's and Children and Young Person's grant.
- Carer's, Young Carer's and Children and Young Person's grants are all subject to age restrictions and these are set out in **Appendix A**.
- An application form has been fully completed and includes at least one quote for the item or service requested.
- All applications will be assessed for on an individual basis.

Any previous support through an MND Support Grant (Care) and Quality of Life grant to a person living with MND in the last rolling 12 months will be taken into account when assessing the new request. Support Services will liaise with the branch or group to consider any Quality of Life grants paid directly from the branch or group.

5. What Is Not Funded

The Association will not provide a grant in the following instances:

- Equipment and adaptations that are a statutory responsibility
- Retrospective funding
- Emergency healthcare needs
- Equipment for assessment for use by health and social care professionals unless with the express approval of the Director or Deputy Director of Care Improvement
- Funeral costs

The Association may provide a grant in exceptional circumstances and the process is detailed in **Section 7**.

6. Application Process

Application forms can be found on the Associations website:

<https://www.mndassociation.org/getting-support/financial-support-information-for-people-with-mnd/>

Details are given on where to return completed application forms to and if unsure please contact Support Services.

Applications received by Support Services which have been assessed as urgent will be processed in five working days. All other requests will be processed within ten working days.

This is dependent on full completion of application forms.

Incomplete application forms may delay the process.

For all applications received by Support Services:

- The individual receiving a support grant will be given the opportunity to provide feedback to help the Association monitor and improve its processes.
- The Association will store all details of the support grant request and may share these with other Association representatives where this will provide better care and support for the person with MND. The individual may opt out of sharing information at any time.
- All applications will be considered on an individual basis with part funding offered in the first instance. The person with MND and/or their family will be asked if they are able to contribute to the funding

Once a decision has been made, the applicant will be informed of the decision.

Applications received by branches and groups may take slightly longer to assess. The branch or group should decide and document the appropriate approval mechanisms. For example, this might mean decisions are made by key members rather than the full committee. Decisions could be made in a meeting or by email and this will vary slightly from area to area.

Below are some pointers intended to support branches and groups in making a timely decision.

- **Who should be involved?** – key member of the branch or group as agreed
- **Factors to take in to account** - is the application supported by local knowledge from an AV/RCDA? Is the amount requested reasonable? Has the applicant provided evidence (quotes and receipts) where appropriate?

If in any doubt please contact the Support Services team who will advise.

Branches can pay individuals directly whereas groups need to liaise with Support Services who will arrange for a BACS or cheque payment to be made on their behalf.

To best support people with MND, their carer's and families, a branch or group may be contacted by Support Services to ask if they are able to provide some funds out of area where resources are limited. Any support provided or received by a branch or group will be acknowledged, in writing, to the person receiving the grant.

All information relating to decisions to fund in any category must be logged within the branch treasurer's quarterly report.

7. Exceptions

The Association may provide a support grant in exceptional circumstances, even where the application falls outside the criteria outlined in this guidance. In these cases, applications will be reviewed via an exceptions process. This section describes the exceptional circumstance categories and the exceptions process.

Exceptional circumstance categories

In the following circumstances, applications will be considered under the exceptions process:

- Service or equipment request falls outside of the support grant criteria
- Statutory services will not meet the request, even though required to do so (in these cases, where an application is approved, this will only be provided for an interim period)
- Potential for breakdown in care between the person with MND and their carer
- Over-riding clinical factors exist for example the MND is progressing rapidly or there are other conditions that impact on the MND.
- Person with MND and/or main carer in severe financial difficulties
- Health or social care professional/Regional Care Development Adviser (RCDA) or branch/group is aware of other exceptional circumstances.
- Where applications do not qualify for funding and/or an agreement cannot be reached on the support offered and/or a health or social care professional and/or a branch/group challenges the decision.

Exceptions process

All applications will be evaluated by Support Services using the MND support grant guidance and on a case by case basis

The exceptions process will require a review of the application/s initially by the Support Services team and then by the Head of National Care

The Head of National Care will review complex applications in consultation with the Deputy Director of Care and/or the Director of Care Improvement, to provide Support Services with a decision, including any terms and conditions to the proposed grant

Where an exceptions application has been declined, the person with MND and the requesting professional, where relevant, will be provided with the reasons for the decision made and will be signposted to other sources of information and/or support where appropriate

Where an application has been approved the person with MND and the requesting professional, where relevant, will be informed of the decision, the value of the grant approved and any attached conditions

Where an applicant for a support grant feels that they have been unfairly treated, they may refer to the Association's **complaints process**.

Appendix A

MND Support Grant (Care) up to a maximum of £1500 per application.
Predominantly equipment or adaptations requiring professional expert assessment.

A MND Support Grant (Care) must be accompanied by an assessment from the relevant Health or Social Care Professional. The person receiving the grant will be informed who has provided the funding (Branch or Group/DNH/shared).

Included in support grant limit of up to £3000 in a rolling 12-month period.

Examples of funding would be contributions to: -

- Adaptations to property
- Stairlift rental/purchase
- Washer dryer toilet
- Respite care costs

Quality of Life (QOL) Grant up to a maximum of £500 per application. Serves to support both the person with MND and the family

A Quality of Life Grant does not require a professional assessment and would support the person with MND and their family to enjoy quality of life.

Included in support grant limit of up to £3000 in a rolling 12-month period.

Examples of funding would be contributions to -

- Household maintenance
- Short break/holiday
- Transport costs
- Complementary therapies.

Carer's and Young Carer's Grant up to a maximum of £500 per application per rolling 12 months

Main unpaid carer (aged 16+) for someone with MND

To allow the main unpaid Carer to take a break from caring duties

Examples of funding would be contributions to: -

- Short break
- Pamper day.

Outside of £3000 support grant limit and grant can be applied for up to 12 months post bereavement.

Children and Young Person's Grant up to a maximum of £250 per person per rolling 12 months

Must be 18 or under

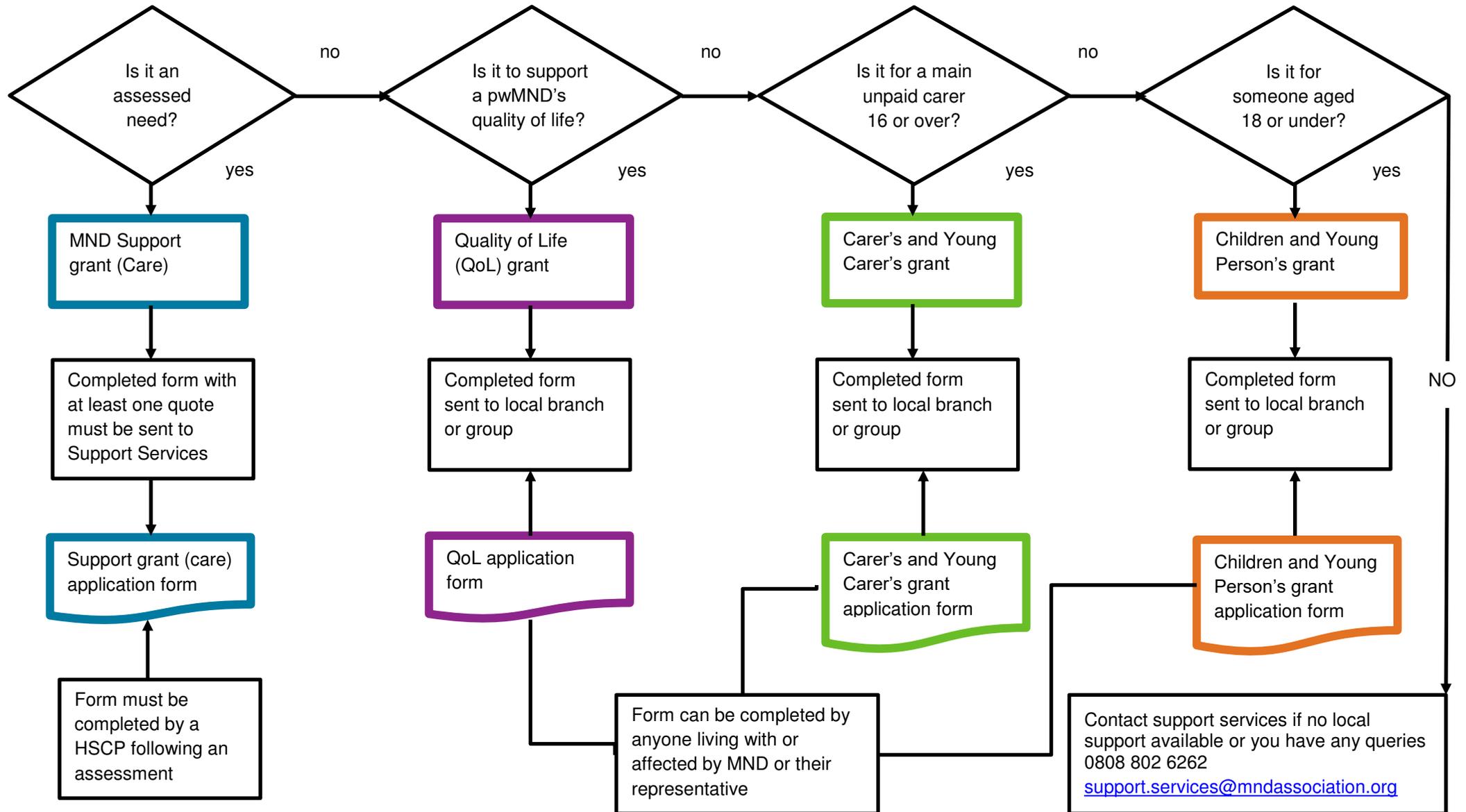
Residing with a person living with MND or parent/guardian has MND.

Examples of funding would be contributions to: -

- Driving lessons
- Holiday/school trips
- Hobbies

Outside of £3000 support grant limit and grant can be applied for up to 12 months post bereavement.

What support grant can I apply for?



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