

Parkinson's UK Take Control Grants

Guidance for applicants

Please read these guidance notes carefully before you make your application. Applications close on Friday 15th November 2018. Any applications received after this date will not be considered for funding and cannot be carried forward to the next funding round.

Section 1 Your details

Who can apply?

Parkinson's UK offers Take Control grants to people living with Parkinson's and people who care for someone with Parkinson's to provide items that will improve your quality of life or help you access activities that will improve your well-being.

People with Parkinson's or other forms of progressive Parkinsonism are eligible to apply for a grant. Parkinsonism is a general term for neurological disorders that cause movement problems like those in Parkinson's, such as tremors, slow movement and stiffness.

People who care for someone with either condition who are not paid for their caring role are also eligible to apply for a grant. If you receive Carer's Allowance or any other carer's benefit we do not count that as being paid.

Section 2 Details of a person who is applying for you

If you have difficulties with writing or typing or any other problem completing your application form, someone you trust can complete it for you. The person you choose should provide their details in **Section 2**. They must also be prepared to sign the advocate or representative's declaration in **Section 8**.

Section 3 What are you asking us to pay for?

The table below shows what we will fund and the maximum amount you can apply for in each category. To apply for a Parkinson's UK Take Control Grant your total household savings must be **less than £16,000**.

What we will fund	Maximum grant	Maximum household savings
Electrical items*	£500	£16,000
Respite care*	£1,000	£16,000
Specialist equipment or home adaptation*	£1,500	£16,000
Activities	£250	£16,000

*limited to one application per household

What kind of things can you apply for?

Electrical items

This covers a wide range of items. It might include white goods (eg a washing machine or cooker) or technology that will help reduce isolation caused by communication or mobility problems (eg a computer to keep in touch with friends and family or a micro voice amplifier to help conversation). This category can also provide items to enable you to continue in employment or change the job you do.

Respite care

This is a break that relieves someone who cares for a person with Parkinson's of their caring responsibilities. It can include overnight, weekend or residential care for the person with Parkinson's, or regular short sessions to allow someone who cares for them to look after his or her own needs. We do not fund holidays but we may be able to help with the additional costs you expect to incur on a holiday because of your condition or your caring responsibilities.

Home adaptations

These include adjustments to your home that will help you maintain independence, reduce the risk of falls or make your caring responsibilities easier to carry out.

Specialist equipment

We can fund specialised furniture such as beds and chairs that enable a person to maintain independence or reduce the level of care needed. This includes wheelchairs, scooters and walking aids.

Activities

We will fund exercise or recreational activities that help you to keep active, stay connected and think positively. This could include pursuits that allow you to socialise or meet new people or activities to improve your fitness and wellbeing. You can include the associated costs of your activity in your application, for example, equipment and transport.

People living with Parkinson's who have young families and require support with childcare to allow them to attend hospital appointments or Parkinson's related activities can also apply.

Our grants panel may also consider applications for items or activities not included here if you can explain how the item or activity will significantly improve your quality of life.

Providing a quote

In **Section 3**, we ask you to provide a quote for the costs you are requesting for an activity or for respite. Your chosen supplier should be happy to provide this and for recreational activities or respite, a standard scale of charges, highlighting the one that applies to you is sufficient.

We ask for two quotes for electrical and household items. These can be as simple as print outs from a website or pages from a catalogue or price list. We need to know the exact item you have chosen and we need to be sure that you have thought about value for money.

For home adaptations that may involve minor works to your home, we will require two quotes from suitable professionals.

What we will not fund

We do not fund long-term financial commitments or daily living costs. We will not consider retrospective funding or applications to fund items that have already been paid for or for which payment has been committed. We will not fund items or respite where funding for them should be available from the Government or your Local Authority.

Section 4 How will a Take Control grant help you?

This is perhaps the most important section of your application. Our grants panel want to know what difference a Take Control grant will make to your life. You do not need to write a long explanation. Tell us simply how the item or activity you want us to fund will improve your daily life or what it will help you do.

Section 6 Your finances

Other financial support

Some Parkinson's UK Groups offer their own local financial assistance schemes. They may offer financial help with respite or other items which are covered by Parkinson's UK Take Control Grants. We need to know if you receive or have applied to receive financial help from any of our local groups. We will not contact the local group about your Take Control Grants application but we may need to ask you for more details about any financial help they give or have given you in the last year.

Section 7 Information to support your application

All applications must be supported by a relevant health or social care professional who knows you and understands your condition or your caring responsibilities.

If you are applying for help with a **home adaptation** or **an item of specialist equipment**, we will need a letter from your occupational therapist, physiotherapist or speech and language therapist, as appropriate to the equipment or adaptation you are asking us to fund.

If you are applying for help with respite care or any other item or activity, a letter from your **Parkinson's Local Adviser** or from your GP, Parkinson's Nurse, social worker or other professional who knows you and understands your condition or your caring responsibilities would be suitable.

Any letter from a professional to support your application should include:

- any relevant background information
- details about why the item or activity is suitable for you
- their view on how it will improve your quality of life

It might be helpful to show the person writing the letter these guidance notes.

Although you need to include a letter of support, your own thoughts (**see Section 4**) are a very important part of your application.

Section 8 Declaration

If you complete the application form yourself or complete it with help from a social care professional or other support worker, you **must** sign the declaration to confirm that all the information you have provided is accurate and complete.

If someone who cares for you or a relative, friend or advocate completes the application on your behalf, they **must** sign the advocate or representative's declaration to confirm that all the information they have recorded for you is accurate and complete.

Section 9 Monitoring questions

Please help us to monitor the reach and impact of Parkinson's UK Take Control Grants by completing this final section. The information you provide in this section will help us to check that we are reaching out as widely as possible in communities.

.Any information you provide in this section will be separated from other sections of your application and will remain confidential.

The information in this section is not shared with the grants panel and will not affect the outcome of your application.

Funding from the Government or from your Local Authority

If funding might be available from the Government or from your Local Authority for the item you need, you must check this first. For example, your local social services department may be able to help you with home adaptations, wheelchairs and other equipment or funding for respite care. If you have asked the Government or your Local Authority for funding but been unable to obtain it, please send us documents to show this.

What happens next?

A grants panel meets every month to consider applications. They assess applications on the basis of need and the impact the funds requested will have. The information you supply in the application form will be used by the panel to make their decision. Members of the panel will not be allowed to know your name or where you live. We remove this information from your application form and conceal it in any supporting information.

The grants panel is made up of people with Parkinson's, people who care for someone with Parkinson's, relevant health and social care professionals and Parkinson's UK staff.

We will contact you to let you know whether or not your application has been successful within one week of the grants panel meeting. If your application is successful we will ask you to sign a grant acceptance form. We will discuss arrangements for the award with you before we ask you to sign the form.

Successful applicants may not apply again until a full calendar year after the date of acceptance of any award. In the event of our funds being over-subscribed, priority may be given to applicants who have not previously received a Parkinson's UK Take Control Grant.

What if you are not happy with the grants panel's decision?

The Financial Assistance Programme Manager will welcome your feedback on **020 7963 3785** or by email grants@parkinsons.org.uk. We will use all feedback to improve our procedures. However, the decision of the grants panel is final.

General data protection

Information provided in your application form is stored confidentially, in accordance with the General Data Protection Regulations, for seven years. It will not be used for any purpose other than to assess your application.

Any questions?

If you have questions about the scheme or your application, please contact the Financial Assistance Programme Manager at Parkinson's UK on **020 7963 3785** or email grants@parkinsons.org.uk.