

## Parkinson's UK Grants 2020 - Guidance for applicants

Please read this guidance carefully before completing your application form. We have made some changes which may affect your application.

### When to send us your application

There will be **three** opportunities to apply for a Parkinson's UK Grant in 2020

**Round 1** opens on **15 January** The closing date is **31 March**

**Round 2** opens on **1 May** The closing date is **31 July**

**Round 3** opens **15 September** The closing date is **31 October**

**Applications received after these closing dates will not be considered for funding in that round and cannot be carried forward to the next funding round.**

### Section 1 Your details

#### Who can apply?

Parkinson's UK offers grants to people living with Parkinson's, their partners and principal unpaid carers. The grants are to provide items or services that will help you live well with Parkinson's or will 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. In any household or family, only **one** carer -usually the principal carer - may apply in any year.

To apply for a Parkinson's UK Grant, your **total** household savings must be **less than £16,000**. You can read more about what we mean by 'household savings' in Section 6.

### 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 must provide their details in **Section 2**. They must also be prepared to sign the advocate's or representative's declaration in **Section 8** if you are unable to sign the form yourself.

### 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. **You may only apply for items or activities in one category.**

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

\*limited to one application per household

## What kind of things can you apply for?

### Electrical items

This can include white goods (e.g. a washing machine or cooker) or technology that will help with communication or mobility problems (e.g. a computer to keep in touch with friends and family or a micro voice-amplifier to help with conversation). This category can also provide items to enable you to continue in employment or change the job you do. The item(s) you apply for must not exceed £500. We cannot contribute to more costly items as this category is intended to supply basic household and communication essentials.

### 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.

When you apply for respite care we will ask for evidence that you have looked for help from your local health and social care service and we will need you to provide evidence to tell us why the service couldn't help.

### 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. If you apply for funding to adapt your home, we will ask you for evidence that you have applied for a **Disabled Facilities Grant**. If you have been turned down for a Disabled Facilities Grant you must tell us the reason why you are not eligible to receive one.

Every application for any adaptation to your home **MUST** be supported by a recent report or letter from an Occupational Therapist who has met you and can confirm that the adaptation you are planning will meet your needs fully. Without this professional advice, our Grants Panel will not be able to consider your application. It is important that you provide the Grants Panel with enough information to decide whether your plans follow your Occupational Therapist's advice - for example, drawings and plans of the proposed works.

### Specialist equipment

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

Every application for specialist mobility equipment **MUST** be supported by a recent report and/or a recommendation from a suitably qualified health professional who has met you and understands your condition, e.g. an Occupational Therapist or Physiotherapist. A letter from a General Practitioner (GP) will not be sufficient.

If you are applying for a mobility scooter you **MUST** also provide a full specialist mobility assessment. Our grants panel needs to know you have taken expert advice to find the most suitable mobility scooter for your needs and that you can manage the mobility scooter safely and confidently. Some specialist mobility suppliers are able to offer detailed assessments by trained and accredited staff and will arrange for you to test a mobility scooter before you decide on the model you would like us to help you buy.

### Activities

We will fund exercise or recreational activities that help you to keep active, stay connected and think positively. This could include activities 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, e.g. the cost of equipment and/or transport costs.

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 mentioned here, if you can explain how the item or activity will significantly improve your quality of life.**

### Providing quotes

In [Section 3](#), we ask you to provide quotes for the costs you are requesting.

For an **activity** we only require **one** quote. Your chosen service provider or therapist should be happy to provide this and for recreational activities, a standard scale of charges, highlighting the one that applies to you is sufficient.

For **respite**, we will require **a quote from your chosen service provider**. The quote **MUST** be on the service provider's headed notepaper and should be specific to you. **An hourly rate alone will not be enough**. If your provider sends you a quote by email, the email **MUST** include the service provider's full details, with the name of the person providing the quote and their job title.

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 have a supply arrangement with Appliances Online [www.ao.com](http://www.ao.com) and if you are applying for electrical, white goods or technology items, we ask that at least one of your quotes is from AO. We need to know the exact item you have chosen, and we need to be sure that you have thought about value for money. The item(s) you ask for in this category should not exceed **£500**. We make these purchases online on your behalf and so it is not possible for us to make part payments.

For **home adaptations** that may involve minor works to your home, we will require **two** quotes which must be from suitable professionals. This is in addition to a letter of support from your Occupational Therapist. If your Occupational Therapist recommends a specific contractor or if we are contributing to works undertaken by your Local Authority we will be happy to accept one quote.

**IMPORTANT NOTE:** If you have a personal connection with the supplier or service provider who is providing quotes for your application, or a financial interest in any business providing quotes, you must tell us so that the panel is aware of that relationship before making an award.

### What we will not fund

We do not fund holidays, long-term financial commitments or daily living costs.

We will not fund items that you have already paid for or for which you have paid a deposit or payment has been committed. We will not fund items or respite where funding for them is available to you from the Government or your Local Authority.

## Section 4 How will a Parkinson's UK grant help you?

This is the most important section of your application. Our grants panel wants to know what difference a Parkinson's UK Grant will make to your life with Parkinson's. 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

### Savings and investments

To apply for a Parkinson's UK Grant your **total** household savings must be **less than £16,000**.

You must tell us the **total sum** of any savings or investments you have, including your partner's savings if you are married or living together. **Total savings** means money held in bank accounts and/or building societies, stocks and shares, gilts, bonds, ISAs or any other savings. If you have no savings, you must confirm this by putting **£0**.

**Please don't leave this question blank as it will delay your application.**

### Other financial support

Some Parkinson's UK Local Groups offer their own financial assistance schemes. They may offer financial help with respite or other items which are covered by Parkinson's UK Grants. We need to know if you have received or have applied to receive financial help from any of our local groups. We will not contact the local group about your 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

Every application **MUST** be supported by a letter from 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**, you must provide a letter from your occupational therapist, your physiotherapist or your speech and language therapist, as appropriate to the equipment or adaptation you are asking us to fund.

For mobility scooters or powered wheelchairs, you **MUST** provide a full specialist mobility assessment. Our grants panel needs to know you have taken expert advice to find the most

suitable model for your needs and that you can manage the mobility scooter safely.

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:

- relevant background information about you and your condition
- details about why the item or activity is suitable for you
- their view on how it will improve your daily living with Parkinson's

**It might be helpful to show these guidance notes to the person you ask to write the letter.**

Although you must include a letter of support, your own thoughts (see **Section 4**) are still 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 Grants by completing the monitoring questions. 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 monitoring information 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 the funding you need might be available from the Government or from your Local Authority, you must check this before you apply for a Parkinson's UK Grant. Your local social care services may be able to help you with home adaptations, wheelchairs and other equipment or with funding for respite care. If you have asked the Government or your Local Authority for funding and have been

told you are not eligible, please send us any documents or letters you have to show this.

## What happens next?

You will receive a letter or an email to tell you that we have received your application form. We try to use email whenever possible to keep costs down.

If your application does not have all the information our panel needs, we will contact you and ask you to provide the additional information. We aim to tell you whether you have been awarded a grant **twelve weeks** from receiving your complete application but if we receive a high number of applications it can take longer than this.

Our grants panel is made up of people with Parkinson's, people who care for someone with Parkinson's and health and social care professionals with relevant experience of Parkinson's. They are all trained volunteers.

Members of the panel will not know your name or where you live when they consider your application. We remove this information from your application form and conceal all your personal details completely in all the supporting information you send us. The information you supply in your application form and any letters or documents you send us will only be used by the panel to make their decision and for no other purpose.

We will contact you to let you know whether your application has been successful within one week of the Grants Panel making their decision. 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.

**We do not make cash or cheque payments to you if you are successful.** We arrange the purchase and delivery of items and services and payments are made directly to the supplier or service provider.

**Successful applicants may not apply for another Parkinson's UK Grant until a full calendar year after the date of their 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 Grant.

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

The Financial Assistance Programme Manager welcomes your feedback on **0344 225 3785** or by email to [grants@parkinsons.org.uk](mailto:grants@parkinsons.org.uk) . We will use all the feedback we receive to help us 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. 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](mailto:grants@parkinsons.org.uk) .