

Support Grant Guidance 2020

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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 Memorandum of Association states that the objectives of the MND Association are for “the relief of persons who are, or who are suspected of being affected by Motor Neurone Disease and its associated conditions (the beneficiaries), by seeking to ensure that such persons and their families and carers receive such help and assistance as is calculated to relieve their need”. As such, those beneficiaries need not be in membership of the Association or known to a Branch and Group in order to benefit from an Association support grant.

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 or as required, by the Associations 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 or over) 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 18 or under) 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 child or young person must reside with a person living with MND or their parent/guardian has MND.

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

Funding is limited and the grant maximums detailed are a guide only, we consider budget, value for money and the impact of the grant, and may award any amount up to the maximums for each grant category. 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/support-and-information/our-services/communication-aids-service/>

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/support-and-information/our-services/wheelchair-service/>

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 and each application will be assessed on an individual basis:

- 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 (evidence must be provided with the application)
- Statutory services will not provide the equipment or service, or it is anticipated that there would be an unacceptable delay in provision (evidence and confirmation of timescale must be provided with the application).
- 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.

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 and each application will be assessed on an individual basis:

- 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 or estimate for the item or service requested.

Any previous support that has been provided to a person living with MND through an MND Support Grant (Care) and Quality of Life grant in the last rolling 12 months will be taken into account when assessing the new request. The application form should detail any Quality of Life grants that have been 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
- Repayment of Debt
- Legal 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 receipt of a fully completed application form.

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/ASC? Is the amount requested reasonable? Has the applicant provided evidence 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/Area Support Co-ordinator (ASC) 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 submitted as an exception will be evaluated initially by Support Services and then by the Head of National Care using the MND support grant guidance and on a case by case basis. Detailed information which fully outlines the reason for the exception should be provided to aid the decision. 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 a professional assessment.

An 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/ Support Services /shared).

Examples of funding would be contributions towards: -

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

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

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

Does not require a professional assessment and enables the person with MND to purchase equipment, services or facilities which help maintain their independence, dignity, comfort and social connections. Can also be used to contribute to the cost of things which promote the well-being of the person with MND and immediate family.

Examples of funding would be contributions towards: -

- Adaptations to the home not requiring an assessment
- Support with essential garden and home maintenance
- Keeping connected e.g. tablets for accessing social media and video calls
- Hobbies and interests
- Special transport
- Accessible/adapted holiday venues

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

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

Supports the main unpaid carer (aged 16+) for someone with MND to allow them to take a break from caring duties and/or promote the well-being of the carer or young carer.

Examples of funding would be contributions towards: -

- Hobbies and interests
- Keeping connected e.g. tablets for accessing social media and video calls
- Short breaks

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

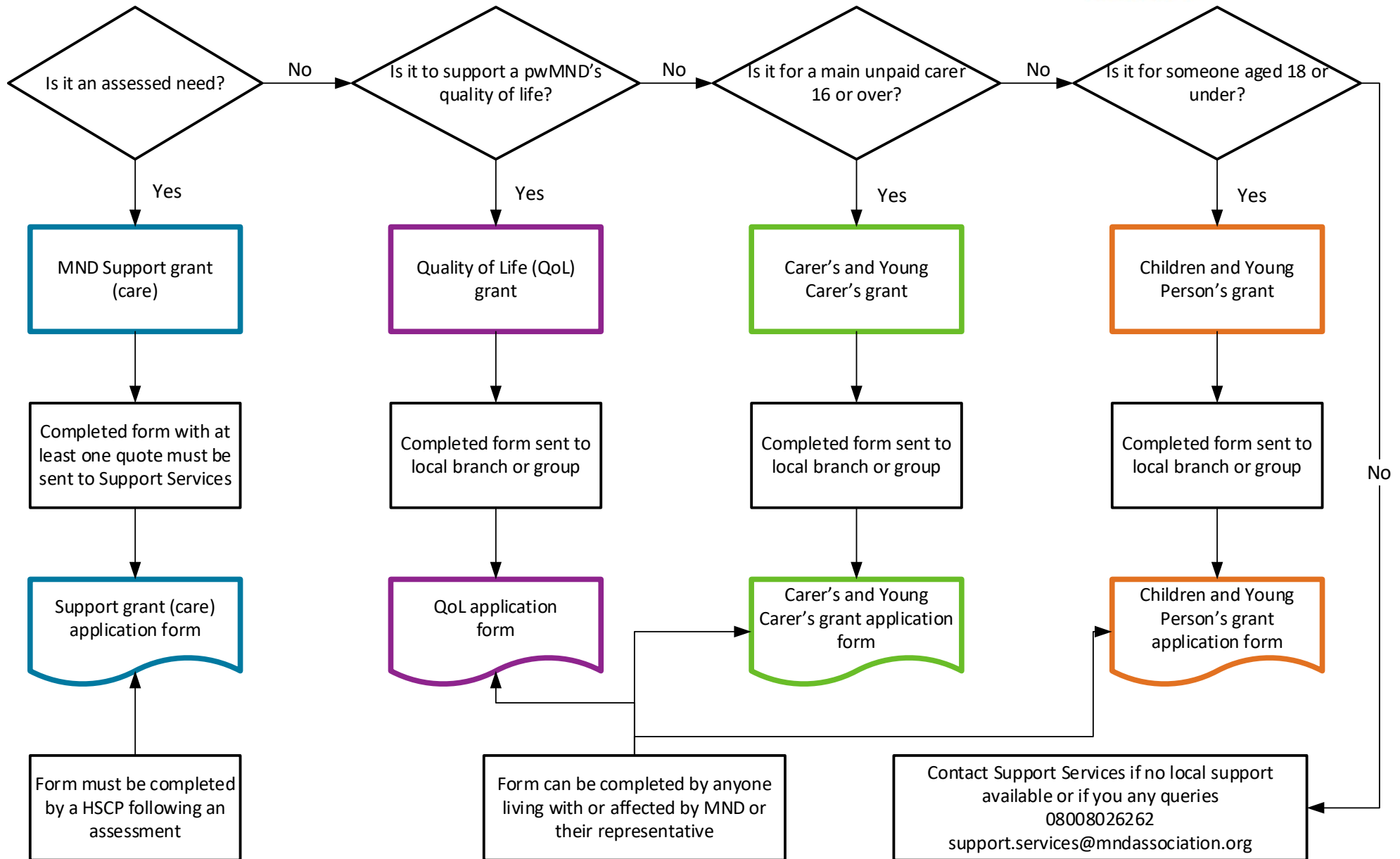
Children and Young Person's Grant up to a maximum of £250 per person per rolling 12 months

Must be 18 or under and residing with a person living with MND or parent/guardian has MND. Examples of funding would be contributions towards: -

- Driving lessons
- Hobbies and interests
- Keeping connected e.g. tablets for accessing social media and video calls
- Holiday/school trips

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

What support grant can I apply for?



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