

Cystic Fibrosis *our focus*

Welfare Grant Guidelines

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Cystic fibrosis (CF) can bring its own financial burden. The Cystic Fibrosis Trust can offer financial support to help meet these extra costs, with a range of grants that adults with CF and families of children with CF can apply for.

Please read this guide before applying for a grant. Application forms can be downloaded from our website. If you have any questions or need any help applying for a grant, please contact our helpline on 0300 373 1000 or email helpline@cysticfibrosis.org.uk.

This guide covers all of the grants the Cystic Fibrosis Trust offers, and there is information for applicants and endorsers. If you are unsure which grants you may be eligible for, our helpline staff will be able to guide you.

Please note: When you apply for a grant, we ask you to complete a monitoring form so we can understand more about who receives our grants. The information we need is about the person with CF who will benefit from the grant. **The information on the monitoring form will NOT be used to make a decision on your application.** We will use this information to report on the support we provide to people with CF, and to help us ensure we are reaching those who need our support most.

The grants available from the Cystic Fibrosis Trust are:

Emergency grants

Small grants of up to £150 to help in times of immediate financial need.

Transplant grants

Grants of £250 to help with the costs associated with attending a transplant assessment and having a transplant.

Health and wellbeing grants

Grants of up to £350 to fund goods or services that will improve the health and wellbeing of someone with CF (eg white goods, gym membership, exercise equipment).

Holiday or break grants

Grants of up to £300 to fund holidays, breaks, trips or days out for adults with CF who wouldn't otherwise be able to afford a break.

Home Care grants

One-off emergency grants of up to £500 for times of acute illness or personal crisis, designed to support people with CF to be cared for comfortably at home.

Prescription Pre-Payment Certificate grants

One-off grants to fund the cost of a pre-payment certificate for prescriptions.

Funeral grants

Grants of £750 to help towards funeral costs when someone with CF dies.

Emergency grants

What is the emergency grant and what can I use it for?

Emergency grants are up to **£150** to help people with CF of any age and those who care for them when they are in immediate financial need and/or they are applying for an item or service which is needed urgently to stop their health deteriorating.

Examples can include but are not limited to:

- Where there has been a **loss of income** due to a period of illness and the grant can be used to provide short term help with day to day expenses.
- Where there has been a **loss of benefits** and the grant can be used to provide short term help with day to day expenses.
- Where there has been an **unplanned** and **unexpected** hospital admission and the grant can pay for travel costs to and from hospital for the person with CF or their family/carers.
- Emergency household repairs.
- Services such as professional cleaning of the home where the level of dust/mould would have an immediate negative impact on health.
- Replacement of white goods where the lack of the item is causing an immediate negative impact on health (eg where a fridge that is needed to store medicine has broken or a washing machine has broken and handwashing clothes is leading to problems with damp).

How do I apply?

The application form can be downloaded from our website, or you can contact our helpline and we will email or post a form out to you. When the form is filled in, please email it or post it to the address on the bottom of the form.

How much can I apply for?

The grants are usually for a maximum of £150, however this can be increased in exceptional circumstances. Please contact the helpline on 0300 373 1000 or email helpline@cysticfibrosis.org.uk to discuss.

When will I receive the grant?

These grants are processed weekly and if your application is successful, the grant will be paid straight in to the bank account named on your application form via BACS within 10 days of us receiving a complete application.

Who should complete the application form?

The application form can be completed by the person with CF, their parent, partner or someone from their CF team. Whoever completes the form, it is important that the person named on the form as the applicant is the person with cystic fibrosis. There is space below this to enter your details if you are completing the form on their behalf.

Is there anything that the emergency grants cannot fund?

Emergency grants will be assessed on an individual basis, but in general the following guidelines apply:

- We cannot fund routine travel costs such as planned hospital admissions for IVs and clinic appointments.
- We cannot fund towards existing debts, loans or credit card bills.
- We cannot meet ongoing costs such as rent or mortgage payments.

How often can I apply?

Emergency grants are assessed on a case by case basis, so they can be applied for as and when needed. However, our limited resources mean we cannot meet ongoing costs, so would be unable to accept multiple applications from the same applicant, for the same emergency situation. If you are unsure about this, please contact us before making your application.

Do I need to have my application form endorsed?

Yes. We need the supporting statement to be completed by a member of your CF team. If this is proving difficult please contact us.

I have a question, can I speak to someone?

Yes. Please call our helpline on 0300 373 1000 or email helpline@cysticfibrosis.org.uk if you have any questions about any of our grants.

Transplant grants

What is the transplant grant and what can I use it for?

Transplant grants are up to £250 to cover the costs of travel or accommodation that people with CF and their families can incur when being assessed for a transplant or when having a transplant.

How much can I apply for?

The grants are for a maximum of £250. You can apply up to two months after your assessment/transplant.

When can I apply?

Every person with CF can apply for **two** transplant grants – one to cover costs associated with transplant assessment and one to cover costs associated with a transplant.

How do I apply?

The application form can be downloaded from our website, or you can contact our helpline and we will email or post a form out to you. When the form is filled in, please email it or post it to the address on the bottom of the form.

Do I need to have my application form endorsed?

Yes. We need the supporting statement to be completed by a member of your CF team or transplant team. If this is proving difficult please contact us.

I have a question, can I speak to someone?

Yes. Please call our helpline on 0300 373 1000 or email helpline@cysticfibrosis.org.uk if you have any questions about any of our grants.

Health and wellbeing grants

Health and wellbeing grants are available to help children or adults with CF to buy goods or services to help improve their health and quality of life.

This can include, but is not restricted to: **goods** such as exercise equipment, fridges and freezers, washing machines, tumble dryers and furniture; **services** such as gym membership, exercise classes and activity classes.

How do I apply?

The application form can be downloaded from our website, or you can contact our helpline and we will email or post a form out to you. When the form is filled in, please email it or post it to the address on the bottom of the form.

These guidelines provide information about how to complete the application form.

Applicant's details

The applicant is the person with CF – this may be an adult or a child. The application form can be completed by the person with CF, their parent, partner or someone from their specialist CF team. Whoever completes the form, it is important that the person named on the form as the applicant is the person with CF and that they are aware the application is being made on their behalf. There is space to enter your details if you are completing the form on behalf of someone with cystic fibrosis.

Requested item

This is the section that will provide the panel with the information they will use to assess your application and you should therefore provide as much detail as possible.

The panel will award applications where the goods or service requested will have a positive impact on the applicant's health and wellbeing. We accept applications from anyone in financial need who would not otherwise be able to afford the item. Please use this section to explain why you cannot afford the item requested.

It is important that you use this section of the form to explain how the grant will directly benefit the applicant's health and wellbeing. If this information is not clear, the application is likely to be rejected.

The maximum amount that can be applied for is **£350**. Please provide as much detail as possible about the goods or services you are applying for. **You must include a quote for the item – this can be a link to a webpage, a screen shot/photo, formal quote or price list highlighting the goods/service you are requesting. If you do not include a quote or evidence of cost, your application will be rejected.**

If you are requesting more than one item, please be aware that the total amount that can be awarded for all items is £350. In order to ensure our grants have maximum impact, we are not usually able to part-fund items except in exceptional circumstances – please contact us to discuss this before submitting your application.

For commonly requested items the panel have a set amount that will usually be awarded to successful applicants.

Item	Standard amount awarded
Fridge	£170
Freezer	£170
Fridge freezer	£250
Washing machine	£250
Tumble dryer	£220
Washer dryer	£275
Cooker	£250

If there are exceptional circumstances where a more expensive item is needed (eg a specific fridge to fit a kitchen) then please provide details of this so the panel can consider awarding more than the standard amount detailed above.

If you are making a repeat application for the same service as a previous year, we may contact you and the endorser to ask for additional information.

Payment

Please provide details of the bank account that you would like the money to be paid in to should you be successful.

The grant will be paid straight in to the bank account named on your application form via BACS between two and four weeks after the panel meeting.

Supporting statement

In order for your application to be taken to the panel we need the supporting statement to be completed by a member of your CF team. If this is proving difficult please contact our helpline.

The supporting statement must explain how the grant will benefit the applicant's health and wellbeing. This information is really important for our panel when they are making a decision on your application.

The supporting statement needs to be signed by the endorser or emailed to us from their email address.

Other information

Decisions on applications are made by an independent panel that meets every two months. Please check our website or contact our helpline for details of the next panel and closing date.

Due to the high level of applications received it may not always be possible to award all applications or the panel may decide to award less than was requested.

When we receive your grant application we will carry out an initial assessment. If any information is missing or we feel your application would be better suited to another of our grants we will be in touch to let you know. We may also contact the endorser for further information.

If you give us your permission, we may contact you after you receive your grant to find out about the difference the grant made for you and your family.

My request is urgent and I cannot wait until the next panel meeting. What can I do?

If you are requesting an item without which there could be an **immediate** and **negative** risk to your health then in exceptional circumstances the application can be processed on an emergency basis (for example, your fridge is broken and you need it to store medicine or your washing machine has broken and you are handwashing clothes leading to problems with damp).

In this instance please complete an emergency grant application (p4) and explain why you need the item urgently – we may also contact the professional who provides the supporting statement to ask for further information. We will usually award the standard amount listed in the table above in these circumstances, but please let us know if there is a reason why you need a different amount.

Can I complete the form on someone's behalf?

There is space on the form to enter your details if you are completing the application on behalf of someone with cystic fibrosis. However, we do ask that the person with CF is made aware of the application as we may follow up to gather further information from the applicant or the person completing the supporting statement.

CF teams can complete and send in applications on behalf of their patients.

Health and wellbeing grants can be awarded once **every 12 months**. Please be aware that if you have received a previous health and wellbeing grant from the Cystic Fibrosis Trust, the panel may prioritise applicants that have not been previously been awarded a grant.

Please call our helpline on 0300 373 1000 or email helpline@cysticfibrosis.org.uk if you have any questions about any of our grants.

Holiday or break grants

Holiday or break grants are available to people with CF over the age of 18 to help towards the costs of a holiday, short trip or break.

Applications can be for any activity that will give the person with CF a break. This can include but is not restricted to: holidays in the UK and abroad, short day trips and days out and evenings out. We prioritise applications where the grant will cover the full cost of a break in full so that we can ensure we are providing support to those who would otherwise be unable to afford a holiday.

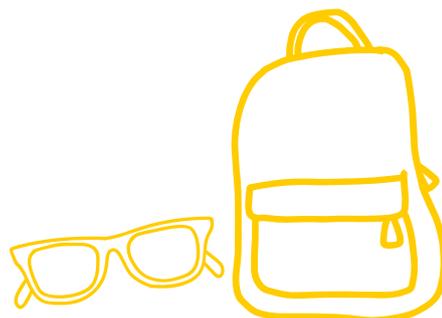
How do I apply?

The application form can be downloaded from our website, or you can contact our helpline and we will email or post a form out to you. When the form is filled in, please email it or post it to the address on the bottom of the form.

These guidelines provide information about how to complete the application form.

Applicant's details

The applicant is the person with CF, who must be aged 18 or over. The application form can be completed by the person with CF, their parent, partner or someone from their CF team. Whoever completes the form it is important that the person named on the form as the applicant is the person with CF and that they are aware the application is being made on their behalf. There is space to enter your details if you are completing the form on behalf of someone with cystic fibrosis.



The holiday or break

This is the section that will provide the panel with the information they will make their assessment on and it should therefore provide as much detail as possible.

The panel will only award applications where the break requested will have a positive impact on the applicant's physical and/or mental health and wellbeing. Therefore it is important that the impact of the holiday or break is clearly explained in this section.

If you have enough income or savings to fund the holiday or break yourself, we ask that you do not apply.

The maximum amount that can be applied for is **£300**. Please provide as much detail as possible about the holiday or break you are applying for and include quotes if you have them.

We prioritise applications where the grant will cover the cost of a break in full so that we can ensure we are providing support to those who would otherwise be unable to afford a holiday. If the holiday or break that is being planned is more than £300 then please let us know that you are applying for a contribution towards the total cost. If your holiday costs more than £300, it can be useful for our panel if you explain how you plan to fund the rest (for example, you may have saved to pay for your holiday but need help with the cost of your travel insurance).

Payment

Please provide details of the bank account that the applicant would like the money to be paid in to should the application be successful.

The grant will be paid straight in to the bank account named on your application form via BACS between two and four weeks after the panel meeting.

Supporting statement

For your application to be taken to the panel we need the supporting statement to be completed by a member of your CF team. If this is proving difficult please contact our helpline.

This section will provide more details to the panel about the holiday or break requested and how it will positively impact the wellbeing of the person with cystic fibrosis. Again, please provide as much information as possible.

The supporting statement needs to be signed by the endorser or emailed to us from their email address. Please be aware that we may contact the endorser directly if we require any further information.

Other information

Decisions on applications are made by an independent panel that meet every two months. Please check our website for the next panel and closing date.

Due to the high level of applications received it may not always be possible to award all applications or the panel may decide to award less than was requested.

When we receive your grant application we will carry out an initial assessment. If any information is missing or we feel your application would be better suited to another of our grant funds we will be in touch to let you know.

Holiday grants can be awarded once every two years. Please be aware that if you have received a previous holiday grant from the Trust, the panel may prioritise those that have not received a grant in the past.

If you give us your permission, we may contact you after you receive your grant to find out about the difference the grant made for you and your family.

Please call our helpline on 0300 373 1000 or email helpline@cysticfibrosis.org.uk if you have any questions about any of our grants.

Home Care grants

Funded by a generous donation, Edward W Joseph Home Care grants focus on allowing people with CF to be at home safely, comfortably and receiving appropriate care with or from their families or loved ones. You can apply for a one-off emergency grant of £500 if you or your family are experiencing a period of significant stress or particularly poor health of the person with cystic fibrosis.

How do I apply?

The application form can be downloaded from our website, or you can contact our helpline and we will email or post a form out to you. When the form is filled in, please email it or post it to the address on the bottom of the form.

Applications are assessed weekly.

How much can I apply for?

The grants are for a maximum of £500.

Are there any criteria for who can apply for what?

Grant criteria

A. The family is experiencing a period of significant, additional stress (this could be due to family breakup, illness of other members of the family, loss of income, bereavement etc).

or

B. The person with CF is experiencing a period of particularly poor health, is listed for transplant, or is receiving palliative care.

and

C. The need cannot be met through other statutory agencies or the NHS within an appropriate time frame.

D. The application is endorsed by the CF team.

Note: successful applications must fill criteria A or B as well as both criteria C and D.

Examples of items that have been funded through these grants include stairlifts, riser chairs and specialist beds, as well as household essentials such as mattresses and white goods.

When will I receive my grant?

Homecare grants are processed weekly and if your application is successful the grant will be paid straight in to the bank account named on your application form via BACS within 10 days of us receiving your form.

Who should complete the application form?

The application form can be completed by the person with CF, their parent, partner or someone from their CF team. Whoever completes the form, it is important that the person named on the form as the applicant is the person with CF and that they are aware the application is being made on their behalf. There is space below this to enter your details if you are completing the form on their behalf.

Do I need to have my application form endorsed?

Yes. For your application to be taken to the panel we need the supporting statement to be completed by a member of your CF team. If this is proving difficult please contact us.

I have a question, can I speak to someone?

Yes. Please call our helpline on 0300 373 1000 or email helpline@cysticfibrosis.org.uk if you have any questions about any of our grants.



Prescription Pre-Payment Certificate grant

Prescription charges have now been abolished entirely for people in Scotland, Northern Ireland and Wales. However, in England many people with CF still have to pay for their prescriptions.

If you have checked your eligibility and you have to pay for your prescriptions, we can provide a one-off grant to cover the cost of an annual pre-payment certificate (PPC).

Do I have to pay for my prescriptions?

Before applying for this grant, we ask you to read the information on our website about prescription charges: www.cysticfibrosis.org.uk/the-work-we-do/support-available/financial-support/prescription-charges

We also ask you to check whether you are eligible for free prescriptions using the NHS online tool: www.nhsbsa.nhs.uk/penalty-charges-dont-get-caught-out/check-you-tick

If you are not able to access the above information online, please contact our helpline or speak to your CF team.

How do I apply?

The application form can be downloaded from our website, or you can contact our helpline and we will email or post a form out to you. When the form is filled in, please email it or post it to the address on the bottom of the form.

How often can I apply?

Please note that due to our limited budget, we can only provide one pre-payment certificate grant for each person with cystic fibrosis. An annual pre-payment certificate is usually the most cost-effective way to pay for your prescriptions, but you may need to budget for the cost each year.

Do I need to have my application form endorsed?

Yes. We need the supporting statement to be completed by a member of your CF team. If this is proving difficult please contact us.

I have a question, can I speak to someone?

Yes. Please call our helpline on 0300 373 1000 or email helpline@cysticfibrosis.org.uk if you have any questions about any of our grants.



Funeral grants

When someone with CF dies, we can provide a grant of £750 to help with funeral costs. Grants are usually processed within 14 days of us receiving a completed application, and we can pay the grant directly to funeral directors if it is more convenient.

How do I apply?

We aim to make it as easy as possible for bereaved families to apply for this grant.

The application form can be downloaded from our website, or you can contact our helpline and we will email or post a form out to you. When the form is filled in, please email it or post it to the address on the bottom of the form.

The application will need to be supported by a professional who was involved in the medical care of the person who has died – if this is difficult for you to arrange please contact us and we will help.

When will the grant be paid?

These grants are processed weekly and if your application is successful, the grant will usually be paid using the details on your application form within 10 days of us receiving the application.

I have a question, can I speak to someone?

Yes. Please call our helpline on 0300 373 1000 or email helpline@cysticfibrosis.org.uk if you have any questions about any of our grants. The helpline team is also here to listen if you want to talk about your bereavement, and can give you details of other sources of emotional support and send copies of our bereavement booklets.

There is also information to support anyone coping with a bereavement due to CF on our website: cysticfibrosis.org.uk/bereavement.

Cystic Fibrosis Trust

cysticfibrosis.org.uk

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