

OFFICE GUIDELINES

2011

(APPLY BEFORE YOU BUY)

Maxima

If a primary beneficiary has already had in excess of £3,000 in grants or more than 4 grants exceeding £3,000 over a period of a financial year then the request will be presented to the NSSC.

Payment Of Retrospective Grants

If receipt(s) is received within 2 months of the purchase, full payment of office guidelines amount can be made.

If receipt(s) is received within 6 months of the purchase, 50% of office guidelines amount can be made.

If receipt(s) is received within 12 months of the purchase, $\frac{1}{3}$ of office guidelines amount can be made.

Please note: In respect of retrospective grants, you are urged to “apply before you buy” as all such grants are within the discretion of the Trustees.

Appeals/Revisiting Decisions

Where an applicant wishes to present new information to support an application for assistance that has been declined, the NSSC will review any NEW evidence that is forthcoming in terms of the original decision taken. It should be noted that only NEW evidence will be considered.

Where an applicant is unhappy with a decision per se and there is no new evidence but a wish for the original case to be reconsidered, it will be referred to the full board of Trustees at their next meeting for a decision.

Accommodation related grants

Financial and Mortgage Assistance (AM) – Includes first mortgages only and is exempt from grant maxima

Maximum £350 – A grant towards an Independent Financial Advisor (IFA). Where a second mortgage, re-mortgage, or a further advance is required within 7 years of the first mortgage being obtained, the application for assistance will be presented to the NSSC. (It should be noted that where mortgage debt is accrued, any application for debt relief will be subject to a full financial appraisal and relief cannot automatically be relied upon and will depend upon individual circumstances; those seeking to purchase their home are encouraged to consider all the ramifications of home purchase carefully).

Applicant arranges consultation with an IFA and sends:

- a) a letter detailing the request
- b) a copy of the invoice or receipt.

Setting up Home (AF)

Maximum £3,000 (every seven years) – A grant towards the cost incurred by setting up home independently for the first time or move forced by landlord.

Typically this grant will be a contribution towards the cost of furniture, furnishings, and 'white goods' (washing machines etc). It is NOT for things like TVs or DVDs.

Applicant sends: a) a letter detailing the request
b) two quotations for every item on business letterhead or advertisements, (to be followed by copy of receipts when payment has been made)

Moving Home (AL)

Maximum £4,000 (every seven years) – A grant toward solicitor's and surveyor's fees, removal costs, etc.

Applicant sends: a) a letter detailing the request
b) copies of two written quotations on business letterhead, (to be followed by a copy of the receipts when payment has been made)

Damage to Property (AR)

Where a beneficiary owns his/her own property, they will need to contact their insurers to determine whether the repairs are covered on their policy. If not, a copy of the refusal letter needs to be sent to the office with the request for assistance.

Replacement Windows and Exterior Doors (AW)

Maximum £2,500 (every ten years) – If the application relates to a rented home, i.e. council, housing association or private rented, then primary beneficiary needs to apply to the landlord for funding. If funding is refused, a copy of the refusal letter along with a request letter and two quotes is to be sent to the Trust so that it can be presented to the NSSC.

A grant can be awarded under exceptional circumstances to cover the cost of replacement windows in essential rooms only (e.g. main bedroom and main living rooms) - we fund lower of two quotations. No applications for a replacement window grant can be considered under office guidelines within five years of receiving a moving home grant, as a property with suitable windows should have been purchased.

Applicant sends:

- a) a letter detailing the request
- b) two written quotations from reputable window companies, (to be followed by a copy of the receipts, when the work is completed)
- c) if applicable, refusal letter from Landlord or insurers

Central Heating Installation or Repair (AH)

Maximum £3,000 (every ten years) – If the application relates to a rented home i.e. council, housing association or privately rented then apply to the landlord for funding. If funding is refused, send a copy of the refusal letter to the Trust with request details to determine what assistance can be given.

A grant can be awarded under exceptional circumstances to cover the cost of installing or repairing central heating and replacing boilers, which are beyond repair – we fund the lower of two quotations.

Please note:

- **If you own your property or are privately renting and in receipt of Income Support or relevant benefits, an application needs to be made to Warmfront for primary heating systems before any assistance can be considered by the Trust – this can be done by ringing FREEPHONE 0800 3162814.**
- **No applications for a central heating grant can be considered under office guidelines within 5 years of receiving a moving home grant, as a property with suitable heating should have been purchased.**

Applicant sends:

- a) a letter detailing the request
- b) two written quotations from Gas Safe registered plumbing companies, (to be followed by a copy of the receipt(s) when the work is completed)
- c) if applicable, refusal letter from landlord and/or insurers

Living Conditions

- **All primary beneficiaries applying for domestic appliances (excluding the Setting Up Home Grant) and are in receipt of Income Support or Job Seekers Allowance need to apply, in the first instance, to the Social Fund for a Community Care Grant.**

Domestic appliances – For all domestic appliances the applicant sends:

- a) a letter detailing the request
- b) a written quotation on business letterhead OR a copy of an advert showing the price, to be followed by a copy of the receipt(s)

Laundry equipment (LA)

Maximum £400 (every five years and cannot be claimed within three years of receiving a Setting Up Home grant) – A grant towards laundry equipment:

Maximum per item: Washing machine – maximum £250
Dryer – maximum £150
or
Washer/dryer – maximum £400

Refrigeration equipment (LA)

Maximum £300 (every five years and cannot be claimed within five years of receiving a Setting Up Home grant) – A grant towards refrigeration equipment.

Maximum per item: Fridge – maximum £150
Freezer – maximum £150
or
Fridge/freezer – maximum £300

Cooking equipment (LA)

Maximum £300 (every five years and cannot be claimed within five years of receiving Setting Up Home grant) – A grant towards cooking equipment to help with provision of nutritious food. In the interests of safety, gas and electric cookers should be professionally fitted (the cost of which should appear on the quotation and receipt).

Beds (LB)

Maximum £250 (every 10 years) – If a beneficiary has had a bed over 10 years that needs replacing, a grant can be given towards this.

Furniture (LF)

Maximum £500 (not available in the same year as a setting up home grant) – If applicant is in receipt of Income Support or Job Seekers Allowance then they need to apply, in the first instance, to the Social Fund for a Community Care Grant. Where appropriate, the Trust will make a contribution of up to £500.00.

Education related grants

Advanced education for applicants and their children starting full time courses before the age of 21 (can be claimed by Ws and other caring for Ds (ED)) maximum £2,000 a year for up to five years -

Grants towards advanced education course fees, books, equipment and/or travel. (Advanced education refers to Bachelor's degree (BA, BSc), teaching course, HND, HNC, A-level or higher) - No funding is offered for gap years.

Travel expenses can be claimed at 13p per mile for travel by car or public transport standard fares but not taxi fares. (EB to check)

Applicant sends, as appropriate:

- a) confirmation of acceptance on course
- b) evidence of successful completion of the previous stage/year
- c) receipt(s) for fees
- d) receipts for books or equipment
- e) details of travel costs (details of car journey and number of miles claimed or copy of public transport receipts).
- f) if the course is physical, a medical letter is required.

Short non-academic training courses (ER) – Financial assistance can be given where there is clear evidence of economic empowerment and/or 'breaking out'.

School change costs (ES)

Maximum £500 per child – (can be claimed by Ws and others caring for Ds) - Grant towards the cost of school uniform, books, sports kit and other equipment when the child starts a new school.

Applicant sends:

- a) a letter detailing the request
- b) a list of items required and estimate of their cost, (to be followed after purchase by a copy of the receipt(s))

School clothes costs (ES)

Maximum £300 a year per child (not in same year of receiving a school change grant) and can be claimed by Ws and others caring for Ds - Grant to help with the cost of clothes and shoes for schools, available to age 16.

- Applicant sends:
- a) a letter detailing the request
 - b) a list of items required and estimate of their cost, (to be followed after purchase by a copy of the receipt(s))

Additional school costs (ED)

Where primary beneficiary is still alive – maximum £500.00 a year per child

Where primary beneficiary is deceased – maximum £750.00 a year per child

Offered up to age 16, for specialist equipment or materials or school trips.

- Applicant sends:
- a) a letter detailing the request
 - b) details of the cost (to be followed after purchase by a copy of the receipt(s))

Computer (EC)

Maximum £400 (every four years) – A grant towards a desktop or laptop computer. This should also cover a guarantee or warranty lasting at least 4 years.

- Applicants send:
- a) a letter detailing the request
 - b) details of cost, (to be followed after purchase by a copy of the receipt(s))

Computer Equipment (EC)

Maximum £350 (every four years) – A grant towards computer equipment (e.g. printer, broadband connection cost, software, hardware upgrades).

A PC can be purchased for dependants if needed for school work. Any request from a widow for themselves, has to be presented to the NSSC.

Mobility

Driving Lessons (ML)

Maximum £350 (no repeat grants under office guidelines) – A grant to enable primary beneficiaries to learn to drive. If the primary beneficiary is not able to drive for health reasons, a spouse, parent or carer can be nominated for this grant.

If applicant is in receipt of the higher rate DLA Mobility component, they should apply to Motability for funding for driving lessons. If this is refused or only part funded, a grant may be awarded.

- Applicant sends:
- a) a letter detailing the request
 - b) a copy of the letter from Motability, refusing a full grant
 - c) estimate of the cost, (to be followed after purchase by a copy of the receipts)

Non-Motability car, electric scooter and wheelchair purchase and maintenance (MC)

Maximum for purchase £1,000 every three years and maximum for maintenance £500 per year except in year of purchase - Grants for applicants who do not wish to lease a Motability car.

- Applicants send:
- a) a letter detailing the request
 - b) details of cost (usually the order form), (to be followed after purchase by a copy of the receipts)

Financial

Wills (FA)

Maximum £200

Grant towards legal cost of having a will prepared.

Applicants send: a) a letter detailing the request
and either (where funds are required before purchase)
b) details of cost, (to be followed after purchase by
a copy of the receipts)
or (where funds are not required before purchase)
c) a copy of the receipts.