

# Sheffield City Council's Short Break Grant 2015/16

## GUIDANCE NOTES

### What is it?

A Short Break Grant is a one-off payment, **up to a maximum** of £400 per family, designed to give parent/carers of disabled children and young people (aged 0 – 19) to have a break from their caring responsibilities

### What can I use it for?

A Short Break Grant is designed to be flexible and you can use it in a variety of different ways, for example you could:

- Buy a gym membership for you or for the disabled young person
- Pay for family days out or day trips – including travel and food costs
- Pay for cinema trips or a yearly cinema pass
- Pay for a host of other leisure activities
- To pay for additional support to enable your child to access an activity
- Access to a holiday or weekend play scheme
- Childcare to allow you (and your partner) to go out
- Contribute to a family holiday

All of the above are just examples, what is most important is that the grant helps to reduce your stress by having a break from your caring responsibilities.

### Is there anything I cannot use it for?

Although the use of the grant is flexible, there are some things that it is difficult to evidence how they can provide you with a break from your caring responsibilities, such as:

- Buying electronic equipment e.g. smart phone, tablet, laptop etc.
- Decorating
- Buying furniture

### How do I know if I am eligible?

You will automatically be eligible if:

- You care for a child or young person who receives high rate Disability Living Allowance in either the care or mobility components

Or

- You already receive another form of assessed short break e.g. residential provision, SNIPS, direct payments etc

### Can I still apply if I don't meet these criteria?

Yes you may still qualify if:

- You are a new applicant you can submit an 'Additional Information Form'
- You received the grant last year as a result of submitting an Additional Information Form which is less than 12 months old, you can apply without submitting a new Additional Information Form

- You received the grant last year but the Additional Information Form is at least 12 months old, you can apply but will need to submit another Additional Information Form

The Additional Information Form should be completed by a professional who knows your family e.g. GP, Health Visitor etc. and provides evidence of how your child/young person's disability **impacts** upon the whole family. For example, does it affect any siblings, are there any night time behaviours or disturbed sleep patterns, are there any other family members with health concerns, what are the stresses and pressures for the family.

### **When can I claim the grant?**

You can submit the claim any time before **29<sup>th</sup> January 2016**, applications received after that date will **not** be considered. You cannot claim the grant for a short break that has already taken place before the date of your application.

### **When must I use the grant by?**

The activities the grant is funding must have taken place **by 31<sup>st</sup> March 2016**.

### **I have more than 1 child with a disability; can I claim more than one grant?**

No, we are only able to offer one grant per household

### **I need the money quickly; can I fast track the application?**

To make the process fair, all applications are processed strictly in the date order in which they have been received. Whilst we make every effort to make the payment as quickly as possible, but you must not rely on receiving these funds by a certain date.

### **Can I claim for activities or breaks I took earlier in the year before I received confirmation I would get a grant?**

No, the funds cannot be used retrospectively

### **Do I have to send in receipts to evidence how the grant has been used?**

On the application form you need to provide details about how and when you plan to spend the money. You may be asked to produce receipts after the activity has taken place as part of an audit.

### **How and when will I know if my application has been successful?**

We will write to you as soon as we have made a decision. We will try to process applications as quickly as possible but, at times of high demand, it may take a little longer. It would be appreciated if you would allow 6 weeks after submitting your application before enquiring about progress.

### **What can I do if my application is not successful?**

If you disagree with the decision we make about your application, you have the right to appeal. The letter you receive will tell you where to make your appeal.

If you have any further questions or need more information, please contact **Sheffield SEN & Disability Information, Advice and Support on 0114 273 6009**.