

Sheffield City Council's Short Break Grant for Parents & Carers of Children with a Disability



Short Break Grant Application Form 2017/18 – Closing date 31st December 2017

(Please read the attached guidance notes, on page 8 onwards, before completing all sections of the form)

Section 1: Do you qualify?

Please tick and complete **all** of the following that apply to you

For your child/young person, you are receiving:

- a **High Rate** component of Disability Living Allowance, either care or mobility (Please attach a **copy** of your current DLA award letter as evidence)
- an **Enhanced Rate** component of Personal Independence Payment (PIP), either daily living or mobility (Please attach a **copy** of your current PIP award letter as evidence)

OR

- You receive another form of short break following an assessment e.g. SNIPS Service, overnight stays in a residential unit, overnight stays with a Foster Carer, day care support from a Foster Carer, Direct Payment etc.

Please tell us which applies:.....

OR

- You have received a short break grant last year and the 'Additional Information Form' you submitted is less than 12 months old

You can still apply if you don't meet any of the above, but you will need to ask a relevant professional who knows you and your child to **complete the 'Additional Information Form'** on page 7 and **enclose** it with this application form.

Section 2: Your Details (please ensure you complete all of your child's details as well as all of your own)

Title: (Mr/Mrs/Miss/Ms).....		First Name.....		Surname.....	
National Insurance Number or Asylum Seekers Reference Number:.....					
Address:.....					
				Post code	
Child's First Name:			Child's Surname:		
Date of Birth:			Age:		
What special educational need, disability or health condition does your child have?					
.....					
.....					
Telephone			Mobile		
Email					
Please note, if you give us an email address we will use it to correspond with you instead of by post.					

Disability Living Allowance (DLA)

Personal Independence Payment (PIP)

Care/Daily Living Component
High/Enhanced

Mobility Component
High/Enhanced

Please enclose a **copy** of the **current** award letter. Do **not** send the original as we may not be able to return it

Section 3: Other Children

Please provide us with information about any other children in the household

First Name	Surname	Date of Birth	Details of any additional needs
.....
.....
.....
.....

Section 4. About what you need.

Please provide a **detailed and accurate** breakdown of:

- what you intend to use the grant for
- the expected costs
- the proposed dates

of the activities/break (e.g. the cost of tickets, accommodation, travel, food, entertainment, personal assistant, gym membership costs etc.),

Please remember you must be able to provide evidence of how you have spent the grant.

Breakdown of how you intend to use the Short Break Grant:

(Please continue on an additional sheet of paper if necessary)

N.B. the proposed date for the activity/break to take place must not be after 31st March 2018

Description	Expected cost	Proposed date
Example: Gym membership for parent	£375	October 2017

The total amount you are applying for (up to a max of £400)

Section 5. Tell us how this will give you a break from your caring responsibilities and what you and your family will gain from it:

Please tell us who the grant will be used for:

Parent carer	<input type="checkbox"/>
Disabled child	<input type="checkbox"/>
The whole family	<input type="checkbox"/>

Please tell us what you think you, as a parent/carer, will gain from the short break(s) you have described

.....
.....
.....

Please tell us how the whole family will benefit:

.....
.....
.....

Section 6: Declaration

I declare that the information I have given on this form is correct. I confirm I give permission for the content of this form and the Additional Information Form (if applicable) to be shared with members of the Short Break Grant Decision Panel.

Signature

Print name..... Date

Please remember we **must** receive this **before 31st December 2017** and the activities **must** have **taken place by 31st March 2018**.

Before submitting your application please use this checklist to make sure you haven't missed a vital piece of information:

I have completed Section 1 (page 1)

I have enclosed a **COPY** of my child's current DLA or PIP entitlement letter (if applicable)

OR

I have attached an Additional Information Form (page 7) **completed and signed** by a professional (if applicable)

I have **signed** the Additional Information Form (if applicable)

AND

I have completed Section 2 (page 1)

I have completed Section 3 (page 2)

I have completed Section 4 (page 2)

I have completed Section 5 (page 3)

I have completed and signed Section 6 (page 3)

I have **completed and signed** Section 7 (page 5)

Any incomplete forms will be returned to you for completion and will result in a delay with your application.

Please return the form and any additional information, **no later than 31st December 2017** to:

**Sheffield City Council
Short Break Grant Scheme
Peoples' Service
Floor 6, North Wing
Moorfoot
Sheffield
S1 4PL**

Please be aware that any applications not posted direct to this address could be delayed

Section 7: Request for payment into a bank account

*Please note we are unable to pay funds into a Post Office Account

First name(s)	
Surname	
Address	
Postcode	
Telephone number	

Bank Name	
Name of account holder	
Sort Code	
Account number	

I confirm these details are correct and authorise Sheffield City Council to make payments directly into my bank account.

Print name.....

Signature of account holder.....

Date.....

Short Break Grant Additional Information Form

This page is to be completed by a relevant professional who has worked with your child, knows your family circumstances and understands the impact your child's disability has on you and your family.

N.B. The content of this form will help us to understand how caring for a child/young person with this disability is more challenging than caring for a child/young person without a disability

Child's Name..... DoB/Age.....

Child's Address.....

Child's
Diagnosis/Disability.....

Please say how you know the child and the family
.....

Please describe how you feel the child's disability impacts upon daily family life
.....
.....
.....

Please say if you are aware that there are any siblings and if those the siblings have any caring duties.....
.....

Please say if you are aware that the child's disability disadvantage the siblings in any way e.g. outbursts, behaviours, demands on parents' attention, limits to family activities?
.....
.....
.....

Please say if you are aware if the child/young person have any night-time behaviours, disrupted sleep patterns or any other behaviours that impact on the family
.....
.....
.....

Please say if you are aware that there any other family members with a disability or health concerns.....
.....
.....

Please say if you are aware of any other additional strains or pressures on the family.....
.....

Your Job Title..... Your Name.....

Your Signature..... Date.....

Parent's Signature..... Date.....

Return this form as soon as possible to: Short Break Grant Scheme, Peoples' Service, Level 6, North Wing, Moorfoot, Sheffield S1 4PL

Sheffield City Council's Short Break Grant 2017/18



Guidance Notes – **Please read before completing the application form.**

What is a Short
Break Grant?

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) a break from their caring responsibilities. **The grant is for the parent or carer** not for the child.

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 have a day or nights out

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

Is there anything I
can't use it for?

Although the use of the grant is flexible, there are some things we cannot fund, such as:

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

How do I know if I can apply?

You will automatically be eligible to apply 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 care for a young person who receives **Enhanced Rate** Personal Independence Payment for either the **daily living 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 be eligible to apply 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** and that form is still 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 more than 12 months old, you can apply but will need to submit a new **Additional Information Form**

The **Additional Information Form** should be completed by a professional who knows your family e.g. GP, Health Visitor, SENCo etc. and can provide 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?

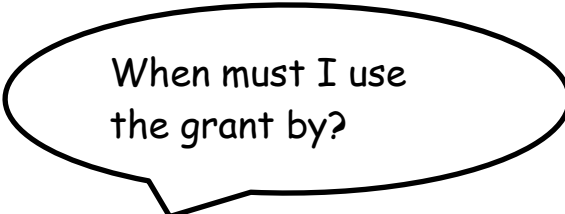
I have more than 1 child with a disability; can I claim more than 1 Short Break Grant?

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



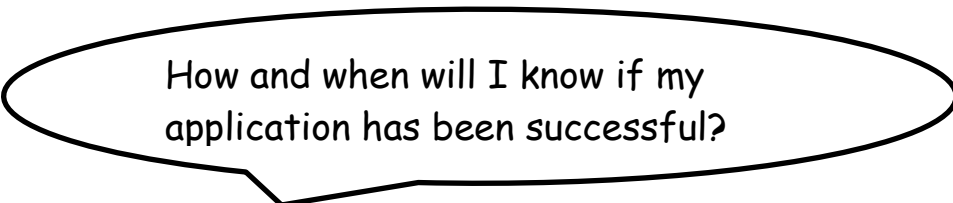
When can I claim the grant?

You can submit the claim any time before **31st December 2017**, applications received after that date will **not** be considered.



When must I use the grant by?

The activities the grant is being used for, must have taken take place **by 31st March 2018**.

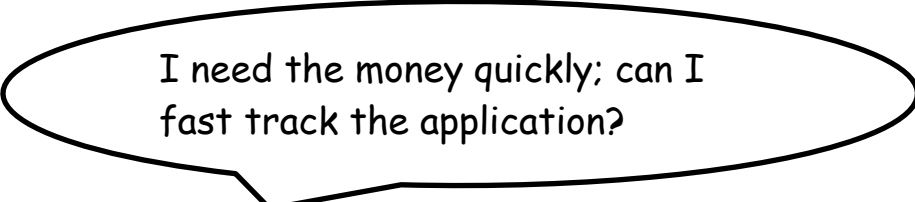


How and when will I know if my application has been successful?

We will write to you as soon as we have made a decision, either by post or by email if you have provided your email address. We will try to process applications as quickly as possible but, at times of high demand, it may take a little longer.

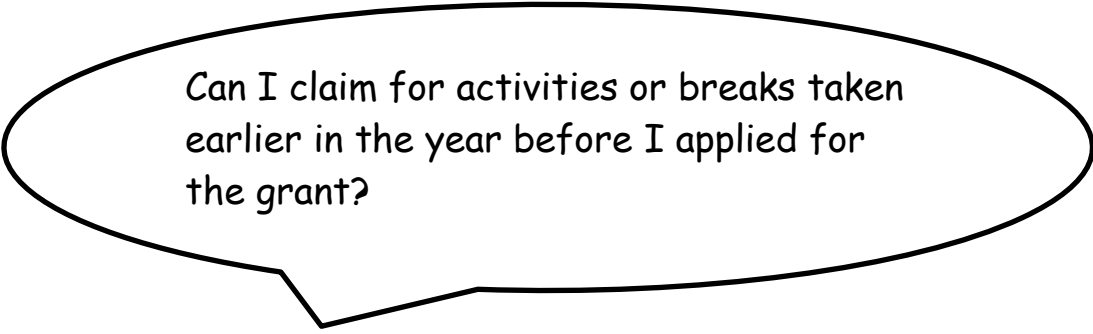
Please allow **at least 6 weeks** after submitting your application before making any enquiries about its progress.

We are not able to respond to enquiries about whether your application has been received. If there is a problem with your application or if we need more information we will contact you directly.



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


No. 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, you must not rely on receiving these funds by a certain date.



Can I claim for activities or breaks taken earlier in the year before I applied for the grant?

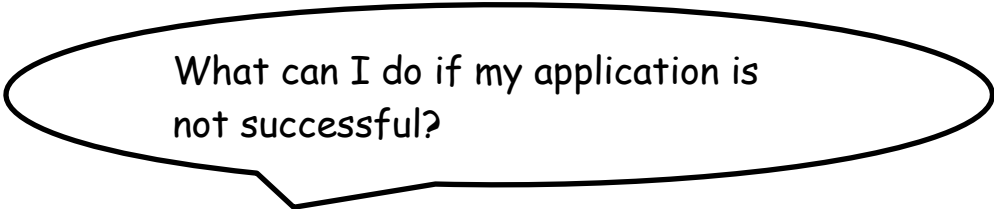
No. The funds cannot be used retrospectively; they have to be used for future activities that take place **before 31st March 2018**.

Please allow **at least 6 weeks** between the date you apply for the grant and the date you want the activities to take place.




Do I have to send in receipts to evidence how I have used the grant?

On the application form you need to provide details about how and when you plan to spend the money. You must be able to produce evidence of how you have spent the grant, e.g. receipts, as part of an audit.



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 how and where to make your appeal.



Where can I go to find out more or for help with my application?

If you have any further questions about how to apply or need more information, please contact **Sheffield SEN & Disability Information, Advice and Support on 0114 273 6009 or email disabilityinformationservices@sheffield.gov.uk**