

# Grants process overview – page 1

Someone asks about getting a grant

## Are they eligible?

<ul style="list-style-type: none"> <li>• Live in the UK</li> <li>• Requesting an item we can consider a grant for</li> <li>• Have not already bought the item</li> </ul>	
<b>Health &amp; Wellbeing Grant (HWG)</b> <ul style="list-style-type: none"> <li>• Have been diagnosed with MS</li> <li>• Savings under £6,000</li> </ul>	<b>Carers Grant</b> <ul style="list-style-type: none"> <li>• They are a carer for someone who has MS</li> <li>• Savings under £23,000 (adult carers)</li> </ul>

Yes

Send a grant application form  
Include guidance notes for HWG applications

No

Signpost to [turn2us.org.uk](http://turn2us.org.uk)  
0808 802 2000  
OR  
Our Helpline  
0808 800 8000

Application received

## Is the application complete, and ready to assess?

<ul style="list-style-type: none"> <li>• Double check they meet eligibility criteria as above</li> <li>• Is the data protection consent box ticked?</li> <li>• Is the form complete and signed?</li> </ul>	
<b>Health &amp; Wellbeing Grant</b> Has the applicant included: <ul style="list-style-type: none"> <li>• a letter of support</li> <li>• confirmation of MS (if not in letter of support)</li> <li>• two quotes</li> <li>• details of any statutory funding</li> </ul>	<b>Carers Grant</b> Has the applicant included: <ul style="list-style-type: none"> <li>• a letter of support, confirming their caring role for someone who has MS</li> <li>• two quotes</li> </ul>

Yes

Ask group's grants panel to meet and assess application

No

Explain to applicant what is needed  
Return form (if paper copy)

## Grants process overview – page 2

### Assess the application

See good practice guide for more details

#### Health and Wellbeing Grant

- ? Will the item have an impact on the applicant's health and wellbeing?
  - Use Part 2 of the form and the letter of support
- ? Is the item good value for money?
  - Check quotes are within category maximum (adaptations and wheelchairs may be over)
- ? Is there financial need? Could the applicant afford the item?
  - Use the income and outgoings information, and check the savings

#### Carers Grant

- ? Will the item support the carer in a leisure activity or their personal development?
  - Use Part 3 of the form and the letter of support
- ? Is the item good value for money?
  - Check the quotes

### Decision

- Inform the applicant in writing (email is fine) - whether the application was approved or declined
- If approved include:
  - the grant amount
  - how long the grant will be held open
  - any conditions (eg raising remaining balance)
  - how long before they can re-apply
- Tell the applicant to arrange for an invoice from the supplier to be sent to the group for payment. Tell them whether the group will pay by cheque or bank transfer
- Keep a record of all grant decisions

### Payment

- When the invoice is received, pay the supplier
- When the payment is shown in online accounting, record it as E1 Support Grants and include the grant category in the description (eg mobility scooter)