

It is essential that you read these guidance notes before submitting your application as an incomplete or incorrect application will result in your application being delayed or possibly refused. If you have any questions about the application process, please don't hesitate to get in touch.

WHAT IS THE AIM OF THE GRANTS FUND?

The aim of Behçet's UK Personal Grant Aid Fund is to improve the quality of life, independence, mobility and dignity of anyone who has Behçet's where their illness is causing financial difficulty.

CAN I APPLY FOR A GRANT?

If you are affected by Behçet's, resident in the UK, and are a member of Behçet's UK, ordinarily for at least the last six months, you may be eligible for a grant from Behçet's UK Personal Grant Fund. You cannot reapply within 5 years.

HOW MUCH CAN I APPLY FOR?

Grants are typically awarded for up to £500. In exceptional circumstances the board will consider an award up to the maximum grant of £1000.

WHAT CAN I APPLY FOR?

We can provide funds for a wide range of goods provided the need arises directly as a result of having Behçet's and the goods asked for can be shown to make a real difference to the applicant's quality of life. Some examples of grants recently awarded:

- Mobility aids
- Washing machines
- Beds and bedding
- Refrigerator
- Aids to daily living

Please note: Household bills or debts cannot be considered, please seek help from your local Social Services, Citizens' Advice Bureau, Citizens' Advice Scotland, or The National Debt Line.

ARE THERE ANY OTHER IMPORTANT NOTES?

Yes, please note that we will NOT:

- award grants for ongoing living costs such as utilities, food, clothing, luxury items or holidays;
- award grants for any ongoing regular financial commitments such as mortgage, rent, HP or credit card repayments;
- make any loans available to applicants;
- provide retrospective grants awards i.e. refund costs which have already been spent;
- give annual or ongoing grants;
- provide goods which are the responsibility of statutory agencies (Social Services or the National Health Service);
- award grants to anyone who has been a member of Behçet's UK for less than six months from date of application;
- make payments to the applicant, all payments will be made directly to the supplier(s); or
- accept a further grant application within 5 years of a grant being made.

HOW DO I COMPLETE THE APPLICATION FORM?

You will find the application form at the end of this pack and you will note that the form is divided into six sections.

Please use these guidance notes to help complete your application form, as an incomplete or incorrect application will result in your application being delayed or possibly refused.

1. *Your personal details – information about you*

Your personal information should include your family details (i.e. partner/ husband/ wife / children and any other members of the household).

- h)* If you are applying on behalf of a child with Behçet's, please also give your name and relationship to the applicant.
- i)* You need to list everyone who lives in your household, i.e. partner/ husband/ wife / children and any other members of the household.
- l)* If you are unsure provide approximate date and we will check.

2. *Household Income*

Our resources are limited and we can only provide help to those most in need.

In order to assess your application, we need to know about the money you and your household receive each week/month, whether you work, if you are in receipt of benefits and details of savings.

- a)* Please enter the amount per week or per month for each of the listed income sources for yourself and your partner or spouse if you are part of the same household. If you receive income from another source, please add this under other.

If you are applying for a child, please include the income details for the parent(s)

If applying as a young person, please include any financial help you receive from your parent(s).

- b)* Please let us know if you have savings over £500. If you do please advise why this money can't be used to fund the item(s) you are applying for.

Please send copies (not originals) of supporting documents as proof of income and savings.

Documents **MUST** include:

- Bank or building society statements
Copy of the last 2 full months.

If you have more than one bank or building society account we require statements from each account.

We do accept statements which have been downloaded from online banking but these must be in a format which include the bank or building society statements header.

Documents **MAY** include:

- Payslips
Copy of the 5 most recent if paid weekly, or 2 most recent if paid monthly.
- Income Support
Copy of award letter dated within the last 12 months.
- Employment & Support Allowance
Copy of award letter dated within the last 12 months.
- Job Seeker's Allowance
Copy of award letter dated within the last 12 months.
- Housing Benefit
Copy of award letter dated within the last 12 months.
- Working Tax Credit

Copy of award letter dated within the last 12 months.

- Child Tax Credit
Copy of award letter dated within the last 12 months.
- Pension Credit
Copy of benefit breakdown letter dated within the last 12 months.
- Universal Credit
Copy of benefit breakdown letter dated within the last 12 months.
- Private Pension
Copy of the 2 most recent payment notifications.

Please note that a copy of a PIP/DLA is not sufficient as proof of benefits as these payments don't depend on how much money you have coming in.

If you need to obtain evidence of being in receipt of a qualifying benefit, please use the contact details below to request an up-to-date award notice.

- Income Support, Employment & Support Allowance, Job Seeker's Allowance and Housing Benefit.
Call or visit your local Jobcentre Plus.
- Working Tax Credit and Child Tax Credit
Call the HM Revenue & Customs Tax Credits Helpline on 0345 300 3900. You will be asked for your NI number.
- Pension Credit
Call the Pension Service on 0800 731 0469. You will be asked for your NI number.
- Universal Credit
Call the Universal Credit Helpline on 0800 328 5644.

If you are unsure of what supporting documentation you need to include with your application, please contact the admin team by email at info@behcetsuk.org or phone us on 0345 130 7328.

3. *What are you applying for?*

We want to know exactly what you need, how this is a need arising from your Behçet's and why you think it will help you.

- a) Please include the estimated cost of the item and a copy of a current quotation(s) or estimate(s) or a link to a website and product code and description. Please remember to include the cost of delivery, installation and or disposal of old goods, as necessary.
- b) Tell us why you think it is something you need because of your Behçet's diagnosis. For example, a new mattress may ease your joint pain caused by your Behçet's or you unable to afford a replacement washing machine as a result of your Behçet's.
- c) Grants over £500 are usually only considered in exceptional circumstances. If the item is over £500, please tell us how you will fund the balance or tell us why you feel you should be considered for a grant up to the maximum of £1000.

Please note: Behçet's UK may have a preferred supplier for certain types of goods. Orders are placed by Behçet's UK direct with the supplier(s) and payments will be direct to the supplier(s) of the item(s) and not to the applicant.

4. *Doctor/ Consultant's Report*

We need a medical report to confirm that you have Behçet's.

This section must be completed by a medical professional who can be your General Practitioner, medical specialist or other professional allied to medicine and must include the practice/hospital stamp.

If you are a patient at one of the three NHS England's Behçet's Centres of Excellence, we are able to accept a confirmation of diagnosis from your Behçet's Patient Support Coordinator.

This information can also be provided by the medical professional as a separate letter.

5. *Comments from a professional person*

Whenever possible, we would like supporting comments from another professional or third party who knows your circumstances as this can be very helpful in supporting your application.

This could be a support coordinator (at the Behçet's Centres of Excellence in England), a Social Worker, an Occupational Therapist, a District Nurse or an Advice worker.

We do realise that this will not be possible for everyone and will take this into account.

6. *Declaration and Data Protection*

Please provide your consent and declaration that the information you have provided is a true and accurate record of your circumstances.

Behçet's UK will treat all applications in confidence and in accordance with current data protection legislation.

WHAT SUPPORTING DOCUMENTS DO I NEED TO SEND?

See each section of *HOW DO I COMPLETE THE APPLICATION FORM* above to find details what documentation is required to support your application.

If you are unsure about what to include please contact the admin team by email at info@behcetsuk.org or phone on 0345 130 7328.

I'VE COMPLETED MY APPLICATION FORM, WHAT NEXT?

Once you have completed your application form send it with your supporting documentation by post to the addresses provided on the form.

Upon receipt your application will be sent to the Grants Board for review and consideration. Applications are considered by our Grants Board on a regular basis but please allow us time to consider your application.

We will advise you of the decision as soon as possible.

Please do not make any financial commitments on the basis of your application being successful.

WILL MY APPLICATION BE CONFIDENTIAL?

Behçet's UK will treat all applications in confidence and in accordance with current data protection legislation.

With your consent Behçet's UK reserves the right to consult, in confidence, with any other agency on matters relevant to your application (including but not limited to suppliers and medical professionals).

I HAVE ANOTHER QUESTION

If you have any questions or queries email us at info@behcetsuk.org or phone us on 0345 130 7328.

Please note that our administration team work part time.

PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM

1. PERSONAL DETAILS									
a) Name of Applicant:									
b) Address:									
								c) Postcode:	
d) Date of Birth:					e) Email:				
f) Landline Tel:					g) Mobile Tel:				
h) If you are applying on behalf of a child, please include your name and relationship to applicant here:									
i) Members of your household:									
j) Are you? Employed / Self-Employed / Unemployed					k) Occupation:				
l) When did you become a member of Behçet's UK (formerly Behçet's Syndrome Society)?									
2. HOUSEHOLD INCOME (PLEASE ENSURE YOU INCLUDE YOUR SUPPORTING DOCUMENTATION)									
a) Income: please provide details of all sources of income into your household - see guidance notes for more detail.									
	Applicant		Partner			Applicant		Partner	
Employment (after tax)	£	p/	£	p/	Child Tax Credit	£	p/wk	£	p/wk
Job Seeker's Allowance	£	p/wk	£	p/wk	Child Benefit	£	p/wk	£	p/wk
Employment & Support Allowance	£	p/wk	£	p/wk	State Pension	£	p/wk	£	p/wk
Personal Independence Payment	£	p/4wks	£	p/4wks	Private Pension (after tax)	£	p/mth	£	p/mth
Working Tax Credit	£	p/wk	£	p/wk	Pension Credit		p/wk	£	p/wk
Income Support	£	p/wk	£	p/wk	Other source of income (please specify below)				
Universal Credit	£	p/wk	£	p/wk		£	p/	£	p/
Housing Benefit	£	p/wk	£	p/wk		£	p/	£	p/
b) Do you have savings of over £500?				YES / NO					
3. WHAT ARE YOU APPLYING FOR? (PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY)									
a) What item are you applying for and what is the estimated cost? Please include a quotation from supplier or a current website address & product code/description.									
b) Why do you think it is something you need because of your Behçet's diagnosis?									
c) If the item is over £500 please tell us how you will fund the balance or tell us why you feel you should be considered for a grant up to the maximum of £1000.									

4. DOCTORS/ HOSPITAL CONSULTANTS REPORT (ALTERNATIVELY INCLUDE A SEPARATE LETTER)

Dear Doctor/Consultant,
Behçet's UK would be grateful for your cooperation in completing this section of the form, which is an application for a charitable grant.

a) Does this patient have Behçet's disease? YES / NO	b) Date of onset/diagnosis?
c) Additional comments (if any):	
d) Signature:	e) Practice/Hospital Stamp:
f) Print Name:	
g) Date:	
h) Email/Tel:	

5. COMMENTS FROM A PROFESSIONAL PERSON (ALTERNATIVELY INCLUDE A SEPARATE LETTER)

As someone who knows the applicant in a professional capacity please provide any comments that you feel would support their application for a charitable grant.

a) Comments:	
b) Signature	c) Print Name:
d) Organisation:	e) Position:
f) Tel:	g) Address/Stamp:
h) Email:	

6. DECLARATION AND DATA PROTECTION

a) I authorise Behçet's UK to keep my details in a manual filing system and /or computer records as required to process my application for financial assistance.	YES / NO
b) I authorise Behçet's UK to consult, in confidence, with any other agency on matters relevant to my application (including but not limited to suppliers and medical professionals).	YES / NO
c) I declare that all the information I have given is true and accurate record of my circumstances.	
d) Signature:	e) Date:

Please send your completed application form (pages 5 and 6 of the pack) by post with **copies** of all supporting documentation to: **Behçet's UK, 124 City Road, LONDON, EC1V 2NX**

We can accept applications via email but please ensure confidential information is sent in an encrypted/password protected format. You can contact us by telephone on 0345 130 7328 to provide the password.