

## KIDNEY RESEARCH UK

### Guidance Notes on Completion of an Application For a Kidney Patient(s) Support Grant

#### **THE FOLLOWING GUIDANCE NOTES SHOULD BE READ PRIOR TO COMPLETING AN APPLICATION FORM:**

Kidney Research UK exists principally to fund research into the kidney and associated diseases and treatments. In this way we believe we can best serve society in finding better treatments and hopefully cures for kidney diseases. The Trustees recognise, however, that there is a need to support existing kidney patients. Recipients of Grants are individual patients, who are on dialysis or shortly due to receive dialysis (within three months with a start date), patients on conservative care with an eGFR<15 or transplant recipients within two years of receiving their transplant. We understand that those suffering from kidney disease or caring for patients may find themselves facing extra costs as a direct result of the effects of the disease. Please note that applications from kidney donors will not be considered. Applications are submitted to the Kidney Patient Grants Committee.

Priority is given where need is proven. Families in receipt of net income in excess of £25,000pa (single persons £18,000pa) are not eligible for a grant. Supporters must check with local Benefit Agencies that where patients receive state benefits receipt of a grant is permitted. Supporters are requested to seek funds from government, NHS and all other funding bodies or sources prior to making an application. No subsequent applications will be considered within one year of a previous application and no more than 3 applications per person are accepted in every 5 years. All applications are treated confidentially and covered by the Data Protection Act.

#### **The Committee will consider applications for:**

- **Items which will reduce suffering, improve quality of life and enhance patient comfort:**  
Examples are showers (up to a maximum of £1000), bedding and clothing, beds (up to a maximum of £300 for a double bed and £200 for a single bed), replacement fridge (up to a maximum of £240), washing machine (up to a maximum of £300), tumble dryer (up to maximum of £200), cooker (up to a maximum of £250), carpets ( up to a maximum of £500), vacuum cleaners (up to £150) etc.

**Please Note: All white goods can ONLY be ordered via Comet or Argos. Carpets can be ordered from any Carpet Right store**

#### **Other examples:**

- Computers and training courses (up to £350 towards a computer when provided with a copy of the course details for which the computer is required).
- Travel. The Committee will consider applications for travel costs from recently transplanted patients (up to one year post transplant) up to £200.  
Travel costs for families incurred visiting children in hospital will be considered at the following rates, 'one-off' payments up to £50 for 50 mile journeys, £100 for 100 mile journeys and £150 for 150 mile journeys.
- Subsistence grants ('one-off' payment of up to £250) for children in hospital.
- A 'one-off' donation to assist at a time of crisis will be considered for utility bills once a reminder notice has been sent by the supplier and also once a debt recovery plan has been put into place to prevent future bills being accrued. Information of this debt recovery plan needs to be included in the supporting letter written by the supporter. Each type of utility bill can only be funded once in five years e.g. only one gas bill will be funded in five years or one electricity bill or one telephone bill. If gas and electricity come together then they cannot be funded again for another five years.
- A 'one-off' donation to assist at a time of crisis will also be considered for loans and arrears whereby proof of debt advice has been sought but NOT for council tax or mortgages.
- The Committee may award a maximum grant of £300 towards the purchase of mobile heaters or repair to the existing central heating system where approved.

#### **The Committee will NOT consider applications for:**

- Luxury items, such as televisions, musical instruments, dishwashers, sport club memberships etc.,
- Central Heating.
- Holidays, Dialysis, Travel Insurance, or holiday money.
- Pilgrimages,

- Funeral Expenses.
- Car Repairs.
- Ongoing payment of loans, arrears, rentals and fuel bills
- Home improvements.
- The Charity will not normally provide grants for items or expenditure which would normally be a part of the Health Authority or NHS Trust budget but may, where appropriate, supplement what is provided. The Committee does not award grants for NHS staff salaries, travel or conference fees.

### **HOW TO COMPLETE AN APPLICATION FORM (STEPS 1-3)**

1. Applications must be completed and supported by a renal social worker or renal nurse attached to the Unit where a patient receives treatment. Where this is not possible a local authority social worker familiar with a patient's circumstances may apply.
2. All sections of the application must be completed and all sources of income including part time work and interest on savings should be declared. Incomplete applications will not be considered. Please complete the application in clear block capitals using black ink. This is particularly important where the application is faxed to the Charity. Signatures of both Supporter and Applicant (or parent/ legal guardian where the patient is under 16) must accompany the application.
3. A letter should accompany the application giving further supporting details of the patient's needs and condition, family makeup, expenditure and income. Estimates, quotes and invoices must accompany the application. Where the patient is not currently on dialysis a medical statement should be included to identify the patient's renal condition. Failure to provide any of this information may cause delays in processing the application.

A supporting letter (signatory on the application/details on page 1) **SHOULD** include the following points:

- medical problems and history of problems (e.g. when diagnosed with kidney disease, how long on dialysis, failed transplants etc)
- relationships (e.g. family/partners help practically, working etc)
- summary of key benefits they are claiming/entitled to (e.g. DLA, Income Support etc)
- summary of why the patient is seeking assistance for the particular request.

Applications which fail to provide sufficient details upon request will be classed as 'open' files up to 3 months from receipt. If no communication is received in that time frame then the application will be closed without further notice.

#### **Decisions:**

The Kidney Patient Grants Committee considers applications. The process is ongoing with decisions approximately made within a month where the Committee requires no further information.

**Further details** can be obtained from:

Grants Administration,  
Kidney Patient Support Grants,  
Kidney Research UK,  
Nene Hall, Lynch Wood Park,  
Peterborough, PE2 6FZ.

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