



## GUIDELINES FOR GRANT APPLICANTS

### About the Trust

The Joseph Patrick Trust is a grant giving trust, providing funding for people with muscular dystrophy or a related neuromuscular condition towards the cost of essential powered mobility equipment such as electric wheelchairs and scooters. The Joseph Patrick Trust is part of Muscular Dystrophy UK.

Alexander Patrick established the Joseph Patrick Trust in 1986 in memory of his father Joseph Patrick who was a founder member of Muscular Dystrophy UK. Throughout his life Alexander Patrick was a major benefactor of Muscular Dystrophy UK and also served as Vice Chairman of the Trustees and later as a Vice President of the charity. The Patrick family continue to support MDUK and the Joseph Patrick Trust.

### Joseph Patrick Trust Grant Criteria

- Applications will only be accepted from, or on behalf of people with muscular dystrophy and related neuromuscular conditions. If you are unsure please call us to check. Alternatively you can view a list of the conditions we support on our website <http://www.muscular dystrophyuk.org/about-muscle-wasting-conditions/information-factsheets/>
- The Joseph Patrick Trust does not fund grants outside the United Kingdom.
- The Trust does not provide the full cost of the equipment and the applicant will be required to raise the additional funding from other sources.
- The Trust will not fund equipment required to be provided by statutory services. However the Trust recognises regional differences in the access to certain NHS/Social Services equipment and differences in the quality and functionality of that equipment. Support is available through Muscular Dystrophy UK's Advocacy Service to secure vital equipment through statutory services. The Advocacy Service can be contacted on 0800 652 6352 or at [info@muscular dystrophyuk.org](mailto:info@muscular dystrophyuk.org).
- Individuals can apply for one grant within a two year period. Because of limited resources, a second grant will not be considered until two years have passed since you last applied
- The Trust will not normally consider funding the same item of equipment for the same individual within a three year period

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- Funding will be provided only where the individual / family understand their personal liability, repair and maintenance responsibilities. Funding is provided on the basis that the equipment is the property and full responsibility of the individual / family. The Trust does not take responsibility for the repair, up-keep, liability (insurance) and disposal of such equipment. Adherence to this understanding will be required before funding is granted.
- Grants will be held open for an 18-month period, after which they will lapse and a new application must be made to the Trust unless an extension is requested in writing. If the grant is no longer needed you are required to notify the Trust so that the funding can be distributed to others.
- Funding is allocated for the piece of equipment that was specified in the application. It cannot be used to purchase a different item of equipment. In addition, if the item was purchased for less than was originally stated in the supporting quotation, the surplus funds cannot be used to be put towards another item. A new application would be required in both these instances.

**Joseph Patrick Trust can only provide equipment outlined in the tariff. The Trust will not provide grants for the following:**

- Equipment which has already been ordered or purchased.
- Equipment that is second hand that is not provided by a specialist dealer
- Recurring costs - equipment repairs, insurance, batteries, tyres, servicing etc.
- Equipment not listed on our tariff

Funding will be paid to the supplier once all of the funding for the equipment is available, the equipment has been ordered and a delivery date arranged, and upon receipt of an invoice or proof of purchase. Alternatively funds can be paid to another charity or organisation. The Joseph Patrick Trust cannot make payments to individuals.

## HOW TO APPLY - FILLING IN THE APPLICATION FORM

If you need guidance to fill in this form or you want any more information please email [jptgrants@musculardystrophyuk.org](mailto:jptgrants@musculardystrophyuk.org) or telephone **07736993130** or the Freephone helpline on **08006526352**.

### Section A – Details of the person requiring assistance

If you are filling out the form on behalf of someone with muscular dystrophy or a related neuromuscular condition (such as a child or an individual you represent), please fill it out in their name and with the details of the person affected. Please be as specific as possible about your or their neuromuscular condition.

You will also be required to provide your own personal contact information in the section Details of Person Completing the Form.

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## Section B – What do you require the grant for?

### 1. Type of equipment

*It is essential that, where applicable, applicants have applied to Statutory Services for the required equipment in the first instance and come to the Trust **only** when this support has been refused, is not available, or when the equipment provided is not adequate or appropriate. Evidence of this will be required as part of the application.*

At present, the Trust provides part-funding for the following:

- **Electric wheelchairs**
- **Electric scooters**
- **Electric wheelchair adaptations (such as seating, joystick etc.)**
- **Power assist adaptations (such as e-motion wheels)**

### 2. Equipment details

Please give accurate details of the equipment you require. Also provide model details and other specifications. The application will not be processed without a quotation for the equipment, so please make sure the quotation is enclosed.

### 3. Equipment cost

Please indicate the total cost of the equipment you are applying for and specify the amount you are requesting. Please note that you can only request as much as the tariff allows, as JPT only part funds equipment.

For more information on the tariffs and amount you can apply for please see our guidelines on our website: <http://www.muscular dystrophyuk.org/get-the-right-care-and-support/equipment-grants/jpt-grants/how-to-apply/>

### 4. Equipment assessment

Every application must be supported by an assessment carried out by a healthcare professional.

The letter must be on headed paper, dated within the last three months, and needs to contain the signature of the health professional.

It also needs to detail all of the following:

- Needs of the individual
- Needs for this specific model / equipment specification
- Health and safety - the ability of the person to use the equipment safely (e.g. road safety awareness, visual perception)
- Reason the equipment cannot be provided by a statutory authority
- Contribution (if any) being made towards the cost by a statutory authority (e.g. voucher)
- Qualification / occupation / employer of professional with contact details (in case we need to get in touch).

The assessment may be carried out by a range of professionals if appropriately qualified, for example – a physiotherapist, occupational therapist, Regional Neuromuscular Care Advisors, social worker or nurse. **You are responsible for ensuring that an adequate assessment has been carried out and issues such as health and safety have been thoroughly considered.**

Please fill in details of the assessor, their name, occupation, qualification and employer (if appropriate).

**PLEASE NOTE THAT APPLICATIONS WILL NOT BE PROCESSED WITHOUT THE ASSESSMENT LETTER, QUOTATION, AND PROOF OF APPLICATION TO STATUTORY SERVICES. FORMS RECEIVED WITHOUT THESE DOCUMENTS WILL BE RETURNED.**

### **5. Seeking additional funding for your equipment**

The Trust does not provide the full cost of the equipment and the applicant will be required to raise the additional funding from other sources. We need to know that you are making efforts to identify the remaining funds. If fundraising is already underway, please let us know your fundraising activities.

If you need help in finding other funding options, you can download a publication from the Muscular Dystrophy UK website called “Raising funds for your equipment or care needs”. This will give you a list of other organisations you may also wish to apply to for funding. This is located in the publications section here:

<http://www.musculardystrophyuk.org/wp-content/uploads/2015/02/Raising-Funds-2016.pdf>

You can also contact the JPT team at [JPTGrants@musculardystrophyuk.org](mailto:JPTGrants@musculardystrophyuk.org) or call us on 07736993130

### **6. Telling us what difference the equipment will make**

In your own words (or the words of the applicant) describe how the equipment will be of benefit to you. Specifically it should explain the difference this equipment will make to your life. We reserve the right to use the statement in our correspondence with our supporting trusts without the applicant’s permission; however we would not use any personal details with this statement, so applicants will never be identified unless they specifically agree. We would not use this information in general publicity material without the explicit agreement of the applicant.

## **Section C – Applying for a wheelchair**

Grants may be made towards the cost of an Electric Powered Indoor/Outdoor wheelchair (EPIOC). It is required that you will have already sought funding / a wheelchair from the NHS Wheelchair Service.

The Trust however recognises that waiting times for NHS assessments and equipment, assessment criteria and the quality of NHS equipment vary. If you have an inadequate NHS wheelchair you can still apply for consideration for Trust funding.

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If you need support to seek funding from Wheelchair services, please contact us as the Advocacy Service at Muscular Dystrophy UK may be able support you with this.

If you are applying for funds for a class 3 wheelchair, for the use of a young person under the age of 14 years, the speed setting must not be more than 4mph. We would strongly recommend that you read the relevant sections of the Highway Code. You are responsible for ensuring that the wheelchair supplier has set the limiter to 4mph.

You can find the relevant section of the Highway Code here:

[http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/DG\\_069852](http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/DG_069852)

## Section D – Terms and Conditions

Please be aware that equipment such as wheelchairs can be costly to repair and maintain so do consider these costs carefully when deciding to purchase an item of equipment. Please note that an award is provided on the basis that the equipment is the property and full responsibility of the individual / family. The Joseph Patrick Trust does not take responsibility for the repair, up-keep, liability (insurance) and disposal of such equipment.

JPT is unable to collect the equipment when you no longer have use for it. You need to make your own arrangements for equipment disposal and recycling.

### **Insuring powered mobility equipment**

Applicants are required to insure powered mobility equipment – an electric wheelchair or scooter, for accidental damage and personal (public) liability under a recognised specialist insurance policy. You are required to provide us with the name of the company on the application.

## Section E - Declaration

**Please make sure you sign the form and include the required documents.**

### **Further Information**

None of the information on these pages will be given to the JPT Grants Panel or used when considering your Joseph Patrick Trust grant application.

### **Telling your story**

The Joseph Patrick Trust and Muscular Dystrophy UK actively campaign to improve health and social services for people with neuromuscular conditions, to tackle the discrimination they may face and to convince the Government and others to provide more money for research and equipment etc. We actively seek to raise awareness of issues people face and this is where you can help. Personal stories always make magazine features, fundraising packs or news articles much more compelling and show very powerfully the impact muscular dystrophy has on people's lives. If you say yes to this question we would always contact you before telling your story to anyone, to check you are happy for us to do so.

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## Keep Involved

We may need to contact you about your application using any of the contact details you provide in your application.

For other updates on Muscular Dystrophy UK work, opportunities to take part in events and other ways to help beat muscle-wasting conditions we will only contact you if you choose and in the ways you choose.

## When Will You Hear From Us?

We will write to you to let you know we have received your application and when it will be assessed. Your application will be considered at a meeting of the JPT Grants Panel and we will notify you of the outcome in writing within 10 working days of the meeting.

Applications cannot be considered outside of the Panel meetings.

You can find the meeting dates and application deadlines on our website:

<http://www.musculardystrophyuk.org/get-the-right-care-and-support/equipment-grants/jpt-grants/application-deadlines/>.

## Claiming Your Award

Once you have raised all the funds for your equipment, please place an order and ask the supplier to invoice us for your award.

We will contact you following receipt of the invoice to confirm the order has been placed and a delivery date has been set. Until we receive this confirmation, we will be unable to pay the supplier.

The award will remain open for a period of 18 months from the date of this letter. The award will be automatically reverted unless we hear from you and in the event of this, you will be advised to reapply.

We are not able to provide grants towards any equipment purchased prior to a grant being awarded.

Please pass our contact details on to the supplier in case there are any queries or they need confirmation of the award.

## The Tariff

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<b>Equipment Type</b>	<b>Amount</b>
Electric wheelchairs	Up to £1,090
Electric scooters	Up to £150
Electric wheelchair adaptations (including risers)	Up to £100
Power assist adaptations	Up to £570

The amount you can expect to be awarded will depend on funds available and demand.