



Application for Help: Guidance Notes

(Please read this carefully before completing an application form)

The Police Dependants Trusts grants provide financial help to police officers and their dependants when, **as a direct result of their role as a police officer**, an officer:

- has died as a result of an injury received in the execution of their duty
- is or was incapacitated as a result of an injury received in the execution of their duty

Before a grant can be considered **applicants must be registered with the trust** (or have confirmed with the Trust that you are eligible for registration) and have provided documentary evidence of eligibility e.g. a copy of the Accident Report or a letter of support from the relevant employing force or benevolent fund.

In considering the award of a grant, the income, expenditure and assets of applicants will be taken into account by trustees so that support is directed to those most in need. The Trust uses the Joseph Rowntree Foundation Minimum Income Standard (MIS) as a basis for this assessment which is updated regularly and can be accessed via the following link www.minimumincome.org.uk/. You can visit their website and calculate the MIS which would apply to your own circumstances. As a guide these are:

Applicant	Annual JRFMIS
Single or widowed person with no dependants	£17,102
Single or widowed person with 2 teenagers	£33,590
Couple with no dependants	£27,065
Couple with 2 teenagers	£40,974
Single or widowed pensioner	£7,740
Couple where both are pensioners	£11,362

All grants are awarded at the discretion of trustees. If your income is above these levels we are unlikely to be able to help although further consideration may be given where:

- an application relates to specialist equipment and adaptations directly related to the officers qualifying injury or,
- you are in receipt of statutory benefits relating to the costs of living with a disability

Who Can Apply

1. Serving and former police officers from any police force in the United Kingdom, including special constables and police cadets, who sustained injuries as a direct result of their role as a police officer and are living with the long term effects of their injury
2. Dependants who are, or in the case of a deceased officer were at the time of death, financially reliant upon the officer. Including:

- a. A spouse, civil partner or partner (In the case of cohabiting couples this must have been for a minimum period of 12 months). In the case of former spouses/ partners each case will be considered on its own merit.
- b. A child (including a step or adopted child or grandchild where parental responsibility exists) of the qualifying officer who:
 - i. Is under compulsory school age;
 - ii. Is under 25 and in full-time education; or
 - iii. Requires ongoing care for a physical or mental impairment
- c. Other family members by way of birth, marriage or civil partnership

What Can be Applied For

1. Assistance Grant

The following list is intended as a guide only:-

- a) Welfare assistance in times of crisis and to help meet unexpected expenses.
Examples of assistance can include:
 - furniture and household appliances;
 - essentials, like food and clothing;
 - set-up costs to help getting into rented accommodation
 - funeral costs
- b) specialist equipment such as mobility vehicles or equipment to enable injured officers remain independent or to participate in sports and hobbies to improve their quality of life
- c) adaptations to a disabled officer/ former officers home to support independent living
- d) contributions towards training to access new career opportunities following ill-health retirement as a result of injury
- e) contributions towards the costs of children's extra-curricular activities
- f) help towards the incidental costs of residential care or sheltered accommodation e.g. social activities and trips

Where applications are for specialist equipment or adaptations, supporting evidence from a recognised health professional such as a GP or Occupational Therapist will be required to confirm the need and suitability of the equipment and that local statutory funding is not available.

2. Education Bursary

Assistance with living costs whilst undertaking full-time higher education, further education or vocational training to help young people (under 25) get the best start to adult life (maximum £1,000 per year)

What we Don't Fund

The trust will not normally provide cash except in exceptional circumstances and at the discretion of trustees. Additionally, the Trust will not normally award grants to individuals:

- where state assistance or statutory services are available
- to repay debts
- to cover legal expenses such as county court costs and solicitors' fees
- as loans
- for medical care
- where the impact of an injury was temporary unless exceptional circumstances are demonstrated

How we Work with Other Charities and Organisations

If you have applied to another organisation for funding we expect you to tell us in your application. In particular, we co-operate with other police charities to prevent duplication of grants and you will be asked to agree to the fact that you have submitted an application and details of any grant we award being shared being shared with such charities in accordance with the Data Protection Act.

Depending on your circumstances, we may also suggest other sources of funding which are more appropriate to your needs.

Notes on statutory benefits and taxation

We cannot offer benefits advice but suggest that you seek appropriate advice as to whether receipt of a grant will affect your entitlement to state benefits in any way. Advice about benefits may be sought from a benefits advice service or from the Citizens' Advice Bureau.

We expect you to be claiming all state benefits to which you are entitled before making an application to us and you will be asked to confirm this is the case when making an application

We offer grants as gifts made at the Trustees discretion and our Trustees do not intend that grants should be treated as a form of taxable income. However, the charity is not able to offer tax advice and suggests that you seek advice from HMRC as to whether in your particular circumstances a grant received should be formally declared for tax purposes.