

## GUIDELINES

### HEADWAY BRISTOL INDEPENDENT LIVING FUND

The Headway Bristol Independent Living Fund, has been established to provide small grants to those living with an acquired brain injury to enable them either to preserve their independence or increase their ability to live independently.

The fund is not a general hardship fund but is intended to enable a person with a brain injury to maintain and/or increase their independence. The applicant will need to demonstrate how this will help them to live independently on the application form.

Grants will be awarded up to £500 and we will normally only award one grant in a 12 month period. This can be either the full or partial cost of an item or service.

The criteria are as follows and are based on Headway Bristol's constitution, core aims and objectives.

- Applicants should be aged over 18 and have sustained an acquired brain injury. This is defined by Headway as “a non-degenerative injury to the brain that has occurred since birth. This includes traumatic brain injury, such as an open or closed head injury and non-traumatic injury such as those caused by vascular accidents, hypoxia and toxic substances taken into the body through inhalation or ingestion and any invasive treatment for tumours. It does not currently include brain injuries that are congenital or produced by birth trauma
- Applicants should be living in the Headway Bristol area i.e. Bristol, North and North East Somerset or South Gloucestershire or be moving into the area. We are not able to give a grant to someone moving outside the area.
- Applications will not be means tested as such but the fund is intended to help people with items/services as above which they would otherwise be unable to afford. We would expect the applicant to have attempted to get support from other agencies such as the Local Authority or NHS before applying.
- Applications can be made for any item or service that continue or increase independence. This can include equipment and adaptations as well as payments for support or services. Examples of items we do not fund are: rent, mortgage payments, utility bill payments, holidays.
- If an aid or equipment is requested, the applicant will need to have had an occupational therapy assessment and/or provide evidence that this particular equipment is appropriate for them. An exact specification of what is required must be provided. Headway Bristol cannot provide equipment that can be fully funded by an alternative source.

- Once the grant has been approved the item or service will be purchased or part purchased by Headway Bristol and the ownership/relationship will then pass to the applicant. Headway Bristol will not then bear any ongoing responsibility for the said item or service and any guarantee or maintenance of the item or service will lie with the recipient.
- DATA PROTECTION ACT 1998 - The information that you give will be used by Headway Bristol to process the application to administer and manage the Independent Living Fund and all other services provided by the organisation. The information will be kept securely, and will be kept no longer than necessary. The information will not be disclosed or shared with anyone outside the organisation.

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