

1. Overall Purpose

1.1. The Personal Grant Fund provides material support in cases where the need for support is due to, or aggravated by, GBS, CIDP or an associated inflammatory neuropathy.

2. Management

2.1. The Personal Grant Sub-committee is responsible to the Board of Trustees (the Board) for the Personal Grants Fund. Day to day processing of applications and the keeping of records is the responsibility of the Chief Executive, who is the Secretary of the Personal Grant Sub-committee and who should attend or participate in business but not vote.

2.2. The Personal Grant Sub-committee will have a maximum of six members of whom all must be trustees or members of the Charity. Three members, including at least one trustee, will constitute a quorum. One member, who must be a trustee, shall be appointed Chairman by the Board. If a quorum is unavailable after an application has been received and a delay in considering the application would result in further hardship, the Chairman of the Charity may nominate a substitute. If the Chairman of the Sub-committee is unavailable for any reason he/she must notify the Secretary, who will arrange for one of the other members to stand in.

3. Powers

3.1. In the normal course of business, the Personal Grant Sub-committee has the power to make a grant of up to £2500, to residents of the UK & ROI for each case; in exceptional circumstances, this sum may be exceeded, with permission of the Board.

3.2. Notes

- *Sums are cumulative; a grant split into two or more payments is regarded as a single grant..*
- *Any subsequent grant for travel approved by the Personal Grant Sub-committee must be limited to within 3 months of each previous application.*

4. Procedures for the Secretary

4.1. Acknowledge and process any Personal Grant Fund application forms that are received. Applications should be made on an official **GAIN** form.

4.2. Ensure that applications are complete and have the necessary supporting documents. If necessary, arrange for a visit by a Support Volunteer where more information is required.

4.3. Forward the application using the standard form, together with any supporting documentation, to the members of the Personal Grant Sub-committee.

4.4. Keep a record of all grants made by the Personal Grant Fund, including the names of those who supported, opposed or abstained.

4.5. Forward to the Board before each Board meeting details of grants made since the last report and any grants to be considered by the trustees.

4.6. Forward to the Treasurer any grants approved for payment.

5. Procedures for the Personal Grant Sub-committee

- 5.1. Cases may be considered at a meeting, by telephone, e-mail or Internet conferencing. Votes must be recorded by email to provide an audit trail. The Chairman is responsible for timely consideration. Simple cases should be resolved within 48 hours of the case being sent to members of the Personal Grant Sub-committee.
- 5.2. Before giving any assistance, the Personal Grant Sub-committee members must satisfy themselves that in each case the applicant has:
- a clear need for the assistance;
 - that the benefits proposed are related to that need; and
 - that the benefit or assistance proposed is not readily available from other statutory body or non-charitable sources.
- 5.3. Each case must be considered by at least three members.
- 5.4. A simple majority shall determine any award,; members votes and comments should be recorded Members should be aware that all comments may be subject to scrutiny in the event of an appeal.
- 5.5. In the event of a tie, the Chairman shall have an additional or casting vote.
- 5.6. The Chairman will formally inform the Secretary of any award.
- 5.7. All awards should be recorded
- 5.8. The Personal GrantSub-committee may:
- pay directly for the benefits they provide for the beneficiaries;
 - give money or vouchers to beneficiaries to enable them to pay for the benefits; or
 - make arrangements for the benefits to be provided by other organisations in return for subscriptions or donations from the Charity to those organisations.

6. Awards may be given for:

- special payments to relieve sickness or infirmity;
- monthly allowances for a limited period to meet a particular need;
- medical or other equipment (possibly on loan);
- wheelchairs for the permanently disabled;
- adaptations to the homes of the permanently disabled;
- help for relatives and friends¹ to visit patients; and
- payment of travelling expenses, including parking charges, for visiting patients in hospital.

6.1. **Note:** *Apart from the last two categories listed above, no re-imbusement, or any other retrospective payments, may be made to recompense amounts incurred for equipment or services acquired prior to the application to the Personal Grant Fund and approval of the Sub-committee.*

7. Awards may not be given:

- where the applicant has the means. or
- support can be obtained through a statutory body or prescribed process. or
- to undermine or replace any other process in any circumstances.

¹ Relatives are members of the patient's immediate family who are, or will be, responsible for his care, friends are non-family members who are, or will be, responsible for his care.