

# The Wilson Home Trust Grants Policy

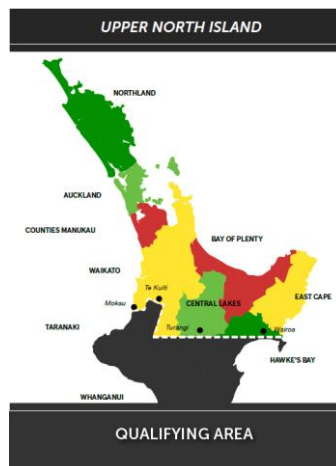
## 1. Overview

The overall purpose of The Wilson Home Trust is to provide care and rehabilitation to “Children with Disabilities” living in the “Qualifying Area” (being “eligible children”) and to provide respite and assistance to their “Families” and to work within the community living in the Qualifying Area to further such objectives. The words in quotes are each specifically defined in the Trust Deed and are explained below under Criteria for grants.

## 2. Criteria for grants

Grants can be made in respect only of children and their families (“**Family**” means parents, whanau, primary caregivers and/or siblings) who fit the following criteria:

- Physical disabilities** are those which **primarily impair the function** of the body and/or limbs. Additional sensory (vision, hearing,) and intellectual ( cognitive, behavioural, mental,) disabilities may be present, but will not be the primary reason for the funds requested.
- The child or young adult’s **disability needs to be described in terms of the impairments, activity limitations and/or participation restrictions**, as per the terms used by the World Health Organisation: *“Disabilities is an umbrella term, covering impairments, activity limitations, and participation restrictions. An impairment is a problem in body function or structure; an activity limitation is a difficulty encountered by an individual in executing a task or action; while a participation restriction is a problem experienced by an individual in involvement in life situations”*. (<https://www.who.int/topics/disabilities/en/>). Causes may include a range of medical diagnoses, congenital or acquired.
- Age:** Children / young adults are under the age of 22
- Those children / young adults or families must live in the **Qualifying Area** described by the Trust Deed (See diagram below) – for convenience, only this area is described as being in the upper half of the North Island



- Can provide evidence of their financial need – e.g. Household income and expenses.
  - The key source of weekly household income
  - Weekly outgoings e.g. Rent / Mortgage, food, Travel, HP or loan repayments, credit cards etc.
  
- Support letter - each application should include a written confirmation (please note that this must be signed, on letterhead and include contact details) from a doctor or health professional such as an occupational therapist or physiotherapist that:
  - **Knowledge:** They know the child/young adult with a disability
  - **Physical disabilities** are those which **primarily impair the function** of the body and/or limbs. Additional sensory (vision, hearing,) and intellectual (cognitive, behavioural, mental) disabilities may be present, but will not be the primary reason for the funds requested.
  
  - The child or young adult's **disability needs to be described in terms of the impairments, activity limitations and/or participation restrictions**, as per the terms used by the World Health Organisation: *“Disabilities is an umbrella term, covering impairments, activity limitations, and participation restrictions. An impairment is a problem in body function or structure; an activity limitation is a difficulty encountered by an individual in executing a task or action; while a participation restriction is a problem experienced by an individual in involvement in life situations”*. (<https://www.who.int/topics/disabilities/en/> ). Causes may include a range of medical diagnoses, congenital or acquired.
  
  - **Need:** There is a need as described in the application and how it will affect the child/young adult's/family's life
  
  - **Qualifying area:** The child/young adult lives in the qualifying area and is therefore eligible for a grant.
  
- First-time applicants must provide the following:
  - The person applying must provide a copy of their driving license or passport as proof of their identity.
  - A medical certificate that provides proof of the child / young adult's diagnosis

#### **What this means with examples**

A child/young adult **solely** with autism, a sensory disability, mental illness or intellectual disability and no physical impairment does not come within the definition of a potential beneficiary under the Trust Deed.

A child/young adult with autism and a physical disability, whose primary impairment is the physical disability because of the particular need which the applicant is trying to meet with the grant application, is eligible to apply for a grant from WHT for that particular physical

need. The grant application would have to apply to the physical disability (e.g. a grant application for a mobility aid but not for an iPad which might enrich life but would not relate to the physical disability).

A child/young adult with epilepsy and no other physical impairment may come within the definition of potential beneficiary depending on the cause of epilepsy.

For a child/young adult who has primarily a physical disability, an application can relate to equipment/services/activities which will add value to their life, and this must be confirmed by an independent third-party with relevant knowledge or experience (i.e. it could not be, except in very exceptional circumstances, the provider of the services to which the application relates). An example of this could be an application for a mobility aid or an iPad.

The Wilson Home Trust has the discretion to approve or decline any grant application and to put any conditions it feels fit on the offer of a grant (e.g. that equipment needs to be rented from a certain supplier with whom the Trust has an arrangement). In addition to the above criteria, The Wilson Home Trust will take into account:

- the Trust's grant budget;
- the number of grant applications received and anticipated;
- previous applications made in respect of the child/family; and
- the specific needs and situation of the child/family.

If the grant can be funded by another organization (e.g. ACC or Lottery), the application will, most likely, be declined. As a matter of policy, funds may be distributed as a "top-up" for a particular need, where there is no other funder for that need. In that sense, The Wilson Home Trust should not be seen as a "first port of call".

### **3. The types of grants available are:**

#### **➤ Equipment and Activities Grants**

Equipment and Activities Grants can cover equipment and activities that are not provided by the Ministry of Health, Ministry of Education or ACC funding. The equipment or activity requested must add value to the child's life and may include costs towards building renovations – see Home Modification Funding below. This application requires at least two quotes for the equipment/activity unless there is only one provider of such equipment/activity and must include a support letter from an independent recognized health professional (e.g. physiotherapist, occupational therapist, GP).

Examples of equipment that may be covered by this grant are specialized wheelchairs, or other equipment for sports, recreational activities or therapy (e.g. specialized clothing).

Examples of activities that may be covered by this grant are the cost of support required to attend recreational, social or therapeutic activities that are seen to enhance the quality of life of the child/young adult and/or their family (e.g. musical therapy sessions, swimming lessons).

For repeat requests for grants for therapeutic activities, the grant will only be considered with the inclusion of an independent assessment report that can provide evidence of the benefit to the child / young adult.

Activity Grants may also cover the cost of family members attending a conference/training workshop and can demonstrate the benefit to their child and/or the disability sector.

Home Modification Funding Requests – This may include building renovations – a separate application form must be completed and is available on request.

Equipment and Activity Grants will not cover:

- Equipment or support that another organization can pay for (e.g. wheelchair from accessAble).
- Activities that have already happened.

➤ **Group Grants**

Group Grants are for not-for-profit organizations or groups of children or youth who meet our criteria and seek to provide an enriching experience. Examples include recreation, sport, camps, communication, socialization and therapeutic activities. 50% of the group that the grant applies to must meet all the Trust's criteria (as described above) and evidence must be provided to demonstrate this.

For grants up to \$5,000, the application process is the same timing as the Equipment / Activity grants.

For group grants (Discretionary grants) over \$5,000 and up to \$20,000, this is by invitation only with closing dates the same as the Equipment / Activity grants. These grants must align with the funding priorities as stipulated in the Group Grant Criteria document.

➤ **Wellbeing and Counselling Grant**

Wellbeing and Counselling Grants are available to the child and their families/family members. The Wellbeing and Counselling grant include Counselling, relaxation courses, yoga, mindfulness and ways to enhance wellbeing, reduce stress and anxiety. The grant is up to \$1,000 excl GST and there is a limit of two per family.

The Trust may assist with childcare costs for a parent to attend, with confirmation from an independent person of the need for this support.

➤ **Rehab Grant**

Families who are resident on The Wilson Home Trust site can apply for a Rehab-Grant where there is a need for assistance with additional expenses incurred from relocating to support their child while they receive rehabilitation services at Lake Road. While there is no limit to the number of Rehab grants, the total amount is \$1,000 excl GST per family.

Rehab Grants cover the costs of items such as food, petrol and personal amenities while living on-site (e.g. toothbrushes). This grant will not cover alcohol, tobacco, equipment (e.g. glasses), or maintenance of equipment.

Receipts showing all purchases made and being claimed for must be provided with the application.

➤ **Holiday Grants**

Eligible families may apply for financial support to take a family holiday. The grant can cover the accommodation and travel costs within New Zealand.

The maximum amount is \$1,000 exclusive of GST per trip and there is a cap of \$2,000 exclusive of GST in total per family before the child turns 22 years. There must be a minimum of six months between holiday grant applications.

The family can choose to stay at specific accommodation in Maraetai or Flaxmill Bay – Coromandel and the Trust will pay up to \$1,000 directly. Alternatively, the family may choose other accommodation up to \$1,000. Families are reimbursed for accommodation and transport costs on presentation of the receipt or if the family advise the Trust that they are not in the financial position to pay, the Trust will pay the accommodation direct.

➤ **Emergency Grants**

Eligible families or a social worker that is working with the family may apply for an emergency grant. This can be to assist families who are in exceptional circumstances and needing temporary assistance to pay rent or clothing including clothing vouchers at the discretion of the Trust Manager.

➤ **Hydrotherapy Grant**

Eligible families may apply for a hydrotherapy/water confidence grant. This is for 12 months of classes or \$800 plus GST per annum, this sum is paid directly to the provider of the hydrotherapy.

➤ **Young Adults Grant**

Eligible young adults aged 17 – 22 may apply for a grant up to the value of \$3,000 plus GST for costs that will assist them to transit into adulthood. This may include costs towards study, transition support, travel and equipment.

This grant is in addition to the other grants. If the other grant limits have not been reached it can be used in conjunction with them. Eg If the equipment grant of \$5,000 has not been used then a piece of equipment for up to \$8,000 can be applied for.

#### **4. Application process**

Application forms and a template letter of support see Appendix 1, can be downloaded and are also available by requesting an application form from the Trust Manager or Trust Administrator via email ([info@wilsonhometruster.org.nz](mailto:info@wilsonhometruster.org.nz)), phone (09 488 0126 / 0800 948 787) or in person at the Wilson Home Trust Cottage.

All documentation must be completed and sent electronically to [info@wilsonhometruster.org.nz](mailto:info@wilsonhometruster.org.nz) or by post or by hand to the Trust Manager / Trust Administrator at:  
Wilson Home Trust  
Private Bag 93-517  
Hauraki 0622

Applications must include:

- at least two quotations from a supplier related to the cost of what is being applied for;
- a support letter or endorsement from a health professional is required, confirming that the child/young adult/family is eligible (template letter can be downloaded or sent) ;
- evidence of the financial need
- a completed application form
- Also, first-time applicants must provide:
  - a copy of the applicant's driving license or passport as proof of their identity;
  - a medical certificate that provides proof of the child / young adult's diagnosis.

Grant applications cannot be retrospective unless there are exceptional circumstances and it is expected that they will be used within three months of **approval**, after which time the approval can be withdrawn.

Please note that in recognizing that COVID can cause delays to supplies, should the grant be delayed due to COVID a new timeframe can be discussed with the Trust Manager.

#### **5. Approval of grants**

The Committee of Management approves a budget for grants at the beginning of each financial year and is responsible for approving or declining each grant application at its monthly meeting, except in the case of urgency where the Committee of Management may review an application outside such meeting. Grant applications will be received, logged and acknowledged by the Trust Manager / Trust Administrator in a timely fashion. The Trust Manager / Trust Administrator will complete the grant application checklist.

Any funding request that is \$500 or under can be approved/declined by the Trust Manager, providing that it has fulfilled all the relevant criteria. These applications will be presented to the COM for ratification at the next COM meeting.

#### **Equipment and Activities, Young Adults and Group Grants**

In the case of Equipment and Activities, Young Adults and Group grants, the Trust Manager / Trust Administrator will submit the completed applications, checklists and all supporting documentation to the Grants Sub Committee for consideration.

The Grants Sub Committee will consider all grant applications and make recommendations to approve or decline each application to the Committee of Management. The Grants Sub Committee will record their decision on the application checklists. The applications are presented to the Committee of Management each month for consideration, together with information about any grant applications rejected.

Following the decision by the Committee of Management, the Trust Manager will notify the applicant of the outcome of their application within 5 working days.

### **Group Grants**

For group grants up to \$5,000, the process above applies

For group grants \$5,000 to \$20,000 known as Discretionary Group grants, the following process applies:

- Application received, checked and processed
- Presented to the Grants Committee. If the group is not well known to the Trust they may be asked to present either in person or via skype to the Grants Committee.
- Grants committee make their recommendation – approve / decline / more information
- At the next COM meeting ratification of the decision is made

Upon approval, they will be requested to provide an accountability report after six months.

### **Rehab, Emergency, Wellbeing and Counselling, Hydrotherapy and Holiday Grants**

In the case of Rehab, Emergency, Wellbeing and Counselling, Hydrotherapy and Holiday Grants, the Trust Manager may approve these grants up to the maximum amount payable for each type of grant, provided that the applicant meets the grant eligibility criteria.

At each Committee of Management meeting, the Trust Manager will submit a document listing all grants year to date approved or declined.

### **6. Limits on grants**

#### **Current Grant Allocation limits (amounts do not include GST)**

<b>Grant Type</b>	<b>Limit (excluding GST)</b>	<b>Number of Applications per Child</b>
Equipment / Activity	\$5,000	Multiple times up to the limit
Wellbeing and Counselling	\$1,000 x 2	Twice – can be used for child/parent/sibling
Holiday	\$2,000	Multiple times up to the limit with no one holiday costing more than \$1,000
Emergency	\$2,000	Individual applications are capped at \$1,000, the number of applications is at the discretion of the Trust Manager up to the limit



## The Wilson Home Trust

For Children with Physical Disabilities

[www.wilsonhometruster.org.nz](http://www.wilsonhometruster.org.nz)

Hydrotherapy	\$800	Hydrotherapy / Water Confidence for 12 months
Young Adults (aged 17 – 22)	\$3,000	Multiple times up to the limit
Total Potential	\$14,800	

### 7. GST

All amounts quoted are GST exclusive.

### 8. Payments

All quotes and invoices are to include a bank deposit slip with the name of the supplier and supplier details which will be checked for authenticity at the Companies Office.