

Meningitis Now

REBUILDING FUTURES FUND

Application Handbook

UK-wide financial support for people of all ages affected by meningitis



General enquiries 01453 768000
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Welcome to the Rebuilding Futures Fund

Our Rebuilding Futures Fund is available to help fund emotional and practical support for anyone living in the UK affected by meningitis, no matter how long ago the meningitis experience. We work with you on a one-to-one basis so that the award you receive is best suited to your individual needs at the time of applying to the Rebuilding Futures Fund. We have already helped hundreds of individuals and families face the future with more hope and confidence. They've told us that support funded through the Rebuilding Futures Fund has had a significant positive impact on their life.



Meningitis Now are proud to provide this unique, life-changing support – the only meningitis organisation in the UK to do so. Whenever your experience and whatever life after meningitis throws at you, our Rebuilding Futures Fund is here to help you rebuild your life.

The Rebuilding Futures Fund Team, Meningitis Now

“So many organisations are only about meningitis prevention, but Meningitis Now are also here for survivors and recognise how difficult our lives can be.”

Content

The Rebuilding Futures Fund Handbook is designed to guide you through the application process. We would recommend reading through this handbook before applying, to ensure your request meets the criteria of the Rebuilding Futures Fund and you are able to supply the necessary supporting documentation. You will find examples of items/services that we have awarded and those that we are currently unable to fund.

If you have any questions about applying to the Rebuilding Futures Fund or wish to discuss your application, please call our nurse-led Helpline on 0808 80 10 388, email helpline@meningitisnow.org or speak with your Community Support Officer if you are currently receiving support. If in the event we are unable to fund your request, our support staff will help identify other possible forms of support and help sign-post you to other organisations.

Page No.	Content
• Page 3	What you can apply for
• Page 4	Application criteria
• Page 5	Applying to the Rebuilding Futures Fund
• Page 7	Supporting documentation
• Page 9	Summary of the application process
• Page 10	Rebuilding Futures Fund terms and conditions
• Page 11	Making a difference every day

What you can apply for

The Rebuilding Futures Fund programme focuses on four separate areas, providing funding towards different types of support:

- **Health and wellbeing** – improving the emotional and physical wellbeing of those affected by meningitis and their families
- **Bereavement** – funeral costs, headstone/cremation plaques, bespoke memorials and offering family members dedicated bereavement support
- **Specialist equipment** – helping to enhance the quality of life of those living with the effects of meningitis
- **Opportunities** – providing help towards educational development, technology support and retraining.

Examples of what we have funded

- Specialist bikes and trikes
- Mobility aids
- Specialist beds
- Sensory toys
- Technology support e.g. laptops, Chromebooks, iPads
- Tuition and retraining costs
- Counselling
- Complementary therapies e.g. cranial sacral therapy, osteopathy, reflexology
- Specialist physiotherapy
- Gym membership
- Swimming lessons
- Horse riding lessons
- Headstones/cremation plaques
- Bespoke memorials e.g. garden bench, garden arch, bird bath, planter
- Contribution towards funeral costs
- Bereavement support e.g. counselling, complementary therapy.



What we do not fund

- Holidays. Short breaks will be considered where benefit to the family unit can be demonstrated through third party supporting evidence
- Building, home and garden adaptations on a rental property, without appropriate prior written consent from the landlord
- Payment of domestic bills including arrears e.g. telephone, gas, electricity, council tax, mortgage or loan repayments
- Non-specialist clothing, bedding, furniture
- Recreational hot tubs / swimming pools
- Contribution to purchase a private vehicle (we will consider funding a deposit towards a Motability vehicle)
- Nursery placements
- Legal fees
- Medical treatment (medical & dental procedures)
- Purchase of animals and pets
- Payments in cash
- General travel costs. We will consider awards for emergency travel e.g. the cost of attending a hospital appointment or visiting a close family member in hospital with meningitis
- Long-term therapy. Awards for short-term therapy (up to 12 sessions) will be considered. Examples of therapy include counselling, creative therapies and complementary therapies.

This is not an exhaustive list, and decisions will be made at the discretion of the Rebuilding Futures Fund panel.

Application criteria

We welcome applications from all ages and all sections of the community. The Rebuilding Futures Fund is available to anyone of any age living in the UK who has had a personal experience of meningitis or is an immediate family member (includes parents, step-parents, siblings, partners and grandparents). Bereavement support is available for those who have lost a loved one.

Rebuilding Futures Fund applications can only be accepted provided the following criteria have been met:

- Applications can only be submitted by individuals whose needs are as a direct result of meningitis (meningitis and meningococcal septicaemia)
- The applicant is the individual directly affected by meningitis or is applying on behalf of another person who has been directly affected by meningitis
- The person who will benefit from the award, must be living in the UK
- If the person who will benefit from the award is under 18, the application must be completed on behalf of the individual by a parent/carer
- All applications are reviewed by a Meningitis Now Helpline Nurse. Some applications will be referred to our community support team for a discussion around the individual's support needs and award request
- Written confirmation of the diagnosis must be included with the application form, if not previously provided and held on file by Meningitis Now
- A supporting statement provided by a relevant third-party professional (e.g. social worker, health, mental health and education professional) involved in the case of the individual benefitting from the award, will be required at the time of application. This includes applications for all courses and types of therapy
- In certain circumstances, we will consider a supporting letter from your Community Support Officer to support your application
- We reserve the right to directly contact the third-party supporting professional if further information is required. In these cases, we will keep you informed.

Before you apply

Applicants are encouraged to have explored other potential funding channels prior to application, including services or items which should normally be supplied by a statutory body e.g. NHS, local authority or housing association. We recognise that in some cases it can be difficult to access funding via statutory bodies. To discuss this, please call our nurse-led Helpline on 0808 8010 388, email helpline@meningitisnow.org or speak to your Community Support Officer.

Please also check that an award will not impact on any benefits that you may already be receiving.

Refer to the following for guidance:

- Get a benefits check to see if you are entitled to any benefits by visiting www.gov.uk or the charity Turn2Us which has an online grants search tool to help you find grants or other types of support
- Find out if you can apply for help from your local council or the Social Fund
- If you're in debt, get advice from your local Citizens Advice Bureau (go to citizensadvice.org.uk)
- Find out if your local council can help with disability equipment.

Applying to the Rebuilding Futures Fund

How to apply

To apply to the Rebuilding Futures Fund:

- call our nurse-led Helpline on 0808 80 10 388
- email helpline@meningitisnow.org
- or, if you are already getting support, speak to your Community Support Officer.

Our staff will be able to talk you through the whole process from start to finish and give you guidance on what supporting documents you need to accompany your application. After an initial discussion, a dedicated link to a simple, online application form* will be emailed to you. The online link remains live for six months. You can upload information, save and return to the form as many times as you like within the six month period.



We recognise that people's circumstances change and they may no longer wish or have a need to apply to the Rebuilding Futures Fund – this does not prevent you from applying again in the future; we will simply send a new online application link.

*Application forms can also be sent via email or through the post.

"I was kept informed every step of the way and the staff were beyond helpful."

Applications for consideration

Upon receipt of your completed application, one of our nurses will review the information provided, to ensure it meets the Rebuilding Futures Fund terms and conditions. We will acknowledge receipt of your application by email or phone. You may be contacted to discuss or clarify the information you have provided. Once your application is assessed as complete, it will be presented for consideration at the next available Rebuilding Futures Fund panel meeting. Only a certain number of applications can be considered at panel each month, if capacity is reached some applications will be deferred to the next available panel meeting. It is important that you provide as much detail as possible, as incomplete or limited information may result in your application being deferred or declined.

Rebuilding Futures Fund Panel

The Rebuilding Futures Fund panel meets on the second Monday* of every month.

We will endeavour to notify you within seven working days of the panel's decision.

*Date subject to change

100% of those (who shared their feedback), agreed the application was easy to complete and processed quickly.

Rebuilding Futures Fund Impact Report 2020-21 produced in collaboration with Chrysalis Research UK

Award payment

Where an application has been successful and a full award has been made, we will contact the individual item or service provider and arrange payment terms directly with them.

Reimbursement of funeral expenses and emergency travel costs will be discussed with the applicant on an individual basis.

If the award is a contribution towards an item/service, we are happy to issue a letter confirming our commitment to pay. We would require evidence of the remaining balance being funded before releasing the award contribution.

“When we heard we got the award, I cried. The amount the award was offering was the final amount we needed.”

Additional requirements

As stated in the terms and conditions (see page 10) of the Rebuilding Futures Fund, successful applicants will be asked to complete the following forms, where applicable:

Equipment Agreement Form

An award made for equipment is provided on the basis the equipment is the property and full responsibility of the individual/family. We will ask you to complete an Equipment Agreement Form and return it before the equipment is purchased. This is an agreement between Meningitis Now and the individual/family regarding the responsibility of ownership and ongoing maintenance of the item.

Evaluation

As a requirement of the Rebuilding Futures Fund terms and conditions (see page 10), all applicants will be asked to complete an evaluation within six months of the award being funded or upon completion of a service. It is important that we can demonstrate, to our funders and stakeholders, the impact Rebuilding Futures Fund awards have on the lives of individuals and families and that the award has met your personal needs.



Supporting documentation

To avoid any delays in your application being considered by the Rebuilding Futures Fund panel, please ensure you submit all of the required documentation. All supporting documentation must include the professional's full name, role/job title and contact address details. If you have difficulty in obtaining this information, please do get in touch. The Meningitis Now Rebuilding Futures Fund panel recognise that on occasion, a fee may be payable to obtain confirmation of diagnosis. Reimbursement of this fee, may be considered upon sight of receipt of payment and at the discretion of the Rebuilding Futures Fund panel.

Confirmation of diagnosis

We require confirmation of diagnosis of meningitis/meningococcal septicaemia, for example:

- a discharge letter or email from the hospital
- a letter from the individual's GP
- a letter from a relevant health professional.

The letter needs to be on headed paper, signed and dated and detailing the following:

- name of person affected by meningitis
- type of meningitis (if known)
- date of illness.

Bereavement

For bereavement applications, we require sight of the death certificate which refers to meningitis/meningococcal septicaemia as the cause of death.

Third-party supporting letter

General applications

The application should be accompanied by a statement/letter of support from a relevant third-party professional involved in the case of the individual who will benefit from the award, giving details of:

- the impact that meningitis has had on the individual
- the specific need the individual has, linking it to their meningitis experience
- how the item/service being applied for will help meet the identified need and improve their recovery, quality of life or manage the impact of the disease.

Bereavement support applications

For bereavement support applications, the statement of support should reference:

- the impact the bereavement has had on the individual who will benefit from the award
- how the item/service will help in their recovery from the loss of a loved one.

Funeral and memorial applications

Please note, **no** third-party statement is required.

Third-party professionals

The following list is an example of professionals who could be approached to provide a statement/letter in support of your application:

- GP
- Mental health practitioner
- Education professional
- Social worker.

If you need help to identify a relevant third-party professional for your application, please contact our nurse-led Helpline on 0808 80 10 388, email helpline@meningitisnow.org or contact your Community Support Officer.

Quotation or invoice

All supporting quotes must clearly reference the item/service requested, full cost and the supplier's/therapist's contact details. Screen shots are acceptable, provided these details are clearly visible (including web address, where applicable).

General applications

Please supply **two** quotations (where possible), evidencing cost of item or service requested – with the exception of emergency travel expenses.

Bereavement support applications

Please supply **two** quotations (where possible), evidencing cost of item or service requested.

Funeral and memorial applications

In the case of a funeral, we will consider applications for reimbursement up to six months after the funeral. You will need to provide an invoice or receipt evidencing cost/payment of the funeral. Usually, **one** quote is sufficient for memorials – headstones, cremation plaques and bespoke memorials.

Evidence of commitment to pay

Where a contribution towards an item/service is being sought, you may be asked to provide evidence of commitment to pay. This can be via:

- proof of purchase
- a letter of commitment to pay from additional funding source such as another charity
- receipt for part-payment from additional funding source (if applicable).

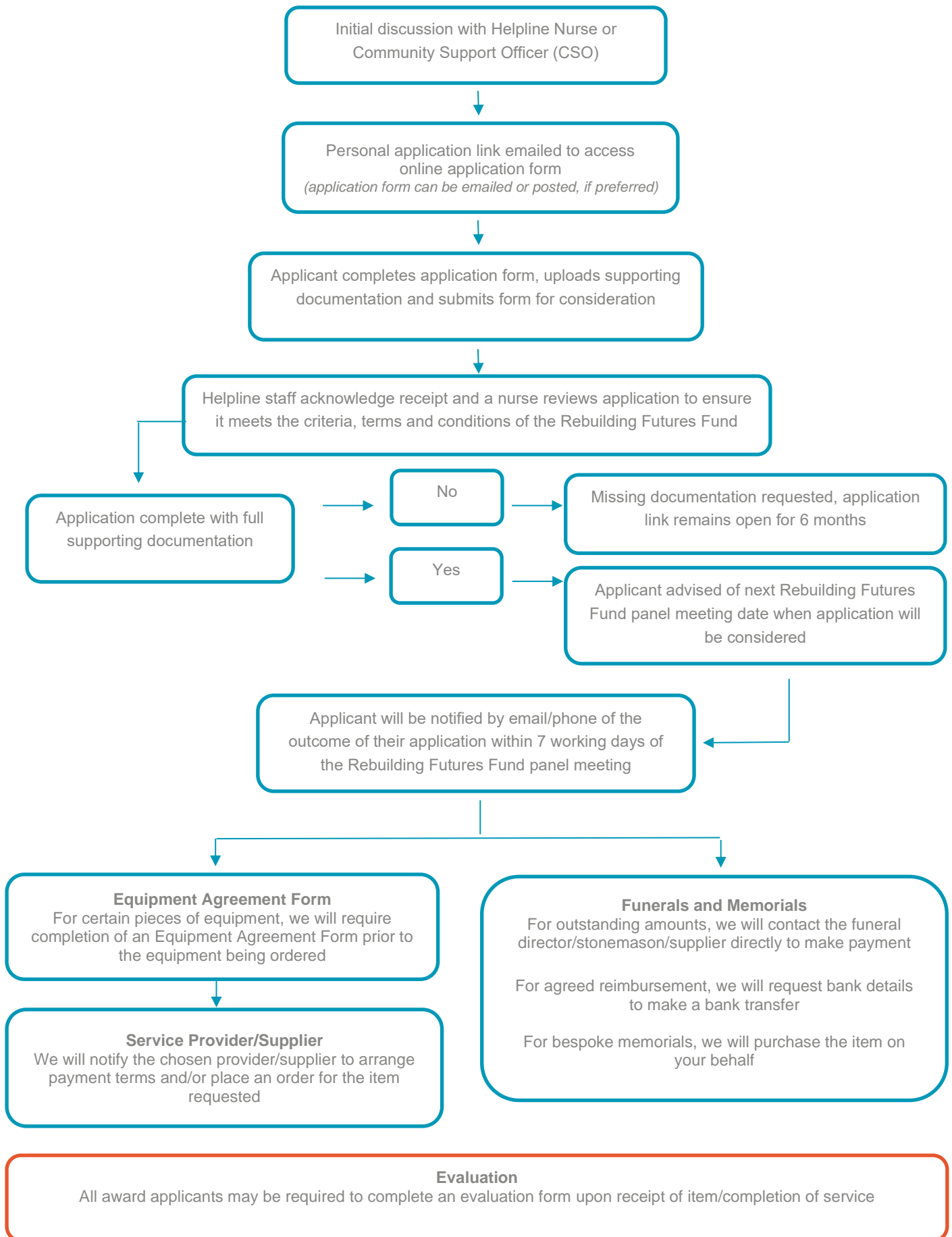


Funding of a specialist trike through the Specialist Equipment category of the Rebuilding Futures Fund

“We now have the trike!! O was very excited to see it and he enjoyed riding it this weekend. Many thanks to you all for making this possible.”

Summary of the application process

The following flowchart, illustrates the various stages of the application process.



If in the event an application is declined, our dedicated support staff will help identify other possible forms of support where appropriate and help signpost individuals to other potential organisations.

Rebuilding Futures Fund terms and conditions

- The Rebuilding Futures Fund is a financial support programme, offering awards up to £1,000 subject to availability of funds. In recognition of the significant costs involved, and where funds allow, the panel will consider awards up to £1,500 for funeral costs, headstones/cremation plaques and specialist equipment
- The amount awarded per application is at the discretion of the Rebuilding Futures Fund panel and subject to available funds
- We are entirely dependent on voluntary donations and the Rebuilding Futures Fund is subject to the continued availability of funds
- We will consider one successful application per beneficiary, per Meningitis Now financial year (April-March)
- Applications can be made by different individuals within one family, but the awards cannot be combined to fund the same item/service
- Applications are not means tested*. However, all applications are reviewed by a Meningitis Now Helpline Nurse. Some applications will be referred to our community support team for a discussion around the individual's support needs and award request
- Funding will only be considered on receipt of a fully completed Rebuilding Futures Fund application form, together with appropriate supporting documentation
- A minimum of two quotations (where possible) will be required for all items/services requested – with the exception of emergency travel expenses, therapy services, funeral costs and headstones/cremation plaques
- Where you are seeking contribution funding from Meningitis Now, we will require evidence that the remaining balance for the item is available i.e. a commitment to pay letter from other funding source or a receipt for part-payment
- Rebuilding Futures Fund panel meetings are held on the second Monday of every month (where possible)
- Meningitis Now does not operate an appeal process; the decision of the Rebuilding Futures Fund panel is final
- We will endeavour to notify you of the panel decision within seven working days of the application being considered
- Where an application has been successful, payment would normally be made to the individual provider of the item or service
- If we are purchasing items on your behalf, we will share your address and contact details for the purpose of delivery only
- If the award is a contribution towards an item and you need to seek additional funding elsewhere, we would be happy to issue a letter confirming our commitment to pay
- Reimbursements of funeral expenses will be considered within six months of the funeral taking place and upon receipt of proof of payment
- Awards for items and services will not be made retrospectively without prior discussion with a member of the support team
- Any award made for equipment is provided on the basis the equipment is the property and full responsibility of the individual/family. You will be required to complete and return an Equipment Agreement Form prior to the equipment being purchased. Meningitis Now does not take responsibility for the repair, upkeep, liability (insurance) and disposal of such equipment. In the event of faulty goods (and the item is still within warranty), we can provide proof of purchase upon request. We recommend that expensive equipment should be insured
- We require that all awards are spent within six months of being awarded. We will consider an extension to awards made if the applicant/individual benefitting from the award can present reasons why it has not been spent within 6 months of being awarded

- All applicants will be asked to complete an evaluation within six months of the award being funded. It is important that we can demonstrate to our funders and stakeholders, the impact Rebuilding Futures Fund awards have on individuals and that it has met your personal needs
- In the case of an unsuccessful application, we will reconsider the application if new supporting evidence is available or if the support needs of the individual have changed. In these circumstances a review of support needs will be carried out by a Meningitis Now Helpline Nurse or Community Support Officer
- We will endeavour to fund as many awards as possible, but we reserve the right to defer applications to future meetings of the Rebuilding Futures Fund Panel
- Meningitis Now recognise that COVID-19 may have had an impact on Rebuilding Futures Fund applications. We will endeavour to take a flexible approach with applications if required
- Meningitis Now will review our Rebuilding Futures Fund criteria annually and terms and conditions may be subject to change.

*A means test is a financial assessment of a person's eligibility for an award.

Making a difference every day

Evidence collected from evaluation data, demonstrates that the Rebuilding Futures Fund has made a significant impact on individuals and families affected by meningitis.

98% of people said the support they received through the Rebuilding Futures Fund helped them

95% of people felt their award had made a difference to them and their life

*Rebuilding Futures Fund Impact Report 2019-20, produced in collaboration with Chrysalis Research UK

Here are examples of what successful award applicants say about the Meningitis Now Rebuilding Futures Fund and how it has made a difference to their everyday life.

“This chair has made my life infinitely better. I can now make a cup of tea at the right height and carry it to another room. I have a lot more independence and don't make my legs sore by crawling around.”

Funding towards specialist electric wheelchair

“It took away the worry of having to find a large sum of money at the hardest time of all.”

Funeral costs

“Having the award for art therapy, meant my daughter could explore emotions that she usually chooses to hide from others and gave her a platform in which she can express herself during an extremely difficult time in her life.”

Art therapy

“Just a small thank you from myself and my son for helping us get some counselling. He’s in a good place following some help in the summer and with some sessions at the ready we are hoping to keep his anxieties at bay.”

Counselling sessions

“It was wonderful to be able to provide my daughter with a computer station at home equipped with everything it takes for her to hear and process the information.”

Specialist IT equipment

“The Rebuilding Futures Fund helped tremendously; it means my son’s quality of life can be maintained for the next year. The fund not only helped my son but his family’s health and wellbeing.”



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