



LampLight
support service

RCN Foundation Respite Fund: Grant application and guidelines

What is the RCN Foundation Respite Fund?

The RCN Foundation Respite Fund provides one-off grants for temporary replacement care and associated costs.

The respite funding will allow the carer to have a break from caring to look after their own health and wellbeing. For example, it may be that replacement overnight care is needed for a weekend so that the carer can take a break.

Who do we help?

- Carers who are registered or retired nurses or midwives.
- Carers who are Health Care Assistants (HCAs) or retired HCAs who have worked in the role for at least three years (this does not need to be continuous).

What will we fund?

- The costs of the replacement care.
- The costs associated with the carer taking a break in the UK, whether this may be travel or accommodation costs, for example.

Other criteria?

- The application will need to be supported by a registered clinical practitioner who is involved in the care of the individual receiving care. The letter should verify that applicant's role as a carer.
- Replacement care must be provided by an appropriate care giver. Details required.
- Grants of up to £1,000 will be considered.
- Non-means tested.

What documentation is required?

- Proof of costs of respite and any associated costs.
- Details of the Registered Care Provider that you have chosen to provide care OR, if your elected provider is not registered, a supporting character reference letter. The reference letter should be from an individual in a professional position, such as nurse or local business owner, who can comment on the replacement care giver's suitability to provide care.
- Letter of support from a clinical practitioner, such as a GP or nurse. The letter should confirm that the individual who is applying for replacement care is the primary care giver. The definition of a carer is: anyone who cares, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without their support.

Please return the completed form and documents by post to: RCN Lamplight, 20 Cavendish Square, London, W1G 0RN

If you have any queries or would like the application posting to you, please contact: lamplight@rcn.org.uk or write to us at the address above. We are not able to accept incoming telephone queries.

Please note that applications that are submitted without the correct documentation will not be accepted and may be automatically refused.

Applicants will be notified of receipt of application by email. The email will contain the anticipated time frame for notifying the applicant of a decision as these vary throughout the year.

RCN Foundation Respite Fund Application Form

Section 1: Personal details

Surname:	First Names:	Title:
Date of birth:	Email:	
Home Address:		
Home telephone:	Mobile:	
Are you (please tick): <input type="checkbox"/> Single <input type="checkbox"/> Married/civil partnership <input type="checkbox"/> Living with a partner <input type="checkbox"/> Divorced/separated <input type="checkbox"/> Widowed		
Are you a tax resident of any country outside of the UK? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Section 2: About your Nursing Career

Are you: <input type="checkbox"/> Nurse <input type="checkbox"/> Midwife <input type="checkbox"/> Health Care Support Worker (please tick) Other (please state)
How many years have you worked in this role?
NMC Pin Number (if applicable):
Are you a member of a trade union? <input type="checkbox"/> NO <input type="checkbox"/> YES If so, which one?.....
Are you currently in employment: <input type="checkbox"/> YES <input type="checkbox"/> NO
If you are not currently working, did you stop work due to: <input type="checkbox"/> Retirement <input type="checkbox"/> Ill health <input type="checkbox"/> Caring responsibilities Other (please state)

Section 3: Your application

Please tell us about your role as a carer and your reason for applying to the Respite Fund:

Document checklist

Please enclose the following documents. If these documents are not returned with the application form, the application will not be accepted.

Document	Enclosed
Quotes/estimates for the costs of respite and associated costs	<input type="checkbox"/>
Details of the Registered Care Provider or, where the provider of respite is not registered, a reference letter for replacement carer. Reference letters should be from an individual in a professional position who can comment on the replacement care giver's suitability to provide care.	<input type="checkbox"/>
Letter of support from a clinical practitioner – this should confirm that the individual who is making the application is a carer for the person they are applying for respite for.	<input type="checkbox"/>
Proof of employment as a nurse, midwife or HCA.	<input type="checkbox"/>
Please note, HCAs must provide evidence of employment for a minimum of three years (it does not need to be continuous). Examples of what is accepted: P45, P60, Employment letter from HMRC, contract, letter from employer, qualification certificate.	

Data Protection and Privacy Statement – we need your signature.

The information in this form the documentation you provide will be used to assess your application for a grant. The Royal College of Nursing (RCN) and RCN Foundation need to keep your data on paper or computer for this purpose.

We may also use the information for accounting, audit, statistical or research purposes.

When processing your application we may need to make enquiries on your behalf with other organisations as appropriate. This includes seeking additional funding from other charitable bodies. Beyond this purpose, we will not disclose any of your information outside of the RCN and RCN Foundation, unless we are legally obliged to do so or unless you have given us your prior consent.

We will undertake to keep your information strictly confidential and do everything we can to prevent the information being used in any unauthorised or unlawful way.

Our current policy is to retain personal data for a period of seven years from when a decision on your application is made, after which it will be destroyed.

You have the right to request information about the details we hold about you and we will provide this data as legally required. All requests regarding the RCN's data protection and privacy policy should be sent to the: Data Protection Officer, RCN, Copse Walk, Cardiff Gate Business Park, Cardiff, CF23 8XG or email: dataprotection@rcn.org.uk

We will need your signature in order to process your application.

Signature authorisation

By signing your consent to these terms, you give permission for the RCN and RCN Foundation to use your data as outlined above.

Signature:

Date:

Print name:

Date: