



**Carers**

**Break**

**Scheme**

---

APPLICATION FORM

Care in the Police Family Northern Ireland

## SECTION 1.1 Applicant's Details (Carer)

Name			
Address			
Postcode		Mobile Number	
Date of Birth		Landline Number	
Email			
What is your relationship to the officer?			

## SECTION 1.2 Officer's Details (Client)

Name			
Date of Birth			

## SECTION 2 Criteria

### Please confirm the following:



### Further Guidance

Break has been taken before submitting application		<ul style="list-style-type: none"> <li>Handwritten receipts are not acceptable</li> <li>Invoices marked paid are not acceptable</li> <li>Receipts and evidence of payment must be in the name of the Carer; however we will accept receipts in the name of the Carers spouse, where the Carer can demonstrate that they are named on the account. E.g. Joint bank statement showing transaction</li> <li>No Cash Payments must be made. Receipts must show a financial transaction from Grantee to Supplier.</li> <li>Additional information of proof of payment may be requested from your Assessment Officer</li> <li>The break cannot exceed £500.00 in total, any amount above this will decline the application.</li> </ul>
Electronic receipt submitted (see further guidance)		
Maximum 3 nights / 4 days break		
Cost no more than £500.00		
Is not a group booking		
Is not an used for event tickets or activities		
Is not part of an annual family holiday		
<b>Things to remember:</b>		
<ul style="list-style-type: none"> <li>Only dining that is included in a package deal can be considered for funding. E.g. Bed, Breakfast &amp; one evening meal. Separate dining &amp; alcohol will not be considered for funding</li> </ul>		

### Please provide evidence of **one** of the following for the client (officer) you are caring for:



### Further Guidance

DLA		<ul style="list-style-type: none"> <li>Evidence must be provided with every application</li> <li>Statements must be dated within 12 months otherwise show a renewal date</li> </ul>
PIP		
Attendance Allowance		

### If you are **NOT** the spouse of the client please provide **one** of the following:



### Further Guidance

Letter from GP with photographic ID & proof of address		<ul style="list-style-type: none"> <li>You can register as a carer (if you haven't already) with your GP and request a standard letter that identifies you as a carer.</li> <li>Statements must be dated within 12 months otherwise show a renewal date</li> </ul>
Carers Allowance with photographic ID & proof of address		

### SECTION 3 Details of other Grants and Awards

Have you previously received funding, or are in the process of applying for assistance for a carers break from any of the agencies listed below? (If yes, please give details below)	YES/NO
---	--------

**Payment / awards received from:** ✓ **Details of payment / award:**

Police Care UK		
RUC GC-PSNI Benevolent Fund		
Victims and Survivors Service		
Other (Please give details)		

### SECTION 4 Payment Details

**Please note, this section should only be completed if you have not provided the Fund with your account details or if your details have changed. All payments are made by BACS.**

Name of Bank:	
Bank Account Name (s):	
Bank Account Number:	
Sort Code:	

**Please provide evidence of one of the following to confirm your bank details:**

✓

#### CLIENT AUTHORISATION

Blank Cheque		<b>I consent to payment being made to the bank account listed above</b>
Blank Lodgement Slip		
Original Bank Statement		
		<b>Signed:</b>
		<b>Date:</b>

### SECTION 5 Declaration

I declare that the information I have supplied on this form is true and complete to the best of my knowledge and give permission for enquiries to be made as to their accuracy.

I understand that if any of the information I have provided is found to be false, I will be disqualified from applying to this and future schemes with the Northern Ireland Police Fund, and any monies outstanding will be recouped.

I understand that applying to the Northern Ireland Police Fund does not guarantee the award of a grant.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return your completed application form to: **The Northern Ireland Police Fund, Maryfield Complex, 100 Belfast Road, Holywood BT18 9QY.**

## Privacy Notice

The Northern Ireland Police Fund Regulations 2016 established The Northern Ireland Police Fund (the Fund) as a body corporate. The role of the Fund is to provide care and financial assistance to police officers and ex-officers who have been injured or disabled as a result of being the direct target of a terrorist attack, and to the widows, widowers and families of police officers killed or injured through terrorism. This includes PSNI officers who may be killed or injured in the future in this way. We support our clients through our schemes which are designed to enable them to enjoy a quality of life in their home and make a positive long-term impact on their circumstances.

### How we use your personal information:

- To establish your eligibility as a client of the Fund.
- To process grants for eligible clients of the Fund and the relevant processes involved.
- To keep you informed about new schemes that may be of interest to you or changes to the way we do things.

### Where do you get my personal information from?

- We hold information that has been supplied to us from you, our client, via our application forms and the supporting documents that you include at our request as part of your application.
- We also hold reports created by our Occupational Therapists when they visit your home to assist in applications for disability equipment.

### How long we will keep your personal information:

- We will hold your personal information for as long as you are a client of the Fund, it will then be destroyed or deleted in accordance with our retention and disposal schedule.
- If a client dies and they have a surviving spouse, that spouse will then automatically become an eligible client of the Fund for the duration of their natural life. The information for both will be kept together. It will then be destroyed or deleted in accordance with our retention and disposal schedule.
- Personal information about unsuccessful applicants will be held for 12 months, it will then be destroyed or deleted in accordance with our retention and disposal schedule.

### Do you share my personal information with anyone else?

- We share information with the RUCGC PSNI Benevolent Fund. This is to make sure our information is as up to date and accurate as possible.

### How do I complain if I am not happy?

- If you are unhappy with any aspect of this privacy notice, or how your personal information is being processed, please contact the Fund Data Protection Officer, at:

#### **Northern Ireland Police Fund**

Maryfield Complex 100 Belfast Road Holywood

BT18 9QY

Tel: 028 90 393 556

Email: [admin@nipolicefund.gov.uk](mailto:admin@nipolicefund.gov.uk)

- If you are still unhappy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

#### **Information Commissioner's Office**

Wycliffe House Water Lane Wilmslow Cheshire

SK9 5AF

Tel: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk) <https://ico.org.uk>

For further information and to view our full Privacy Notice, including your rights as a data subject, please visit our website [www.nipolicefund.gov.uk](http://www.nipolicefund.gov.uk)