



Carers Break Scheme

2025/2026 APPLICATION FORM

Care in the Police Family Northern Ireland

CARERS BREAK GUIDANCE NOTES

The Carers Break is designed to recognise the role of the primary carer of disabled officers, ex officers, parents and widow/widowers and to provide them with a short break once every financial year. A primary carer is defined as someone who has the sole responsibility for caring for an eligible client who has been injured or requires a level of care and who would ordinarily be unable to take a break because of their responsibility for the client.

WHO CAN APPLY

- A spouse of a client
- A person in receipt of Carers Allowance for the client
- A person registered with the client's GP as the client's primary carer

CRITERIA

The client must receive of **ONE** of the following benefits and a copy of entitlement must be provided with every application (dated within the current financial year or show a renewal date):

- Disability Living Allowance
- Personal Independence Payment
- Attendance Allowance

If you are not the spouse of the client and/or you live at a different address, you will need to provide an up to date copy of one of the following with every application:

- Carers Allowance Statement together with photographic ID & proof of address
- Letter from GP confirming you are the registered carer together with photographic ID &

WHAT WE WILL FUND

- Up to a 3 night / 4 day break for the *Carer only
- Up to the value of £500.00. If paying in a different currency, please ensure conversion rate equals less than £500.00
- Package deals e.g. bed, breakfast and one evening meal

*NIPF will consider paying for the client if they are unable to be cared for by another person.

WHAT WE WILL NOT FUND

- Breaks longer than 3 nights / 4 days
- Breaks over the value of £500.00
- Separate dining, dining experiences (e.g. room service, restaurant bills) & alcohol
- Group bookings or family holidays/breaks
- Taking a carers break while on another holiday
- Event tickets or activities
- Breaks paid in cash
- Applications received after 7th March

PROCESS

- Carer to book, pay for and take a short break in line with 'what we will fund'
- After taking the break, carer completes application form and submits with evidence and receipts
- Once acceptable evidence and receipts are received, requested break will be considered for funding. If approved, a letter of offer will be sent to the carer which explains the terms and conditions in detail
- Once the letter of offer has been signed by the carer and returned to NIPF, the agreed amount will be made directly into the carers account

WHAT TO REMEMBER

- Please ensure you have the correct documents that meet the criteria before taking a break and making an application.
- DLA/PIP/Attendance Allowance statements **must** be dated within the current financial year or show a renewal date.
- All breaks must be booked, paid for and taken in the same financial year.
- The break must be taken, paid by the carer and receipts in their name showing a financial transaction from grantee to supplier.
- If paying in a different currency, please ensure conversion rate equals less than £500.00.
- The application window is open from 1st April to 7th March each year. All breaks must be taken and applications received by then.
- Applications can be accepted by post or email but all evidence of break must be original documents.
- Approval is subject to the discretion of the Fund.

Please return your completed form and attached documents to:

The Northern Ireland Police Fund, Maryfield Complex, 100 Belfast Road, Holywood BT18 9QY

CARERS BREAK RECEIPT GUIDLINES

ACCEPTABLE DOCUMENTS

- Printed receipt on company headed paper showing breakdown of stay (usually A4 size), attached with the card machine receipt.
 - Receipt must show:
 - Carers Name
 - Dates of break
 - Total amount of the break
 - Show a £0.00 balance
 - Card machine receipt must show:
 - Date of payment
 - Amount of payment
- Online electronic receipt from companies such as Booking.com, Airbnb etc. accompanied with a carers bank statement showing the transaction of payment.
 - Online receipts can be found under 'Manage Booking', 'View Receipt & Payment'
 - Receipts sent from the companies via email can be forwarded in full to NIPF.

UNACCEPTABLE DOCUMENTS

- Handwritten receipts
- Invoices marked as paid (Handwritten or stamped)
- Receipts received directly from suppliers

ACCEPTABLE RECEIPT EXAMPLE

Receipt

HEADED PAPER **BUSINESS DETAILS**

Bank Account No. [REDACTED]
Sort Code [REDACTED]
Tel [REDACTED] Fax [REDACTED]
Email [REDACTED] Web [REDACTED]

Receipt No. : 37239 Date 15/07/2023

SOLD TO :
CARERS NAME

Remade: [REDACTED]

Arrival: 13/07/2023 Departure: 15/07/2023

Room #	Date	Posting	Qty	Price	Total
223	13/07/2023	2 Adult to B&B, 1 Evening Meal		375.00	375.00
Sales Total :					£375.00

Room #	Date	Payment Type	Paid Name	Payment amount
223	15/07/2023	Mastercard	CARERS NAME	375.00
Payments Total :				£375.00
Balance :				£0.00

TO BE PAID : £ 0.00

HEADED PAPER

RECEIPT NO: [REDACTED]
TERMINAL NO: [REDACTED]
DATE: 15/07/2023 TIME: 13:58
CARD: [REDACTED] INVOICE: [REDACTED]
PIN: [REDACTED] KEY NO.: [REDACTED]
MERCHANT: [REDACTED] SALE
ICD ADDRESS: [REDACTED] IC
SALE AMOUNT £375.00

UNACCEPTABLE RECEIPT EXAMPLE

HEADED PAPER **HEADED PAPER / BUSINESS DETAILS**

Room No. [REDACTED] Date: 21/6/23

	Date 21	Date 22	Date	Date
Balance B/F		520.00	940.00	
Accommodation	520.00	520.00		
Breakfast				
Luncheon				
Dinner				
Beverages				
Wine				
Drinks				
Snacks				
Telephone				
Sundries				
Sub Total	520.00	1040.00		
Deposit	90	100.00	150.00	
TOTAL		940.00	790.00	

All prices inclusive of VAT

WHAT TO REMEMBER

- All documents supplied **must** be the original
- The break must be taken, paid by the carer and receipts in their name showing a financial transaction from grantee to supplier.
- Balances paid in cash will not be accepted
- NIPF reserves the right to request additional documents as required.

Please return your completed form and attached documents to:
The Northern Ireland Police Fund, Maryfield Complex, 100 Belfast Road, Holywood BT18 9QY

SECTION 1 **CARER DETAILS**

Salutation	<input type="text" value="Mr/Mrs/Miss/Ms/Other:"/>	First Name(s)	<input type="text"/>
Preferred Name	<input type="text"/>	Last Name	<input type="text"/>
Address City County Postcode	<input type="text"/>		
Date of Birth	<input type="text"/>	Email Address	<input type="text"/>
Mobile Number	<input type="text"/>	Landline	<input type="text"/>

SECTION 2 **CLIENT DETAILS**

Full name	<input type="text"/>	Date of Birth	<input type="text"/>
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SECTION 3 **CHECKLIST**

Please tick **one** of the following you are submitting with your application.
Remember, this letter has to be in the client's name and dated within the last 12 months or have a renewal date

Disability Living Allowance	<input type="checkbox"/>	Personal Independence Payment	<input type="checkbox"/>	Attendance Allowance	<input type="checkbox"/>
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Please tick **one** of the following you are submitting with your application.
Remember, this only needs to be ticked and submitted if you are **not** the clients spouse and/or live at a different address

Carers Allowance Letter together with photographic ID & proof of address	<input type="checkbox"/>	Letter from GP together with photographic ID & proof of address	<input type="checkbox"/>
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If someone accompanied you on the break, please provide their name and their relationship to you

Please tick to confirm the following:

I've read and understood the Guidance Notes & Receipt Guidelines

SECTION 4

ADDITIONAL COMMENTS

Please use this section if you would like to add any additional information

SECTION 5

PAYMENT INFORMATION

This section only needs to be completed if you are providing NEW information or this is your FIRST application

Bank Name

Name on Account

Sort Code

Account Number

Please tick and submit one of the options below as confirmation of your new bank details

Bank Statement

Blank Cheque

Lodgement Slip

SECTION 6

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 enquires 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.

Carer Signature

Date

OFFICE USE ONLY

Details Updated

Date

Completed by

PRIVACY NOTICE

The Northern Ireland Police Fund Regulation 2016 established The Northern Ireland Police Fund (the Fund) as a body corporate for the purpose of providing financial assistance, advice, support and care to eligible persons in connection with the objectives in section 11 of the Financial Provisions Act (NI) 2014.

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 direct result of terrorism, 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.

Requests/Enquires:

We will process your personal information as follows:

- NIPF will process the personal data you provide in order to respond to your enquiry and to fulfil its responsibilities necessary for NIPF to perform public tasks.
- NIPF will process the personal data you provide, and any other relevant information, to investigate, action and resolve your concerns as part of our statutory duties and public tasks.
- NIPF will process your personal data and any other relevant information, including special category personal data, where it is necessary for us to establish, exercise or defend legal claims against the NIPF.
- NIPF may share this data with third parties such as our solicitors, Department of Justice, HM Courts and Tribunals Service (HMCTS), and other legal professionals where it is necessary for the purpose of legal proceedings, obtaining legal advice or otherwise establishing, exercising or defending legal rights, or as required by a rule of law.

Processing of Special Categories of Data:

We process data concerning your health in order to:

- Establish eligibility; and to
- Support our clients through Occupational Medicine.

The Legal Basis for this processing is Art 13 (g) GDPR: Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The legal basis for NIPF processing your personal data as above, and NIPF will always meet at least one of the following bases within the UK General Data Protection regulation (UK GDPR) but not limited to:

- The processing is necessary for us to perform our public tasks or a task in the public interest Article 6 (1)(e)
- The processing is necessary to exercise our defend legal claims Article 9 (2)(f)
- The processing is necessary for reasons of substantial public interest Article 9 (2)(g) and Schedule 1, Part 2 of the DPA 2018

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.

Please return your completed form and attached documents to:

The Northern Ireland Police Fund, Maryfield Complex, 100 Belfast Road, Holywood BT18 9QY

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 be held for 10 years and then 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.
- Student bursary applications will be held for 3 years after the end of the last funded academic year. 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 in relation to making payments to Widows. This is to make sure our information is as up to date and accurate as possible.
- We share information with Danske Bank in order to make payments either electronically, or by cheque.

What rights do I have?

●The right to be informed.

This privacy notice explains who we are, how we use your personal information and who we share your information with.

●The right of access.

You have the right to access the personal data that we hold about you. Before submitting a subject access request (SAR) please contact our Data Protection Officer to request NIPF SAR procedures (please see contact details below).

●The right to rectification.

All clients have the right to have any inaccurate data regarding them corrected if it is inaccurate or incomplete.

●The right to erasure.

All clients have the right of erasure of personal data without delay where certain conditions are met.

●The right to restrict processing

You have the right to 'block' or suppress processing of personal data, in specific circumstances.

●The right to data portability.

You have the right to data portability, in specific circumstances.

●The right to object.

The GDPR gives individuals the right to object to the processing of their personal data in certain circumstances.

When you visit our website?

Whenever anyone visits our website www.nipolicyfund.gov.uk we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

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 Information Data Protection Officer, at:

Northern Ireland Police Fund, Maryfield Complex, 100 Belfast Road, Holywood, BT18 9QY

Email: admin@nipolicyfund.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

Web: <https://ico.org.uk/global/contact-us/>

For further information and to view our full Privacy Notice, please visit our website www.nipolicyfund.gov.uk

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