



# **General Support Scheme**

---

## **2026/2027 APPLICATION FORM**

**Care in the Police Family Northern Ireland**

## GENERAL SUPPORT GUIDANCE NOTES

The General Support Scheme is designed to provide funding to assist clients carrying out essential home maintenance work, to replace or repair basic household items or furniture or to assist with the purchase of equipment. The Scheme aims to improve the quality of the individual's life and have a long term positive impact on their home circumstances. It is also aimed to address those clients who are experiencing financial hardship

### WHO CAN APPLY

● Ex Officers

● Widows/Widowers

● Parents

### CRITERIA

Eligibility for this scheme is determined through a home visit and a financial assessment carried out by an Assessment Officer. Evidence of all income and expenditure is required for every household member.

You must provide three months' bank statements for all banking and savings accounts held by you and any members of your household, and all pages of each statement must be included for your submission to be accepted.

If any income or expenditure is not shown on these statements, you must provide an official statement. Acceptable supporting documents include but not limited to:

- LPS Rates statement
- Mortgage / rent statement
- Benefit statements
- Pension statements / payslips

### WHAT WE WILL FUND

- Up to £5,000.00\*

\*Some items have a capped amount. Please speak to a member of the Assessment Team for further information

### WHAT WE WILL NOT FUND

- Items valued at less than £150.00\*

\*Unless the client can demonstrate that they do not have the necessary disposable income

### PROCESS

- A home visit is arranged with the clients Assessment Officer to confirm the required maintenance/repairs or items needing replaced.
- Clients must demonstrate how they will benefit from the item/works to be funded.
- Client completes and submits application form with required evidence.
- A financial assessment will be carried out. If eligibility is confirmed, a letter will be sent to the client to request quotations for the item(s) agreed. Quotation guidelines will be sent with this letter.
- Once acceptable quotations are received, all items will be considered for funding. If approved, a letter of offer will be sent to the client which explains the terms and conditions in full.
- The letter of offer needs to be signed and returned to NIPF before the agreed amount will be paid directly into the client's account.
- Assessment Officers will contact client to advise payment has been sent. Clients must check they have received the funds before they purchase any items. (Any items purchased before date of grant paid will result in the client refunding the grant money).
- Receipts are required to be submitted within 3 months of payment date. Receipt guidelines will be sent with the letter of offer.

### WHAT TO REMEMBER

- Only one application can be granted in a 12 month period.
- Quotations are not to be obtained until the financial assessment approval letter has been sent.
- A grant cannot be considered where a client has entered into any financial agreements or paying deposits for items. These instances are considered as seeking retrospective funding and therefore will not be considered for grant funding.
- Any items paid in cash will result in the client returning the funding.
- All applications must demonstrate proportionality and value for money. Approval is subject to the discretion of the Fund.

Please return all pages of your completed form along with any required supporting evidence to:

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

SECTION 1	CLIENT DETAILS		
Salutation	<input type="text"/>	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	MEMBERS OF HOUSEHOLD
-----------	----------------------

Please provide details of all members of your household:  
 Dependant is defined as children under 18 years at the time of application or in full time higher / further education up to undergraduate degree level or equivalent

Name(s)	Date(s) of Birth	Do they contribute? YES/NO	Are they a dependant? YES/NO
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### SECTION 3

### ASSISTANCE REQUIRED

Please list below item(s) or purpose of assistance, followed by a brief explanation

*E.g. Replacement of washing machine required as currently broken – Purchased 15 years ago and unable to repair.*

Any item listed below that has not been assessed by your Assessment Officer may not be considered.

Quotations will be requested **after** this application has been submitted and eligibility has been confirmed by your assessment officer.

### SECTION 4

### FINANCIAL DETAILS

Applications to this scheme are subject to an assessment of your financial circumstances.

Please include all combined household income and expenditure information in the table below. Please ensure that figures are calculated **monthly**.

You must provide three months' bank statements for all banking and savings accounts held by you and any members of your household, and all pages of each statement must be included for your submission to be accepted.

If any income or expenditure is not shown on these statements, you must provide an official statement. Acceptable supporting documents include but not limited to:

- LPS Rates statement
- Benefit statements
- Mortgage / rent statement
- Pension statements / payslips

#### INCOME

<input type="text" value="Police Pension"/>	<input type="text" value="Industrial Injuries"/>	<input type="text" value="Carers Allowance"/>
<input type="text" value="State Pension"/>	<input type="text" value="Partners Salary"/>	<input type="text" value="Attendance Allowance"/>
<input type="text" value="Private Pension"/>	<input type="text" value="Universal Credit"/>	<input type="text" value="Working Tax Credit"/>
<input type="text" value="Pension Credit"/>	<input type="text" value="Income Support"/>	<input type="text" value="Income Based ESA"/>
<input type="text" value="Salary"/>	<input type="text" value="Child Benefit"/>	<input type="text" value="Job Seekers Allowance"/>
<input type="text" value="PIP"/>	<input type="text" value="Child Tax Credit"/>	<input type="text" value="Income from Investments"/>
<input type="text" value="DLA"/>	<input type="text" value="Housing Benefit"/>	<input type="text" value="Other Income"/>
<input type="text" value="Total Monthly Income"/>		<input type="text" value="£"/>

#### EXPENDITURE

<input type="text" value="Mortgage"/>	<input type="text" value="Rent"/>	<input type="text" value="Land &amp; Property Services"/>
<input type="text" value="Total Monthly Expenditure"/>		<input type="text" value="£"/>

## SECTION 5

## CHECKLIST

Please tick to confirm the following:

I have included evidence of my income and expenditure with this application

I've read and understood the Guidance Notes

## SECTION 6

## 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 7

## 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.

Client 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.

#### 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](http://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](mailto: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](mailto: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](http://www.nipolicyfund.gov.uk)