

# RNIB Grant application form

## Section 1 – Please read these notes before completing the form

### 1.1 Who can apply for a grant from us?

You must:

1. be **resident** **in the UK**
2. be **registered** **with your local authority** as blind (“severely sight impaired”) or partially sighted (“sight impaired”) unless you are applying on behalf of a child who has not yet had their sight loss certified or registered
3. receive a **means-tested benefit** and one that is **not** a Tax Credit.
4. have been **refused funding from your local authority** for the items you need
5. have **savings of less than £6,000**
6. not have had a grant from us in the **last three years**.

#### Which benefits are means tested?

Council Tax Support, Housing Benefit, Income Support, Income-related Employment and Support Allowance, Income-based Jobseeker’s Allowance, Pension Credit and Universal Credit.

Disability Living Allowance (DLA), Personal Independence Payment (PIP) and Attendance Allowance (AA) are **not** means-tested benefits. Neither are the forms of Employment and Support Allowance and Jobseeker’s Allowance that are **contribution based**.

### 1.2 Items we consider applications for

* Talking phones, accessible smartphones, accessible tablets and e-readers (£350 maximum)
* Big button or talking landline telephones (£100 maximum)
* Computer accessibility software (£500 maximum)
* Electronic Braille Displays and note takers (£500 maximum)
* Portable and TV video magnifiers (£500 maximum)
* DAISY players and USB players (£300 maximum)
* Smart home devices and accessories (£150 maximum)
* Wearable technology including health and fitness devices (£150 maximum)
* Voice recorders and dictaphones (£150 maximum)
* Accessible kitchen equipment including talking microwaves, talking scales and talking measuring jug
* Talking watches and clocks (£80 maximum)
* RNIB’s Penfriend 3 labelling device plus any spare labels and Talking colour detectors

If you are applying for access technology (such as software, video magnifiers, mobile phones and tablets), you must have tried the items before applying to make sure that they are suitable for your needs. Your local sight loss charity or RNIB resource centre may be able to help you with this.

We also suggest that you contact our Technology for Life Team who can give specialist advice around accessible technology and what items may suit you. Please contact RNIB Helpline on **0303 123 9999** and ask to speak to the Technology for Life Team.

Our funds are very limited, so we’ll only accept applications for items which are **reasonably priced** for your needs **and** are within our guideline maximum prices.

You may be eligible to receive some of the above items for free from your local authority. Please check with them **before** applying to us.

You can apply for help with more than one item, but we can only give a maximum of **£500** in total, so if the total amount you ask for is more than this you must find the rest of the funding elsewhere **before** you apply to us for the remainder. This can include other charities offering you the money or a contribution from you or your family.

If you apply to us for a grant and have yet to secure the remaining funding from elsewhere, we might award you a grant on a **conditional** basis, which will expire after a certain period of time – usually 6 months.

### 1.3 What we don’t accept applications for

We do **not** consider applications for:

* anything not mentioned in the list in section 1.2
* items you have already purchased
* items you need for your job (please talk to your employer about the Government’s Access to Work scheme which can provide practical support)
* educational purposes (please speak to your school, college or University about specialist items you need for your studies).

If you would like a grant for an item we do not cover please call our Helpline on **0303 123 9999** and ask for a copy of our other sources of grants factsheet, which lists other grant providers who might be able to help you.

### 1.4 How often can I apply for a grant and when?

* We welcome grant applications at any time of the year.
* If we award you a grant, you must wait **three years** before applying again.
* If you are **unsuccessful**, you must wait **six months** before applying again.
* Sorry, we **cannot** give emergency grants.

### 1.5 We need someone to support your application

We need someone to support your application and they do this by filling out section six of the form with their contact details as well as attaching a signed letter (on their headed paper) outlining your need for the item(s) – see section six for more details of what this letter must include.

The person who supports your application **must** be a professional who knows your circumstances at home, such as a social worker, occupational therapist, health care visitor, a worker from another charity or local society that is helping you, or a representative from your housing association. It **cannot** be your GP, a friend, family member or carer.

### 1.6 What must I send with my form?

* A **copy** of a recent official letter or statement that proves you receive one **means-tested** benefit.
* A **copy** of letters from other organisations that have pledged you money (if applicable). We’ll also accept an email from the person supporting your application giving these details.
* A **supporting letter** from someone suitable.

### 1.7 When will I hear from you?

* We’ll let you know that we’ve received your form within 3 working days of getting it.
* If there is any missing information, we will let you know within 2 weeks. We can’t make a decision until you provide the missing information.
* If you have sent us all the information we need, we can usually decide on your application within 1 month of receiving all required information.
* If your application is successful, and RNIB sells the product, we’ll send you the item(s) within around a week of our decision. If you’ve requested a payment then we’ll pay you the grant around **two weeks** after the decision date.

### 1.8 Why we refuse applications

We reserve the right to refuse an application for any reason and we can’t guarantee that your application will be successful. Usually we refuse an application for one of the following reasons:

1. you don’t meet our criteria for who can apply
2. you’ve asked for help with an item we don’t fund
3. we have only limited funds
4. you can contribute enough money to fund a reasonably priced item yourself
5. you’ve already purchased the item
6. you do not give us all the information we need to make a decision, even after repeated attempts to get this from you.

## Section 2 – Details of the person seeking a grant

Please write or type your answers in the right-hand column of the table below.

### 2.1 Basic details

|  |  |
| --- | --- |
| Title |  |
| First names |  |
| Surname |  |
| Address excluding postcode |  |
| Postcode |  |
| Have you changed address in the last five years? |  |
| If you **have** changed address, what was your previous postcode? |  |
| Which one of these are you registered as with your local authority: blind (severely sight impaired) or partially sighted (sight impaired)? |  |
| Other disabilities |  |
| Date of birth |  |
| Daytime telephone number |  |
| May we leave a message on this number? |  |
| Email address |  |
| What is your preferred format? Email, Print, large print, braille or audio CD? |  |
| If you said large print, what font size is best for you? |  |
| How would you like us to let you know about our decision on your application: notification in your preferred format or by phone? |  |

### 2.2 Your name if you are applying on behalf of your child

|  |  |
| --- | --- |
| Title |  |
| First names |  |
| Surname |  |

### 2.3 Mailing preferences – tell us what you do or don’t want to receive from RNIB

Please answer the below questions in the left-hand column of the table below by writing or typing “yes” or “no” in the right-hand column. At RNIB we are committed to protecting your data and privacy. We protect any personal information you give us in writing or while you use our websites. How you answer these questions does **not** affect whether you will get a grant from us or not.

|  |  |
| --- | --- |
| Would you like to receive information about other RNIB Group products or services? |  |
| Would you like to receive information about how you can support RNIB? |  |
| A member of our Technology for Life Team (including our volunteers) would love to contact you a month after being awarded your grant to see how you are getting on with your Item(s). This will be an excellent opportunity for you to ask questions if you are having difficulties. Would you like a follow-up call? |  |

### 2.4 How your grant will be paid if you are successful

If the item you need help with is something that RNIB sells, we’ll supply the item direct to you. If the item is in stock, this will usually be within a week of our decision.

We can pay you money for any items we do not sell into your bank or building society account. Payment into your account can take up to 2 weeks from the time we make our decision. Unfortunately, we are unable to make payments straight into Post Office card accounts. This is because Post Office card accounts are just for benefits payments.

Please complete the table below if the item(s) you are requesting are not sold by RNIB.

|  |  |
| --- | --- |
| Name of bank |  |
| Sort code (usually 6 digits) |  |
| Account number (usually 8 digits) |  |
| Name of the account holder |  |

## Section 3 – Details of what you want a grant for

### 3.1 The items

Please list the items you are interested in a grant for in the table below.

* This should include make and model number, and perhaps RNIB’s product number where relevant.
* Remember that the items must be reasonably priced for your needs. Please note our maximum amounts below.

The table has three columns: the left column for the type of item, the middle column for details of the item, and the right column for the cost.

|  |  |  |
| --- | --- | --- |
| **Item** | **Details of item (make, model, supplier, catalogue number)** | **Cost** |
| Talking phones, accessible smartphones, accessible tablets and e-readers (£350 maximum) |  | £ |
| Big button or talking landline telephone (£100 max) |  | £ |
| Computer accessibility software (£500 max) |  | £ |
| Electronic Braille Displays and note takers (£500 maximum) |  | £ |
| Portable and TV video magnifiers (£500 maximum) |  | £ |
| DAISY players and USB players (£300 max) |  | £ |
| Smart home devices and accessories (£150 maximum) |  | £ |
| Wearable technology including health and fitness devices (£150 maximum) |  | £ |
| Voice recorders and dicta phones (£150 max) |  | £ |
| Accessible kitchen equipment including talking microwaves, talking scales and talking measuring jug |  | £ |
| Talking watches and clocks (£80 max) |  | £ |
| RNIB’s Penfriend 3 labelling device plus any spare labels and Talking colour detectors |  | £ |
| **Total** | (Maximum of £500 | £ |

### 3.2 How much are you or your family able to contribute towards the cost of the item(s)?

|  |
| --- |
| £ |

### 3.3 How much are other organisations contributing towards the cost of the item?

Please write or type the name of the organisations in the left column and the amount they are contributing in the right column.

|  |  |
| --- | --- |
| **Name of organisation or person** | **Amount** |
|  | £ |
|  | £ |
|  | £ |
| **Total** | £ |

## Section 4 – Your benefits and savings

### 4.1 Which means-tested benefits do you receive?

Please indicate in the table below which of the means-tested benefits you, your partner or the child’s parents (if you are applying on behalf of a child) receive. We do not require the amount of each benefit you receive on this form. **Remember to send us proof of any one qualifying benefit entitlement letter**.

|  |  |  |
| --- | --- | --- |
| **Means-tested benefit** | **Applicant receives it? (Yes or no)** | **Partner or parent receives it? (Yes or no)** |
| Council Tax Support from your local authority |  |  |
| **Income-related** Employment and Support Allowance |  |  |
| Housing Benefit |  |  |
| Income Support |  |  |
| **Income-based** Job Seeker’s Allowance |  |  |
| Pension Credit |  |  |
| Universal Credit |  |  |

### 4.2 How much do you have in savings?

|  |  |
| --- | --- |
| Household savings | £ |

## Section 5 – Funding from your local authority

Your local authority may be able to help with the items you need, so we ask that you contact them before applying to us. Their help could include:

* providing equipment or adaptations that your local social services have assessed you as needing (for example, in England your local social services should provide you, for free, any equipment or adaptations that cost less than £1,000)
* local welfare schemes providing essential household items
* giving you a disabled facilities grant to pay for adaptations to your home.

Which one of the following statements best applies to you?

1. I have not contacted my local authority at all yet.
2. I have contacted my local authority and could not get any financial assistance or equipment.
3. I have contacted my local authority and was given financial assistance or equipment, but it wasn’t everything I needed.
4. I have contacted my local authority and am awaiting their decision.

|  |
| --- |
| Please write or type the number of the statement that applies to you: |

## **Section 6 – For the person supporting your application to complete**

### 6.1 Contact details of person supporting your application

|  |  |
| --- | --- |
| Full name |  |
| Job title |  |
| Organisation |  |
| Address including postcode |  |
| Telephone number |  |
| Email address |  |

By supporting this application, you agree to have your details stored on RNIB’s database.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

### 6.2 Your supporting letter

The person supporting your application to us must attach a printed and signed supporting letter to this application. This should use their official letterhead.

Their letter needs to confirm **all** of the following information before we can make a decision on your application:

* that you are registered blind or partially sighted
* that you need the item(s) you are applying for and that, if the items are replacements, your existing items are beyond repair or unsuitable for your needs
* what difference the item(s) would make to your life
* that you have been unable to get the item, or help with the cost, from your local authority
* if you are applying for access technology (such as software, video magnifiers and mobile phones), that you have tried out the items and that they are suitable for your needs
* if you are applying for a mobile phone, that you are able to meet the ongoing cost of using it.

## Section 7 – Checklist

In the table below, please write or type “yes” in the right-hand column to confirm that you have followed all the necessary steps.

|  |  |
| --- | --- |
| I have enclosed a **copy** (not the original) of an official letter proving I receive a means-tested benefit |  |
| The person supporting my application has attached a letter |  |
| I have given details or enclosed a quote from the supplier for the items I need |  |
| I have shown in section 5 if I have tried to get funding from my local authority |  |
| I have taken a copy of my form in case it gets lost |  |

Please let us know how you heard about our grants service:

|  |
| --- |
|  |

## Section 8 – To be read and signed by the person applying for the grant

* I authorise RNIB to store the details from this form on their database.
* I confirm that someone has read the completed form to me if I haven’t been able to read it for myself.
* I confirm that the information given on this form is an accurate statement of my circumstances and my need for a grant.
* I authorise RNIB to contact the organisations and people mentioned on this form if it’s necessary to clarify the details of my application.
* I understand that RNIB records calls for quality and training purposes.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

If you have any questions about your application please contact us:

RNIB Technology Grants Team

105 Judd Street

London

WC1H 9NE

t: **020 7391 2020**

e: **tfl@rnib.org.uk**

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