

## **How grants may be used –TF02**

**Owner: ILF Scotland**

**Subject: How ILF Transition Fund grants may be used**

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### **1. Background**

Independent living means all disabled people having the same freedom, choice, dignity and control as other citizens at home, at work and in the community.

Being active, participating in, and contributing to society is considered an indicator of inclusion and of independent living. The ILF Transition Fund will offer grants to young people aged between 16 and 25 to help them access opportunities to be present and/or active participants in their communities. Please refer to the ILF Transition Fund Glossary of Terms which outlines what is meant by 'community'.

The grant application should ideally be linked to the planning process, in which many young people are involved in preparation for them leaving school. This is often known as Transition Planning. The ILF Transition Fund grant must be used for the purpose of enhancing the presence and participation of young disabled people in their communities, acting as a pathway to independent living.

The ILF Transition Fund upholds the general principles applicable to the Social Care (Self-Directed Support) (Scotland) Act 2013, in particular, the right to participate in the life of the community in which the person lives is to be respected (Section 2 (b)). The Fund aims to

maximise choice and control which is empowering and promotes young disabled people becoming more confident, independent and able to achieve Scotland's aspirations for a happier, healthier and more fulfilled life.

The ILF Transition Fund grants are awarded at the discretion of ILF Scotland including the discretion to determine the appropriate grant level. See Policy TF01. Grants will be made available to eligible individuals to use specifically as authorised by ILF Scotland and in line with the terms and conditions supplied (see 'Your Responsibilities Guide'). ILF Scotland does not intend to be over-prescriptive in relation to how the fund is used. The primary concern is that it is used by disabled people to meet specific outcomes or goals relevant to the aims of the scheme and compatible with the principles of Self Directed Support and independent living.

## 2. The policy

The ILF Transition Fund will provide a short-term financial grant to help young people between the ages of 16 and 25 to explore, plan and achieve outcomes or goals that help them become more active and able to be present or to participate in their communities. Within the confines of clear eligibility criteria ILF Scotland will apply discretion to individual requests in relation to the level and duration of funding, appropriateness of outcome, and how it is met. ILF Scotland will support applications which clearly plan to meet transformative outcomes and goals at this important transitional and developmental stage.

## 3. What can an ILF Transition Fund grant be used for?

All grants must be used to meet specific outcomes or goals which have been agreed with ILF Scotland. The application for funding must outline in detail how the money will be used toward meeting the outcome. Policy TF01 provides details on the Eligibility and Evaluation criteria. The ILF Scotland [website](#) outlines some case studies and examples.

The money could, for example, be spent on:

- An activity such as a club, hobby or sport which allows the applicant to be involved in their community.
- Support or advice to help the applicant put their plan into action.
- Equipment or technologies to support the applicant put their plan into action.

**This list is not exhaustive and is for illustrative purposes only.**

The application must explain how spending the grant in this way enables the applicant to meet the specific outcome they are working towards. Creative and imaginative use of grants will be considered if such use supports the outcome or goal that the applicant has identified. ILF Scotland will seek out applications that demonstrate an attempt to achieve a long term impact.

The grant may only be spent as agreed by ILF Scotland and in line with the conditions outlined in the 'Your Responsibilities Guide'.

#### **4. What can an ILF Transition Fund grant not be used for?**

The ILF Transition Fund will not fund support that, in the view of ILF Scotland, should be provided by other agencies (e.g. Access to Work, Student Award Agency). Nor is it intended to be used for the sole purpose of meeting needs specific to:

- Personal care;
- Medical care;
- Cleaning and domestic activities;
- Supervision;
- Essential safeguarding/adult support and protection.

Additionally, an ILF Transition Fund grant:

- a. Will not support requests where there is evidence that the plan will put the person or others at significant risk of financial, physical or any other form of harm;
- b. Must not be used for any activity that is illegal in the UK;
- c. Cannot be used to promote discrimination of any kind;

- d. Cannot be used for anything that does not contribute to the achievement of the agreed outcome(s) and that has not been agreed by ILF Scotland.
- e. Must be returned if no longer, or not ever, used for the agreed outcome.

On occasions it may be appropriate for grants to be used outside of the UK. Any such use of funds must only take place following receipt of formal consent from ILF Scotland.

## **5. How much funding is available?**

There is no lower limit of grant.

There is an upper grant limit of £7,500 per annum.

In very exceptional circumstances grants above the upper limit may be considered at the discretion of ILF Scotland and on the recommendation of an ILF Scotland Assessor.

## **6. Duration of the ILF Transition Fund grant**

In normal circumstances, grants should be spent within 12 months of receipt of funding. In exceptional circumstances, and at the discretion of ILF Scotland, a grant duration beyond 12 months may be considered.

## **7. Payment of the ILF Transition Fund grant**

ILF Scotland will transfer funds to an agreed bank account for successful applicants in line with Policy TF06 – Managing an ILF Transition Fund grant. The grant can be awarded as a one off lump sum payment to be managed by the recipient, as 12 monthly payments, or a combination of both, as determined by the applicant and as agreed by ILF Scotland.

## **8. Change of use of ILF Scotland Grants**

The grant cannot be used for anything that does not contribute to the achievement of the agreed outcome(s) and that has not been agreed by ILF Scotland. In the event that an ILF Scotland grant recipient wishes to change their outcome(s) or goals and/or spend the grant awarded to them in a different way, permission must be gained from ILF Scotland in advance. Alternatively, ILF Scotland grants may be returned in full or part.

## 9. Unspent Grants

Unspent money is grant money that has not been spent as planned or as agreed by ILF Scotland. Recipients should notify ILF Scotland as soon as possible if they do not expect to spend their grant money as planned and as agreed with ILF Scotland. Unspent money must either be returned or an alternative plan agreed with ILF Scotland in line with ILF Transition Fund policies.

## 10. . Suspension and Closure of grants

The ILF Transition Fund offers short term grants to meet specific and agreed independent living focused outcomes for disabled people. It is, therefore, expected that the grants will be used as agreed and within the specified time period. Where grants are used in ways that have not, or would not be agreed by ILF Scotland, ILF Scotland reserves the right to suspend and/or close grants. When recipients have not complied with the responsibilities outlined in the 'Your Responsibilities Guide,' ILF Scotland may seek the return of ILF Transition Fund grant money.

Should circumstances change so that a grant recipient is no longer able to achieve their agreed outcome, ILF Scotland should be notified as soon as possible. Such changes of circumstances could include:

- Ill health and/or hospital admission.
- A move to residential care.

On notification of a significant change to circumstances ILF Scotland will discuss options with the grant recipient and/or their Grant Manager. Options could include:

- Temporary suspension of grant where it is paid in instalments;
- Agreement to use grant in different ways;
- Closure of grant.

## 11. End of Grant Period

ILF Scotland reserves the right to visit all ILF Transition Fund recipients at the end of the grant period. Records and receipts showing clearly how the ILF Transition Fund grant has been spent should be kept by all recipients. Expenditure should cover only the things ILF Scotland has agreed to fund. Receipts and/or proof of expenditure should be retained for the duration of the grant period and submitted to ILF Scotland following the end of the grant. All financial records should then be retained by recipients or Grant Managers for a period of six months. Financial records relating to the grant and expenditure will be kept by ILF Scotland for a period of 6 years as detailed in the 'Your Responsibilities Guide', TF06 Managing and ILF Transition Fund Grant, TF07 Financial Management Support and TF13 Data Protection Policy.

Financial records accounting for the expenditure of the grant will be examined at the end of the grant period. Recipients may be asked to send all records (electronic or paper) to the ILF Scotland office or to make their records available to an ILF Scotland Assessor during a visit. Recipients who are unable to provide ILF Scotland with appropriate records and receipts may be required to pay back all or part of the grant.