



Huntington's
Disease
Association

Welfare grant guidance

Branches



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Welfare grant guidance for branches



What is a welfare grant scheme?

A welfare grant scheme is run through the Huntington's Disease Association, which offers grants to people who are in need. The purpose of these grants is to enhance quality of life and to reduce risks.

In line with the Branch Declaration of Commitment and Constitution, branches may also want to set up their own welfare grant scheme to offer grants for the financial support of individuals affected by Huntington's disease and their families. One of the advantages of a branch running a welfare grant scheme is that they can often be flexible and respond quickly to requests locally.

If your branch wants to set up its own welfare grant scheme it is useful for the committee to think about the overall process and how it will run. You can find out more details below.

How much can be awarded as a grant?

The maximum grant the Huntington's Disease Association can award in any given year to any individual is £350. Under the branch declaration, branches must carry out a welfare grant scheme in accordance with the financial limits determined by the charity's Executive Council (£350). If a branch wishes to award more than £350 to any one individual during the financial year they must seek prior approval from the Executive Council. This can be done by emailing branch@hda.org.uk.

How should branch welfare grants be awarded?

Please use the template form provided to assist you when making decisions about awarding welfare grants.

Where possible, a request for a grant should be considered by at least three committee members to ensure that decisions are fairly made. To avoid a conflict of interest, if a member of the committee requests a grant from branch funds either for themselves or for any family member, they and their family cannot take part in discussions relating to the application and the decision-making process.

The majority of requests that come into branches for financial support will come via the local Specialist Huntington's Disease Adviser; having this link can be helpful to reach those who might need this support most.

Making payments

Once awarded, the grant is usually paid direct to a supplier rather than the applicant. However, there may be occasions where you need to work differently, which is acceptable.

We require those applying for a grant to provide a quote in advance and share receipts once the grant is awarded. Retrospective applications for items already purchased is only allowed in exceptional circumstances.

You will need to think about the different ways you are able to offer payment. Are you able to send a cheque, make a BACS transfer or offer store vouchers / gift cards?

Record keeping and branch returns

Information about welfare grants awarded should be recorded annually on the branch returns, with the applicant's name, item requested and amount awarded. The branch returns forms should be completed when prompted by central office. All branch returns are audited.

As a branch you will need to keep records of your branch welfare grant applications. This information should be held in accordance with the Huntington's Disease Association [data protection policy](#), and should be kept for six years from the end of the financial year in which the application was made. They can then be sent to central office to be archived.