



## SHORT BREAK GRANT 2025/26 Guidance Notes

Please read these guidance notes carefully before completing the application form.

### What is the Short Break Grant?

It is a one-off payment, **up to a maximum** of £400 per family if they have a child or a young person with a diagnosed disability aged 0 to 18. It is to give the parent a break from their additional caring responsibilities.

### Who can apply?

You can apply if you are the parent or carer of a child with a **diagnosed** disability and:

1. they are under 18 years old.
2. you are on means-tested benefits, or your **household** income is less than £21,000 per year
3. your child or young person receives High-Rate Disability Living Allowance (DLA) in either care or mobility components (0 to 16 years)
4. your child or young person receives Enhanced Rate Personal Independence Payment (PIP) for either daily living or mobility components (16 to 18 years)
5. You do not already receive another short break or respite service, or a Direct Payment for that individual child (or you can agree to stop using the other service if you want to use this one)

If you do not qualify for high-rate DLA or enhanced PIP you can still apply if a relevant professional who knows your child and your family completes and signs an 'Impact Information Form' which explains your child's disability and how this impacts on your whole family.

### Who cannot apply?

You are not eligible to apply for this grant if you already receive:

- SNIPS club activity
- Direct payments
- Befriending through SNIPS
- Overnight respite

## Short Break Grant Guidance Notes

### How do I apply?

1. First you need to complete the Household Income Assessment. **To do this call 0114 273 4567 and press option 4, then option 6.** You must send a copy of the letter or email containing your unique reference number with your application form. You cannot continue with your application until you have a letter or email confirming you have completed the income assessment.
2. Gather information to support your application. You will need one of these:
  - a. evidence of High-Rate Disability Living Allowance (DLA) in either care or mobility components (0 to 16 years) for your child.
  - b. evidence of Enhanced Rate Personal Independence Payment (PIP) for either the daily living or mobility components (16 to 18 years) for your child.
  - c. or arrange for the 'Impact Information Form' to be completed by a relevant professional who knows your child and your family. This should be completed and explains your child's disability and how this impacts on your whole family.
3. Provide evidence of your child's disability. This must be a medical professional document (e.g. Ryegate or Sheffield Children's Hospital) We cannot accept DLA letters or EHCP's as proof of disability.
4. Submit your application form and all the required information on the checklist. **You must be aware that you can only make one application every 12 months.** For example, if you received the grant payment 30/06/2023, you cannot re-apply until 30/06/2024.

**Please note that we cannot return any documents to you.**

**\*\* Incomplete applications cannot be processed \*\***

Please send your completed application form and all supporting evidence to **Sheffield City Council, Short Break Grant Scheme, People's Service, Floor 3 North Wing, Moorfoot, Sheffield, S1 4PL** or you can send the application form via email to [CYPF\\_ShortBreakGrants@sheffield.gov.uk](mailto:CYPF_ShortBreakGrants@sheffield.gov.uk)

## **Frequently asked questions**

### **What if I already receive another short break service but want to apply for the grant instead?**

- You will need to think very carefully about what you want to do. You need to remember that the Short Break Grant is a **one-off payment per year**. Most other services provide a break for your family throughout the year. Before making a change, we advise that you discuss this with your social worker or a member of the SNIPS team.

### **If I have a Short Break Grant how long will it be before I can apply for any other short break service?**

If you have a Short Break Grant you will not be able to apply for any other short break service for 12 months.

### **What can I use the grant for?**

The Short Breaks Grant is designed to be flexible, and you can use it in a variety of different ways. Below are examples of what you may spend the award money on.

- Buy a gym membership for you or for your child.
- Pay for family days out – including travel and food costs.
- Pay for a holiday.
- Pay for cinema trips or a yearly cinema pass.
- Pay for other leisure activities such as swimming.
- Pay for additional support to allow your child to access an activity while you have a break or pay for childcare to allow you have days or nights out.
- Games consoles, tablets, laptops.
- Access a holiday club or play scheme.

### **Are you using the grant for a holiday? If so, please be aware of penalty fines relating to school attendance in Sheffield. More details can be found on The Sheffield Directory**

[School Attendance | Sheffield \(sheffielddirectory.org.uk\)](http://sheffielddirectory.org.uk)

### **What can I NOT use the grant for?**

Although the use of the grant is flexible, there are some things it can't be used for, such as:

- Decorating or gardening
- Furniture
- Clothes
- Weekly food shops or take-aways.
- Household bills
- Annual ground rent for a caravan or holiday home
- Having a car serviced or repaired.

## Short Break Grant Guidance Notes

### **I have more than one child with a disability, can I apply for more than one Grant?**

**No**, we are only able to offer one grant per household. You may be able to apply for a different short break for any other disabled children in your family. Please call the SNIPS team on 0114 2735368.

### **How long will my application take?**

Please allow a **MINIMUM OF 6 WEEKS** from sending us your application form before making any enquiries about its progress. We try to process the applications as quickly as possible. If there is a problem or if we need more information, we will contact you by post or email.

**NB. We cannot contact you to confirm that we have received your application. If you are worried that your form may not reach us, you can choose to pay for a recorded or tracked delivery service.**

### **I need the money quickly, can you 'fast track' my application?**

**No**. It is important to allow at least **8 weeks** from the date you send us your **completed** application until the date you want to use the grant.

### **Can I use the money for an activity or break I have taken earlier in the year?**

**No**, the grant cannot be used retrospectively. It must be used for something that is to take place in the future - **at least 8 weeks after you have sent us your completed application and all the supporting evidence.**

### **Will I have to prove how and when I have used the grant?**

**Yes**, you must be able to provide us with evidence of how and when the grant has been used e.g. receipts. This will be requested approximately a month after your proposed date of use.

### **What if I am not happy with your decision?**

If you disagree with our decision, you have the right to appeal. The letter you receive will tell you how and where to make your appeal.

### **Where do I go for more information or help to apply?**

Please email at [CYPF\\_ShortBreakGrants@sheffield.gov.uk](mailto:CYPF_ShortBreakGrants@sheffield.gov.uk) or call us on **0114 273 6032**.

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