

# Disabled Facilities Grant

## *Guidance notes for grant applicants*

There are two types of disabled facilities grants (DFG) depending on the nature of the work required, these are a **mandatory** or a **discretionary** disabled facilities grant. Only **mandatory** disabled facilities grants are currently available through Newport City Council.

Here is a brief outline of what to expect if you apply for a disabled facilities grant:

### **Step 1**

An acknowledgment letter will be sent confirming receipt of your enquiry form. The council will check that the work requested can be covered by a DFG and that all the questions have been answered correctly. You may be contacted if there are any queries about your answers.

### **Step 2**

From the information you provide on the enquiry form a social liaison officer will determine if you will have a likely notional affordable loan. The social liaison officer will write to inform you of what your likely **preliminary** notional affordable loan may be - this means that you may have to pay a contribution towards your DFG. However this is only a preliminary figure and could change during the grant process.

### **Step 3**

Your details will be forwarded to the **occupational therapy (OT)** section. An occupational therapist will be asked to visit you to carry out an assessment and to decide whether the adaptation is **necessary and appropriate** for the disabled person. We will write to tell you when this visit has been requested. The OT section has their own priority system for determining when they will actually carry out the visit.

### **Step 4**

After the occupational therapist has visited, a form of your needs, known as a referral, will be forwarded to the private sector housing team and you will be placed on a survey list.

### **Step 5**

Once your turn is reached, you will be contacted to arrange a visit for a survey. During the visit the surveyor will be assess the feasibility of the adaptations recommended.

The form you have completed to date is a **preliminary enquiry**, the next step will be to make a formal application and details of how to do this will be explained by the social liaison officer further along in the grant process.