

Wellbeing breaks

Application form and guidance notes

Need a break?

UNISON Welfare can help



UNISON Welfare

Wellbeing breaks

UNISON Welfare is a unique service offering confidential advice and support exclusively for UNISON members and their families.

We are aware of the pressures on UNISON members and the many obstacles to achieving a happy and healthy work life balance.

Our wellbeing breaks of up to one week can provide welcome relief from the stresses of daily life and the space and time to reflect away from difficult or depressing circumstances.

We are a charity and can help with all or part of the costs of a break depending on your financial situation.

The wellbeing breaks include:

- family holidays and outings
- get well breaks
- breaks in other special circumstances e.g. for carers and following bereavement

The wellbeing breaks are delivered in partnership with the Family Holiday Association, a national charity that specialises in providing holidays for families in need. For example, they can arrange a stay in self-catering accommodation in a chalet or caravan at selected UK holiday centres. Alternatively, you can organise accommodation of your own choosing.



Family holidays

They are designed to provide a week's holiday or shorter break for members and their families who are experiencing difficult circumstances and who have not had a holiday for at least four years.

We were able to have some quality family time, which gave us the opportunity to feel positive again.
The Singh family

We describe a family as consisting of the member and their immediate dependants e.g. a partner (including same sex partners) and children aged between 3 and 16 years. Other immediate family members also living in the same household who may be considered dependants include those with special needs.

Caring for a disabled child?

If you are caring for a severely disabled or seriously ill child you may be eligible for help with holidays every year from the Family Fund. In this instance we would normally expect you to apply to us only if your application to the Family Fund was unsuccessful or you were ineligible. For more information please call 0845 130 4542 or visit their website at www.familyfund.org.uk

As a carer you may be eligible for a break from caring from us (as indicated under breaks in 'other special circumstances' in these guidance notes and in the application form).

Short breaks, day trips and outings

We recognise that family circumstances sometimes mean a shorter break of three or four nights is easier. We can also help with day trips or leisure outings. Taking a holiday can bring its own stresses and it may have to fit around hospital visits or other needs. For these kinds of reasons some families we have helped have preferred to take a shorter break of 3 or 4 days instead of a week or a day trip or a series of outings to amusement parks and other attractions such as museums or the seaside.



Being out of the pressure from home and in a different environment did us all good. Afterwards my son was more cheerful and I felt more relaxed.

The Wright family



OFFICE USE ONLY

Date application form received

UNISON case number

Date application assessed

Date decision (accept or reject) taken

FHA reference

UNISON Welfare wellbeing breaks application form

Part A: Applicant information

(to be completed by the applicant)

Please refer to the Guidance Notes for further information. We welcome applications from disabled members. If you need this form or the guidelines in a different format, such as large print, please contact us with your specific requirements.

A1 Name of applicant (surname, first name)

A2 Membership details

Membership No

Branch

A3 Contact details

Address

Postcode

Telephone number (home)

Work

Mobile phone number

Email

Please tell us the best time and means to contact you

Emergency contact (name and phone number of another person in case of emergency)

contact name

contact number

A4 Details of applicant, partner and dependants included in the break

First name Please list the name of the MAIN CONTACT person in the family FIRST and then the names of all other family members included in the wellbeing break	Family name	Gender Please enter one of the following: Male = M Female = F	Date of birth (dd/mm/yy) Please note that the eldest child must be at least three years of age at the time of the holiday.	Position in the family Please enter one of the following for each household member: Parent Legal guardian e.g. grandparent Dependant child Carer Other – please specify	Ethnicity White – British White – Irish White – any other White background, please specify Mixed – White and Black Caribbean Mixed – White and black African Mixed – White and Asian Mixed – any other Mixed background, please specify Asian or Asian British – Bangladeshi Asian or Asian British – Indian Asian or Asian British – Pakistani Asian or Asian British – any other Asian background please specify Black or Black British – African Black or Black British – Caribbean Black or Black British – any other Black background, please specify Chinese or other ethnic group – Chinese Chinese or other ethnic group – any other background please specify
Example Louise	Smith	F	15/08/75	Parent	White – British
1					
2					
3					
4					
5					
6					

A5 Previous applications

Have you applied to UNISON Welfare before? ☐ No ☐ Yes

If yes, what year?

How did we help you?

A6 Meeting UNISON Welfare criteria

To be eligible for assistance with any wellbeing break you must be in financial need (e.g. low income, had a loss of income and/or in receipt of means tested benefits) and meet the criteria for the type of break you are applying for.

A6.1 I/We are on a low income because of (please tick (✓) all boxes that apply):

- ☐ **Reliance on income/health related benefits**
- ☐ Council Tax Benefit
 - ☐ Housing Benefit
 - ☐ Income Support/Income-based Jobseekers' Allowance
 - ☐ Disability Living Allowance (DLA)
 - ☐ Tax Credits
 - ☐ Carers' Allowance
 - ☐ Other, please specify

- ☐ **Additional circumstances**
- ☐ Low pay
 - ☐ Loss/reduction of pay
 - ☐ Income under £23,000

A6.2 For which type of wellbeing break are you applying?
Please refer to guidance notes

☐ Family holiday or ☐ outing(s)

Now go to A7

☐ Get well break

Now go to A8

☐ Other special circumstances

Now go to A9

A7 Family holidays or outing(s)

Families will not be eligible unless they meet the following UNISON Welfare criteria (please tick (✓))

A7.1 ☐ We have at least one child who will be aged three or over at the time of the holiday or outing(s)

A7.2 ☐ We have not been on holiday for at least four years
Our last holiday was in (please state year):

☐ **Never (please explain why), please select (✓) one or more of the following reasons:**

- ☐ We do not have the money
- ☐ We need help with booking a holiday
- ☐ We have special needs, please specify

☐ Other, please specify

A7.3 Family Fund (an independent body funded by government, that may be able to help with holidays and outings.)

Are you caring for a severely disabled or seriously ill child, under the age of 16? ☐ No ☐ Yes

If yes, you may be eligible for help with holidays every year from the Family Fund. We would normally expect you to apply to us only if your application to the Family Fund was unsuccessful or you are ineligible. For more information please call 0845 130 4542 (or text phone 01904 658085) or visit their website at www.familyfund.org.uk

A7.4 If the application is successful when would you like to go on holiday? Please tick (✓)

- ☐ Spring
- ☐ Summer
- ☐ Autumn
- ☐ Winter

You need permission to take your child(ren) on holiday during term time. Our partners, the Family Holiday Fund (FHA) will provide a standard letter to help you obtain this permission when we make an offer.

A7.5 Occasionally the FHA receive generous offers of holidays at short notice.

We are able to travel with less than two weeks' notice

☐ Yes ☐ No

We all have passports valid for at least one year

☐ Yes ☐ No

Now go to A10

A8 Get well breaks

A8.1 To be eligible for a get well break you must meet one or more of the following criteria: Please tick those that apply (✓)

- ☐ Hospitalised within last 90 days having undergone surgery and requiring no nursing care.
- ☐ Illness that may or may not have required hospitalisation that has prevented attendance at work for more than 90 days to aid recovery and return to work. The applicant will not need any nursing care whilst away.
- ☐ Serious illness not requiring hospitalisation or nursing care and diagnosed within the last 12 months.
- ☐ Suffering a chronic condition but not benefited under this or any other criteria within the last 4 years.

(Please note that you may be required to provide supporting information from your GP or other health professional.
Working members must take their get well break before they have fully returned to work.)

A8.2 Please provide the following additional information

Please give date of onset of illness

If in employment give date when you:

Stopped work Expect to return to work

Is the application because of: (please tick (✓) appropriate box)

☐ Stress ☐ Work related stress ☐ Other work related illness, please specify

A8.3 Are you or anyone else included in this application a disabled person?

☐ Yes ☐ No

Please specify any access requirements you may need

Now go to A10

A9 Other special circumstances

Breaks are available in a variety of special circumstances (please tick (✓) any that apply)

- ☐ I am a carer with day to day responsibility for a disabled dependant
(if yes we would normally expect you to be in receipt of carer's allowance)
- ☐ I have had a bereavement of a partner or dependant child in the last six months
- ☐ I have a terminal illness
- ☐ My partner/dependant child has a terminal illness

Now go to the next question

A10 A break is needed because...

In your own words, please say why a break is needed

Please continue on a separate sheet if necessary.

Next, please indicate the circumstances you/your family are currently experiencing or have recently experienced which has led you/your family to make this application for a break. For each circumstance that applies, please tick who is affected most. Please only tick (✓) one box in each row.

Circumstances:	Affecting mostly: Please tick only one box in each row				
	Me (Main contact)	My partner	My children	Other family member	All the family are affected equally
A sense of missing out on important opportunities for new experiences					
Difficulties in balancing work/life demands					
Ill health/bereavement					
Relationship difficulties within the family					
Stress relating to issues at home (including caring responsibilities)					
Stress relating to issues at work					
Stress relating to issues in the neighborhood					

Then, using the scale 1–5 described below, please rate each of the following in terms of how you feel the holiday would benefit you/your family. Please tick (✓) only one box in each row.

Benefits:	Level of benefit: Please tick only one box in each row					Further Information
	1 Very high	2 High	3 Moderate benefit	4 Little benefit	5 No benefit	
The chance to spend quality time together as a family						
The opportunity to spend time away from difficult and/or stressful routines or circumstances						
To be better able to cope with our situation and look forward to the future						
The opportunity for fun and happy memories						
To help with social skills, education or school						
To achieve a greater sense of work/life balance						

A11 More about the wellbeing breaks. If your application is successful, which of the following options would you prefer? (please tick (✓) any that apply)

- ☐ Holiday centre (arranged through us)
- ☐ Direct grant (a one-off contribution towards any type of break booked by you)
- ☐ One week break
- ☐ Short break (eg. 3–4 days)
- ☐ Family outing(s) or day trip(s)

Should you already have an idea of where you want to go and what you want to do, could you tell us how you intend to use the direct grant? This will help inform the way we seek funds and discounts in the future.

We would like to go to (please give location):

We would like to use the direct grant towards (please tick (✓) all that apply)

- ☐ Accommodation
- ☐ Travel expenses
- ☐ Holiday Expenses

Other (e.g. luggage, camping equipment) please specify

A11.1 UNISON Welfare encourages members to save towards their wellbeing break.

How much do you expect to save towards your holiday? £

A11.2 Who else have you asked for help with a holiday and when will you hear if they can help?

Agency

Date

d d

m m

y y

A12 Information about your finances

A12.1 Please give further details of your household income and expenditure. This will help us to ensure you are receiving all the benefits and other income you are entitled to. You can complete the columns using weekly and/or monthly figures whichever is easier.

Income: Weekly/monthly (please circle which applies)	Amount in £:	
	Applicant	Partner
Take home pay		
Working Tax Credit		
Child Tax Credit		
Child Benefit		
Statutory Sick Pay/Incapacity Benefit		
Income Support		
State Retirement Pension		
Pension Tax Credit		
Occupational/Private pension		
DLA Mobility: indicate higher <input type="checkbox"/> lower <input type="checkbox"/>		
DLA Care: indicate higher <input type="checkbox"/> middle <input type="checkbox"/> lower <input type="checkbox"/>		
Carer's Allowance		
Any other income eg. other benefits, child maintenance, lodger		

Expenditure: Weekly/monthly (please circle which applies)	Amount in £:
Mortgage/rent (less rebate)	
2nd Mortgage/secured loan	
Mortgage endowment	
Council Tax (less rebate)	
Water rates	
Insurance eg. building & contents insurance/ life/medical	
Gas/electricity/other fuel	
Travel	
Phone	
Child care/ child maintenance	
Housekeeping – food etc	
Other credit/loan/debt payments	

A12.2 Do you have any savings, capital or investments? ☐ Yes ☐ No

If yes please give details and amount e.g bank, building society, investments – including any linked to a mortgage e.g. PEP etc.

A12.3 Any other information relating to income, outgoings or savings.

Please use this space to mention anything else about your income, outgoings or savings which might be of interest including any special or unexpected circumstances putting pressure on the household budget.

A13 Checklist

A13.1 When returning this form please include copies of the following supporting documentation to confirm income and expenditure:

- ☐ Most recent payslip(s) (For applicant and partner if applicable. If paid weekly submit the last 4 payslips).
- ☐ Most recent bank statement (For applicant and partner if applicable. If most income/outgoings are paid by debit card, direct debit/standing orders etc a bank statement confirms this).
- ☐ Other documentation to support income and expenditure details.

A14 Member declaration

Please tick (✓) to show that you have read the information and accept our terms and conditions. Please note that without this we cannot consider your application.

- ☐ I/We have included details of all income and expenditure, including debts and credit commitments.
- ☐ I/We enclose copies of recent payslip(s), bank statements and/or other statements to verify expenditure.
- ☐ I/We agree that the information provided is correct and that if UNISON Welfare awards us a wellbeing break or contribution towards a break we will use it for the intended purpose.
- ☐ I/We will notify UNISON Welfare or the FHA immediately if for whatever reason we are unable to take up the offer of a break and return any monies given to us.
- ☐ I/We will complete and return a feedback form within four weeks of taking the break.
- ☐ I/We understand that UNISON Welfare will not fund a break retrospectively, this includes funding a break where a deposit has already been put down.
- ☐ I/We understand that UNISON Welfare and the Family Holiday Association (FHA) need to collate information on the members assisted and the breaks provided, in order to plan its service and attract funding. To protect confidentiality any information used will not identify individuals by their names and addresses.
- ☐ I/We agree to our details and feedback being used in this way and held in accordance with the terms of the Data Protection Act 1994 & 1998.
- ☐ **I/We have ticked all the boxes above to show that we have read and agree with the terms of any wellbeing break awarded. Please note that without your agreement we are unable to progress the application.**

Signed

Date

A15 Helping UNISON Welfare help others (please tick (✓) the box if you agree)

A15.1 How did you hear about UNISON Welfare's wellbeing breaks?

U Magazine ☐ UNISON Welfare publicity card ☐ Leaflet ☐ Branch rep ☐ Regional rep ☐
Friend/work colleague ☐ Website ☐ Other ☐

A15.2 From time to time we are approached by the media to talk about our work. We also like to take every opportunity to make other members aware of the help that is available. This will help raise the profile of our work and could help in assisting more families. We do not pass on your details without first contacting you for your consent. Would you be willing to be contacted to talk about your experience, either to a journalist or on TV or radio? ☐

A15.3 Finally, as part of our commitment to members, we occasionally meet with them to consider how to provide our service in a better way (any agreed travel costs are reimbursed). Would you be interested in meeting with us? ☐

Now ask your branch welfare officer or other branch officer to complete section B (see guidance notes for further information).

We suggest you detach the guidance notes from the form so you have this information with you. This will also enable you to fold the form in half if posting which will save on postage.

Part B: Referring UNISON branch

(to be completed by the welfare officer or other branch officials)

Please only complete this section if you fully support this application and are confident that the information supplied by the applicant is correct to the best of your knowledge, and that the member will take up an offer of a break if granted. Please note that any expenses payment will be made direct to the member. Any errors in the payee details may result in a delay.

B1 Your name

B2 Position in branch

B3 Name of your branch

B4 Address

 Postcode

Telephone Mobile

Email

Please tell us the best time and means to contact you

B6 Is your branch able to make a donation towards UNISON Welfare's work so we can help more members in need and their families?*

☐ Yes. We can donate £ ☐ No

*We do ask branches if they would like to make a contribution towards the cost of a break. We recommend a minimum donation of £50, but any amount will be appreciated and help to make a difference to members. Donations should be made by cheque payable to UNISON Welfare.

B7 Please provide us with a supporting statement and any further information to help us assess this request.

B8 If you feel this member needs additional help or advice, please phone us to discuss before sending the form in. This will help us determine whether a further application form needs completing or if there is sufficient information to work on. For more information on how we can help visit www.unison.org.uk/thereforyou or call 0207 121 5620.

☐ No other needs identified

☐ Spoke to on

Advised: (please indicate below)

B9 Branch declaration

Please read the following statements carefully and tick the boxes to show that you have read and understood the conditions of any wellbeing break awarded.

- ☐ I declare that the applicant is being assisted by me and that the information given by them is correct and complete to the best of my knowledge.
- ☐ If assistance is agreed I understand that any payment will be made direct to the member unless indicated otherwise.

The member/applicant's cheque payee details are:

- ☐ I will ensure that the applicant receives the relevant information sent to me by the Family Holiday Association (FHA) or UNISON Welfare.
- ☐ I will complete and return a feedback form within four weeks of the applicant taking a break.

I have ticked all the boxes above to show that I have read and understood the conditions.

Signed

Date

Please return the completed application form, keeping a copy for future reference, to:
UNISON Welfare, UNISON Centre, 130 Euston Road, London NW1 2AY

We suggest you detach the guidance notes from the form before sending if still attached. This will enable you to fold the form in half when posting which will save on postage. You can give the guidance notes to the applicant or to another interested member.

Get well breaks

A break, following illness can help with rest and recovery and the transition back to work or improved health for the retired.

Our get well breaks are designed to support any members, with or without children, or their dependants, who are recovering from illness (including stress), accident or an operation and who are not in need of nursing care.

We recognise that ill health can sometimes impact on the whole family and that there will be occasions when it will be beneficial for everyone to get away together.



Other special circumstances

We can provide respite breaks for carers with day-to-day responsibility for a disabled dependant and breaks following bereavement of a partner or dependant child. Breaks are also available for those with a terminal illness.



*Dear Unison Welfare,
The caravan was lovely. We were at the top of the beach and a bus came through the park which was essential for my husband.*

The Miles family

More about our wellbeing breaks

Direct grants

If your application is successful, and we are not making the booking on your behalf, you will be awarded a direct grant. You book your own break of up to one week choosing your destination and the most convenient dates, for example, a stay in a privately rented caravan or cottage. Written evidence of the booking will be required before payment can be made.

Short breaks

Three or four night breaks can be arranged at holiday centre locations booked by us or taken at other destinations arranged by you through a direct grant.



Accommodation and travel

The service is flexible depending on your needs with a choice of accommodation such as hotels and guest houses.

You need to make your own travel arrangements. Members usually find it easier to select a destination within reasonable travelling distance from their home.

How much will I receive?

Breaks are low cost and usually taken in the UK. Help is awarded according to:

- The information provided
- Your financial circumstances
- Whether your application meets our criteria
- The level of priority given to your application and the funds available to the charity



UNISON's Croyde Bay holiday village

UNISON's award winning holiday village in Devon is a popular destination with members, although you need to get your application in early for peak times in the summer. Situated near to Barnstaple, collection can be arranged from the railway or bus station. Visit their web site www.unison@croydebay.co.uk

'We had a fantastic time and enjoyed every minute of the week. The location and quality of the holiday centre is superb and there are so many activities for the children.'

The Lee family on their stay at Croyde Bay holiday village

UNISON Welfare terms of offer

If your application is successful, any offer of a wellbeing break is conditional on acceptance of the following terms and conditions.

- If help with a break is granted it is for the member and other family members (if applicable) named on the application form or as determined by UNISON Welfare. The grant is not transferable.
- Any payments may be made through the branch welfare officer. We ask for the payments to be returned if the family are unable to go away.
- Any cancellations must be notified to the Family Holiday Association as soon as possible as there are other members desperate for a break.
- Both the member and the branch must complete the feedback forms within four weeks of the break.

How to apply

There is a section for the UNISON branch officer to complete and sign as well as the applicant following which the form needs to be sent to UNISON Welfare at the address below. We can usually only accept applications supported by the relevant branch officer. However if you are experiencing difficulty in contacting your UNISON branch or there are other special reasons for contacting UNISON Welfare directly please get in touch. Forms can be photocopied and downloaded from the website at www.unison.co.uk/welfare. Please remember to enclose all supporting documentation required and to keep a copy for future reference.

Please contact us if you have any questions or need further information.



UNISON Welfare

UNISON Welfare, UNISON Centre,
130 Euston Road, London NW1 2AY
Tel: 0207 121 5620
Fax: 020 7383 2617
email: thereforyou@unison.co.uk
www.unison.org.uk/thereforyou

Registered charity number 1023552

UNISON Welfare working with the Family Holiday Association

The quotes in this publication are real but names have been changed to protect individuals' identities. The photographs are posed by models.

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