

Paul's Fund Applications

Guidance Notes for People Making a Referral

www.pauls-fund.co.uk



This Guidance Note is for people looking in to referring someone for a grant from Paul's Fund to cover the cost of a holiday staying at Paul's Place. You will normally be a qualified professional but see below for further guidance on who can make referrals. Applications should not be made directly by the person seeking a grant.

Important information you need to read to make an application is outlined like this.

To make an initial enquiry, make a provisional booking or for any other queries please contact **David and Pippa Morton** on T: 01271 891076 M: 0779 398 0760 E: pauls-place@pauls-fund.co.uk

What are Paul's Fund and Paul's Place and what are their aims?

Paul's Fund and Paul's Place together provide free holiday breaks to young adults along with their family, a partner or friend, who are facing challenging circumstances.

Paul's Fund is a grant making charitable trust and part of the Charities Aid Foundation (Reg. Charity No. 268369). It was set up in 2009 by David and Pippa Morton following the death of their son Paul when he was 18. Grants are available to pay the accommodation costs of staying at Paul's Place and help towards travel and daily expenses.

Paul's Place comprises a Bed and Breakfast and self-catering cottage. It is run by David and Pippa Morton and is open to bookings from the general public under the name "The Old Bakery". It is located in the village of Georgeham near Croyde on the North Devon coast. Paul's Place and The Old Bakery are one and the same. More information on Paul's Place and the locality is provided later.

Who qualifies for a grant?

There are therefore three groups of people who qualify, and three "needs" criteria.

The **Main Applicant** on the application form is the person whose age and circumstances qualifies them for a grant as follows:

- **Young adults aged approximately 18 to 30 who are facing one of the following challenging circumstances (Needs Criteria A, B or C)**
 - **A: Diagnosis of a life limiting, life threatening or terminal illness**
 - **B: Bereavement, normally within the last 2 years, due to the death of a close relative (parent/child/sibling), spouse, or partner**
 - **C: Acting as an unpaid carer on a full or nearly full time basis for a partner or close family**
- **The parents of a young adult who has died (Needs Criteria B).**
- **The parents of a young adult who has a life threatening or terminal illness that they are actively caring for on a full or nearly full time basis (Needs Criteria C).**

(Please see below for further important guidance on the criteria)

The grant will also pay for a **relative, spouse/partner or close friend** accompanying the main applicant and who is able to share responsibility for any medical needs they may have.

In the case of **illness or bereavement** the grant will also pay for up to a further **four close family members (eg brothers, sisters, parents or children)**. Other friends are very welcome but they will have to meet their own costs.

Grants to carers will normally only cover the cost of the carer and one other person unless there are particular reasons why other family members should be included.

For all applicants please complete Section D of the form to explain briefly why you are referring someone and the benefits you think it will bring them. Thank you.



Further guidance on the needs criteria

A: Life Limiting, life threatening, terminal illness: Broadly we mean that at the time of the application the young adult has an illness or condition that means there is a strong probability their normal life span will be significantly reduced. Nevertheless, many come following treatment for cancer, and they are often in remission and enjoying reasonable or good health.

B: Bereavement: This will be due to the death of a close relative (ie a spouse/partner, parent, child or sibling), normally within the last 2 years or so although this can be applied flexibly according to circumstances. The applicant will normally be finding it particularly difficult to come to terms with the death and in your opinion will gain real benefit from some time away.

The parents of a young adult who has died can also apply in their own right.

C: Carers: These are young adults who are looking after a sick or disabled spouse, partner, parent or sibling. They will normally have limited funds and very restricted employment/educational opportunities due to their caring role, and will have been referred to Paul's Fund by you due to their need for respite.

The application should set out the circumstances of both the carer and the person they are caring for and indicate on average how many hours a week are spent caring to demonstrate that their role is full or nearly full time.

Parents of a young adult diagnosed with a life threatening or terminal illness facing similar challenges to young adult carers may also apply under this criteria.

The main purpose of the carers grant is to enable the carer to have some respite from their caring responsibilities and as such would normally come without the person they are caring for. However, we recognise this is not always possible or desirable so if that is the case, please set out the circumstances why the person being cared for also needs to come.

These are not rules, just guidelines, and we will consider carefully each person's individual circumstances.

What does the main grant cover?

The main grant covers the cost of staying at Paul's Place on either a Bed & Breakfast or self-catering basis for up to 7 nights. This is normally subject to an overall maximum grant of £1100 plus travel and the daily allowance (see below).

The length of stay may need to be reduced for family groups occupying 3 rooms in order to stay within this limit, but the applicant can opt to pay the balance of a longer stay. David and Pippa will advise on this when you (or they) make the initial reservation. The main grant is paid directly to Paul's Place.

Is there any help towards daily expenses and travel costs?

Optionally applicants may claim a **daily allowance** of £10 per day for one person, £20 for two, and £5 for each additional person.

They can also ask for help towards **travel expenses** up to £110. Travel by **car** will be reimbursed at 18p a mile based on the main applicant's home address.

Travel by **public transport** will be reimbursed at actual cost up to the maximum allowance (regardless of the number of people). Rail must be based on 2nd class travel and we ask people to find the most economical fare available. Significant savings can be found by booking in advance.

These grants will be paid directly into the applicant's bank account a few days before the holiday starts and you must provide details on the application form. **Please note they must provide evidence of their account details, eg a photocopy of a paying-in slip or bank statement, otherwise payment may be delayed.**

Receipts for transport fares must be provided to the owners of Paul's Place during their stay.



Does Paul's Fund take in to account the applicant's financial circumstances?

The short answer is no – grants are not “means tested” and the offer of a free break is our expression of support to them. However, we do ask you to confirm that you think they will gain real benefit from a break, and affordability is a factor you may wish to take in to account. Depending on the availability of funds we will always give priority to people who couldn't otherwise afford a holiday. Applicants may choose not to ask for the daily allowance and travel grants if they can afford it.

Who can fill in the application form, and what is their role?

The application form must be completed by someone suitably qualified in relation to the needs criteria and who knows the applicant.

Appropriate people include, for example, medical staff, social workers, counsellors (full time or volunteer) or ministers of religion depending on the needs criteria. You should be willing and available for Paul's Fund to contact you to discuss the application.

You should normally have a direct role in the care and support of the applicant and be able to confirm both that they meet the fund's criteria (including any medical condition and prognosis), and that you consider they will gain real benefit from a holiday break. If you are unsure if you are suitable to make a referral, please contact us to discuss.

Please ensure that both you and the applicant read the information on Paul's Place and the surrounding area at the end of these notes and that you are agreed it is somewhere the applicant and those staying with them would like to stay and are suited to.

Please also take in to consideration their ability to make the journey needed to reach North Devon whether by car or public transport. If the applicant has a medical condition, we strongly advise they come with an adult friend or partner who can drive.

Please also consider how the applicant's medical condition may progress over the period before they come, especially if it is some months away, and be aware of the implications of a late cancellation (see below).

How do I proceed with an application?

We recommend that you speak to David and Pippa at Paul's Place initially to discuss a possible application. They will advise you on whether someone is likely to be eligible. You, or the applicant, also need to contact Paul's Place to check availability and make a provisional booking whilst the application is processed. Paul's Place will check the overall cost. There is no need to pay any deposit.

(You can also check availability on line at www.georgehambandb.co.uk/pages/booking/ for the B&B or if there are just two of you and you want to self cater, you can check availability for The Old Bakery Garden Room at www.holidaylettings.co.uk/rentals/croyde/1315025. Please be aware that sometimes accommodation may be available for Paul's Place guests that is not available to the general public as indicated by the web sites **so don't use either web site to make an actual booking - always phone or email David and Pippa.**)

The form is largely self-explanatory. Complete the relevant needs criteria section A, B or C, and Section D. Include details of the reservation if you have made one, although this can be done later, plus details about travel and the daily allowance if known.

The form also asks for additional information about the applicant's condition that could affect their stay, including relevant medical information that Paul's Place may need to know about in the event of an emergency, and any special access, dietary or other requests.

Please read the information below about Paul's Place, accessibility and medical conditions.

Medical information provided with this application will be passed to the owners of Paul's Place for the sole purpose of ensuring the comfort and safety of their stay.



Please ensure all information is up-to-date at the time of their stay. If their circumstances or medical condition change between applying for a grant and actually staying at Paul's Place in a way that could affect their stay, please make Paul's Place aware of those changes immediately.

The form can be completed either by hand or electronically then emailed as a pdf attachment to pauls-place@pauls-fund.co.uk or posted to: Paul's Fund Applications, c/o The Old Bakery, Chapel Street, Braunton, EX33 1JJ

We will endeavour to notify you within 5 working days if the application has been successful.

Can the applicant make a return visit?

Over a two year period from the initial application Paul's Fund will meet the accommodation costs of up to 7 nights at Paul's Place, subject to the overall maximum grant. Hence if an applicant doesn't use up the allowance in a first visit, they can make a second application **so long as they continue to meet the needs criteria**.

If someone continues to meet the criteria for a grant 2 years after their first visit and you believe they would benefit from a further stay, you can re-apply for up to another 7 days as with the original application.

If at any time the applicant experiences a distinct change in circumstances such as a new prognosis or significant change in health, you can apply for a further grant setting out the full circumstances.

There is a simplified application form for second visits which can be obtained from Paul's Fund.

What happens if the applicant has to cancel or simply doesn't turn up?

We do understand that it is sometimes necessary for a booking to be cancelled or altered due to changed circumstances outside the control of the applicant, eg for medical reasons. If this happens, **please give as much notice as possible** so the rooms can be re-advertised as available to other guests. If the rooms cannot be re-booked, the charity meets half the cost and The Old Bakery loses half the income.

In the event that the applicant simply decides to cancel or fails to turn up, they, not the Fund, will be fully responsible for paying any cancellation fees in accordance with The Old Bakery Terms & Conditions which will be sent to the applicant when they make a provisional booking (and are available on The Old Bakery web site).

Some (important) small print!

Grants are entirely discretionary and can only be made for people who meet the charitable aims of the Fund as defined by the grant criteria. It is The Charities Aid Foundation that makes the final decision on whether to make a grant.

Privacy and Data Protection

This page explains how Paul's Fund use any information you give to us, and the ways in which we protect your privacy. We are committed to protecting your privacy in accordance with the Data Protection Act 1998.

Under the Data Protection Act we have a legal duty to protect any information we collect from you. We take appropriate security measures to safeguard your data and apply controls to prevent any unauthorised access to it. When you visit this website your IP address, browser and version, operating system and the site you came from are stored in a log file. This information is only used for statistical purposes to help improve this site. Log files do not contain any personal information.

We do not use cookies for collecting personal information and we will not collect any information about you except that required for administration. If you send us an e-mail message or complete an on-line form we will record and use your e-mail/postal address and any information you provide to deal with and respond to your query or comments. If the message relates to Paul's Place/The Old Bakery, this information may be disclosed to the owners in order to deal with or respond to your message.

We may contact you from time to time with information or news about Paul's Fund. If you do not wish to receive any such communications, please advise us. This privacy statement applies only to websites belonging to and operated by the owners of this web site. We are not responsible for the content or privacy practices of third party web sites that may be linked to our web pages.



Paul's Place, Georgeham and the Local Area



With people's different medical situations, backgrounds, home situations and expectations, we recognise that Paul's Place will not suit everyone. These additional notes are to give you a bit more information about Paul's Place and the locality and help you decide if this is somewhere the applicant would like to take a break.

We strongly recommend you visit [The Old Bakery](#) web site to see what the accommodation is like and for much more information on the area.

What is special about Paul's Place?

David and Pippa write "Well, in many ways we are simply a normal B&B with self catering accommodation, but we hope we can be something a bit more for our Paul's Place guests. Having been through the experience of caring for and losing our son Paul when he was 18, we very much want Paul's Place to be somewhere special for you that will be a source of strength, hope and positive memories. We don't offer any counselling or professional input, but we are available to support and get to know you during your stay as much or as little as you want."

What sort of people stay and can they bring dogs?

All sorts of people stay - Singles, couples, families - pretty much from nought to ninety and from all sorts of backgrounds and places across the country. **Unfortunately what we don't accept are dogs (unless registered for the blind). Sorry!**

What does the accommodation comprise, and is it "accessible"?

Paul's Place comprises **Bed and Breakfast accommodation in the main house** and a separate **self-catering cottage called The Garden Room** which is in the middle section of the garden.

The B&B accommodation in the main house comprises three guest bedrooms, all en-suite. Upstairs there is a twin called Putsborough with en-suite shower, and a double room called Barricane with en-suite bathroom. There is no lift.

The third bedroom called Baggy Point is in an annex on the ground floor and can be arranged as either a twin or double. This room also has a sofa bed which can sleep one or even two extra people. It has an accessible shower with a low profile tray, seat and grab rail making it suitable for people with impaired mobility.

The annex also contains a **guest lounge** and **guest kitchen** offering flexible semi self-catering options for B&B guests, particularly helpful for those with limited budgets who can't afford to eat out every night. **Groups occupying all three bedrooms can even opt to fully self cater if they prefer.**

Guests have their own dining room and use of the patio and lawn on the top part of the garden. The garden is at different levels with steps which may affect accessibility.

There are three steps up to the front door but we have a ramp. There is one step down in to the dining room. All door widths are "standard" (about 70cm clear width). We would advise the facilities are not suitable for people with severe disabilities.

The Garden Room is a fully **self-catering cottage for two** in the middle section of the garden. It comprises an open plan bedroom and living area, and a kitchen/dining room with a shower room beyond. It has two divan beds that can be arranged as either twins (2' 6") or a king sized double making it suitable for both couples and singles. It is not suitable for families but guests may bring their own travel cot for an infant. There is a small private patio area.

Although the apartment itself is all on one level, the access is past the side of the main house and down several steps and a slope making it difficult to access for people in wheel chairs or otherwise unable to use stairs.

Note that during the Easter holidays and from the late May Bank Holiday to the end of the summer holidays the Garden Room can normally only be booked for a week at a time. At other times shorter lets may be available – please discuss this with David and Pippa when applying.

Georgeham and Accessibility: Please be aware that Georgeham itself has few footways. The roads are narrow in places and at times can be quite busy during holiday periods.



Medical conditions and the suitability of Paul's Place

Paul's Place does not provide any trained medical or other professional support. The applicant must, therefore, be capable medically, physically and mentally of staying in a public environment.

The applicant and the person accompanying them are entirely responsible for their own medical needs but you are asked to provide on the form any relevant medical information that could affect their stay, or which may need to be passed to medical professionals in the event of an emergency, eg details of medication, seizures etc.

They need to be able to use normal bathroom facilities for personal hygiene, although the ground floor en-suite shower room is suitable for people with impaired mobility.

Paul's Place trades as The Old Bakery and takes bookings from the general public. As such, it may not be suitable for people with severe disabilities, significant social, psychiatric, drug dependency, alcohol or other conditions that may be disruptive or require professional support or special facilities. Please take this in to consideration before applying and ensure all relevant information is provided on the application form so that we can assess if Paul's Place is a suitable and appropriate place for the applicant to stay.

If the applicant has specific mobility issues you are recommended to discuss the facilities with David and Pippa at Paul's Place at the time you make a reservation.

Where is Paul's Place located?

Paul's Place is located in a small rural Devon village called Georgeham. It is 1 ½ miles from the sea and the better known village of Croyde, famous for its surfing. It is a delightful and very friendly village, quieter than Croyde, but very much a thriving community. It is pretty quiet during the winter but attracts many visitors in the summer.

What amenities are there in the village?

In Georgeham itself, right next to Paul's Place, there is the village Post Office and Store which sells papers, milk, bread and a range of groceries. Some items are a bit more expensive than the supermarkets but it is very convenient. Within easy walking distance there are two excellent local pubs where you can eat, although they may be quite expensive for people on limited budgets. The Kings Arms offers a 10% discount to our Paul's Place guests and often has live music on a Friday night but we are very rarely disturbed by noise!

A fish and chip van comes to the village on Monday evenings, and a Thai take away on Thursday evenings. There is an active and friendly Parish Church, and a mile down the road an equally friendly and active Baptist Church.

What other towns and villages are there around?

Croyde is the next village just 1 ½ miles down the road with more shops, pubs and eating places. It is very quiet in winter but much busier in summer although still just a village – don't think "Torquay" or "Blackpool"!

The nearest small town (and Tesco) is Braunton which is 3 miles away. The nearest larger towns are Barnstaple and Ilfracombe, both about 10 miles away with a wide range of shops and other amenities such as clubs and cinemas. Woolacombe, at the far end of the Putsborough/Woolacombe beach, is 3 miles away.

What are the beaches and coast line like?

Georgeham's best feature is being close (1 ½ miles) to two great sandy beaches, Croyde and Putsborough/Woolacombe which has just been voted the UK's second best beach by Trip Advisor! You can choose between long sandy beaches, rocky coves, headlands and cliff tops. You can walk for miles along the coastal path and the scenery is both varied and beautiful and so long as you are suitably clad has something to offer year round.

What other activities are there and places to visit?

Some of our guests just want to chill out and do very little, but if you want a bit more action there is plenty to do in the area and places to visit although you need to be aware much is seasonal and a car is necessary to reach some places (see below on transport).

We have a list of "Places to Go Things to Do" which we send guests when they book, and there is a google maps version on The Old Bakery web site so you can see where places are. (follow this [link](#))



In summary you can walk, swim, kayak, surf, go coasteering, do rock climbing, cycle (on and off-road), ride horses, go quad biking, off-roading, go-carting or play golf. There are two holiday parks in Croyde with facilities for visitors including indoor swimming pools, a gym, sauna, spa and solarium.

There are several theme parks within a 40min drive and some offer free entry to Paul's Place guests, as well as some lovely gardens and National Trust properties.

In Barnstaple there are shops, leisure facilities, clubs and "Lets Go" has an ice rink, ten pin bowling and arcade.

Ilfracombe has more attractions and clubs and you can go on boat trips along the coast or out to Lundy Island.

Exmoor is about 40min away with walking and off-road cycling.

What is the Paul's Place Passport?

Due to the generosity of a number of local attractions, the **Paul's Place Passport** entitles you to reduced price or even free entry to some attractions. This has been a great benefit to families especially and details will be provided when you stay or on request.

Can you get to Georgeham by public transport? Do you need a car?

You can travel to Barnstaple directly by coach or rail via Exeter. From Barnstaple there is an hourly bus service (308) to Georgeham via Braunton and Croyde. There are connecting buses from Braunton to Ilfracombe, and from Barnstaple to many locations.

However, depending on how widely people want to travel, relying on the bus clearly imposes limitations and it will take much longer to reach places by bus than by car (Braunton is 25 min by bus, 10min by car. Barnstaple is 50 min by bus, 20 min by car).

This is particularly a factor for families with children wanting to visit some of the more child friendly attractions not served by a direct bus route in which case a car is strongly recommended. David and Pippa will always try to be available to help with lifts, but cannot offer an unlimited "taxi" service.

Web Sites:

The Old Bakery: www.georgehambandb.co.uk

The Old Bakery Garden Room: www.holidaylettings.co.uk/rentals/croyde/1315025

