

Disabled Facilities Grants

Step by step guide

Disabled Facilities Grants

Disabled Facilities Grants, worth up to £30,000 are available to help people with disabilities to live independently in their homes. This document explains how to apply for a grant and how the works are managed.

The Disabled Facilities Grants can pay towards certain home improvements and adaptations, subject to criteria.

The funding is available to both homeowners and those who rent privately or through a Registered Provider (formerly known as Housing Associations).

Before we can help you apply for a grant, you must have your needs assessed by an Occupational Therapist from Kent County Council's Social Services. You can call them on 0300 41 61 61.

We can only help once we have received a referral from the Social Services' Occupational Therapist.

In some instances, we may be able to offer discretionary funding towards certain types of works (dependent on available budgets).

Means Test

Once we have received the Occupational Therapist referral, we will visit you at home to carry out a Means Test. This will tell us if you are required to make a financial contribution towards the works.

You will need to provide evidence of your income, savings and address. We cannot carry out a Means Test or move to the next stage of the grant application without this information.

At this stage, you will have the option to choose an agent to represent your interests when applying for a grant.

After the Means Test, we will contact you to let you know if you are required to make a financial contribution towards the works. This is called a "provisional contribution". You will need to agree to your provisional contribution before the next stage.

Property Inspection

If you agree with your provisional contribution, one of our Private Sector Housing Officers will arrange to visit your property.

Please be aware that Disabled Facilities Grants are for adaptations that meet the needs

of the applicant as recommended by the Occupational Therapist. They are not for repair or renovation works. We cannot provide funding for works already carried out before you submitted your application.

Plans and Schedule of works

Following the survey, we will draw up plans of your existing property, the proposed adaptations and a Schedule of Works. They will be sent to the Occupational Therapist and yourself or your landlord for approval. We will not progress the grant until all parties have approved the proposals.

Contractors quote for the works

We will then send the plans and the Schedule of Works to 3 Contractors who will visit your home to quote for the works.

We will give you the names of the Contractors before they contact you. The Contractors have 4 weeks to submit their quotes. If you would like your own builder to cost the works, we can send a copy of the plans and the schedule to them.

Application form

Once we have received the quotes from the Contractors, one of our Private Sector Housing Officers will visit you to complete the application form and carry out a final means test.

The Contractor who provided the lowest quote will be selected for the job. During the visit, we will inform you who this is.

If you want to use another Contractor whose quote is higher than the lowest quote, you will be required to pay the difference.

Decision on grant approval

Once we have all the required paperwork, we will make a decision on whether to approve your grant. We will write to you with our decision and we will inform the successful Contractor.

Contractor presite meeting

The contract for the works will be between you (the applicant) and the Contractor.

The successful Contractor will contact you to agree a start date for the works. This is your chance to discuss the project, including some of the finer details, such as the colour of the tiles and flooring and so on.

Contractor carries out works

The Contractor will aim to complete the works within 28 days. If the job is complex, works may take longer, for example, if Planning, Building Control or listed buildings permission is required. Every effort will be made to minimise disruption. You should not be left without a toilet for more than a couple of hours or overnight.

Once the works have finished, the Contractor will answer any questions you have about the operation of any equipment installed and will leave any relevant certificates with you.

Payment

The Contractor will submit their invoice to the Council for payment. Once we have received the invoice, we will contact you to arrange a final inspection to ensure the works meet the correct standards. We will not pay the invoice until this has been confirmed.

If you have a provisional contribution to pay towards the works, the Contractor will submit this part of the invoice to you. You will need to pay this directly to the Contractor.

Works completed and grant closed

We will close your grant case once the works have been completed and we have inspected them and the invoices have been paid. We will send you a letter to confirm this.

Charge placed upon the property

The first £5,000 of the works are not eligible for a charge on the property. Any costs exceeding this, up to £10,000, will be placed as a charge on the property. This means if the property is, for example, sold or remortgaged, the property owner will need to pay the outstanding charge. The charge will be explained in more detail in your grant approval letter.

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