

**Requesting Funds from another District/Borough**

The OT has assessed need, the adaptation is feasible and cost effective. At least two quotes have been obtained from contractors for the works. The design is over mandatory DFG £30k and over the typical discretionary funds available to the district.



A DFG (Disabled Facilities Grant) application has been completed.



A mandatory or discretionary grant has been approved in line with the district/borough policy.



A request has been made to the Housing Association to fund the shortfall, where applicable.



The Principal OT is notified of the funding shortfall by district council and OT, and the professional reasoning is reviewed to quality assure and authorities the request for additional discretionary shortfall funding.



The Principal OT and Strategic Commissioning have agreed for the application to proceed with the following steps:

- The district may submit a request under their own process for exceptional and compelling circumstances.
- The district may request support from other district/borough councils.



The district has confirmed they have explored all options and cannot fund the shortfall. They wish to proceed with requesting support from other district/borough councils.



NCC Strategic Commissioning has notified ALL district/borough councils by email that the DFG application requires additional shortfall funding support, and at Strategic Oversight meeting this will be raised to track or escalate outcome



When a district with uncommitted and unspent funds agrees to proceed with the application. NCC Strategic Commissioning will notify ALL districts/borough councils.



A formal request is submitted to the supporting authority for funding. This request includes: The purpose of the request, the amount required, confirmation that grant conditions include a land charge on the property, and any other supporting documents.