

Carers Small Grants Scheme Guidance Notes for Applications

The Social Services and Well-being (Wales) Act 2014 defines a carer as:
‘A person who provides or intends to provide care for an adult or disabled child.’

Carers Grants provide financial support to individual carers of all ages via its four different grant funds. The service is run by Carers Trust South East Wales (CTSEW).

Grants are discretionary and Grant funding is limited. Each application will be assessed on an individual basis. You will be informed following the panel meeting if your application has been successful or unsuccessful.

Throughout this document you will find all the information you need about applying for, or helping someone else to apply for, a Carers Grant.

Please read these guidance notes and pay particular attention to the ‘What else do you need to know when completing the application?’ section, and specifically the ‘Important points to remember’ section.

The four grant funds are:

- Carers Essentials – maximum award £300 (see Caps for items)
- Carers Time Out – maximum award £500
- Carers Access – maximum award £500
- Carers Skills – maximum award £500

A maximum of £1,000 can be awarded via the Small Grants Scheme to any household during a 12-month period (from the date of the first award). These funds must be from different grant fund categories. If carers are successful, the same grant fund can only be applied for again after a 12-month period (from the date of the award).

When funding is limited, priority will be given to carers who have not previously been awarded a grant.

Please note, we cannot fund requests retrospectively where an item has already been purchased and/or a deposit has been paid.

Where costs of items exceed the total of the grant awarded, CTSEW will provide the applicant with bank details for a BACs transfer before the purchase can be made on your behalf. All additional funds must have cleared in CTSEW’s bank account before a purchase/booking can be made.

What you can apply for

Carers Essentials

Carers can apply for grants of up to £300 towards the cost of ONE piece of household equipment which will benefit them in their caring role.

Only ONE 'Carers Essential' grant can be applied for in a twelve-month period.

In exceptional circumstances applications for multiple items (totalling no more than £300) may be considered. In these cases, the items should ideally be interdependent (e.g. washing machine and outside ailer) and the exceptional circumstances you would like the panel to consider should also be outlined in the application.

Tips for writing a good Carers Essentials application:

It is important to show a link between the item being requested and the caring role. Items such as washing machines, cookers and fridge freezers are generally seen as being essential items for any household, but if you can link the need for the item to the caring role then the application will be stronger e.g.:

A washing machine is essential because:

- It is very difficult for the carer to get to the launderette as they can't leave the person in receipt of care alone.
- The person in receipt of care has continence issues, creating large amounts of washing, making a launderette expensive and impractical

A cooker is essential because:

The person in receipt of care has particular dietary needs that cannot be met by microwave meals alone.

Some items that are requested from the Carers Essentials Fund are not generally seen as being essential, e.g. tumble dryers, carpets, home decoration costs etc. If you are applying for a grant towards one of these items, you will need to make a strong case for why the need for them is linked to the caring role.

Examples of relevant information to include in the application have been provided below:

A new tumble dryer is needed because:

- The person in receipt of care is incontinent and the carer is finding the large amount of drying around the house difficult to cope with.
- There is no outside space in which to hang washing and the carer or the person in receipt of care has a condition which would be negatively affected by damp clothes regularly hanging in the home.

A new carpet is needed because:

- The current flooring is unsafe, uneven, has nails sticking up, etc. As a result, the carer or the person in receipt of care has a lot of falls.

Home decoration is needed because:

- The carer and person in receipt of care have had to move home due to the person in receipt of care's condition and the house is not decorated.
- The state of the house is having a very adverse effect on the carers mental health.

Carers Time Out

Carers can apply for a grant of up to £500 to enable them to take a break from their caring role. There are three options for the Time Out grant. Only one application can be submitted for one of these options in any 12 month period.

- an application can be made for a break/holiday up to a maximum of £500.
- an application can be made for a break/holiday AND non-emergency replacement care*. The maximum that can be applied for is £500, of which, a maximum of £250 can be used to pay for non-emergency replacement care.
- An application can be made for non-emergency replacement care* only up to a maximum of £250 (no holiday/break away is required).

*Non-emergency replacement care must be provided by a registered care provider. We are unable to pay family members, friends or neighbours to provide care services unless they are registered care providers.

If a holiday booking is part of a Carers Time Out application, the application must be submitted no less than 10 weeks prior to the date of travel.

Please note the following:

The grant can include the cost of the person in receipt of care and/or a family member, partner or friend to accompany the carer on the break. The break can be taken in the UK or abroad.

Tips for writing a good Carers Time Out application:

It is very important that you show how the need for a break is related to the caring role.

Carers can apply for breaks abroad. If the holiday is abroad it is helpful if reasons are given as to why this type of break has been chosen. If the carer wants to visit family

abroad, please make it clear why this will help them. E.g. they have very little family support around them in the UK.

Other factors that would support the application in being funded would be:

- If the carer has not had a break for a significant amount of time (three years or more).
- Demonstrating the emotional impact of caring and the benefit that a break could have on a carer's mental health, enabling them to continue in their caring role.
- If the person in receipt of care is going on the break with the carer, it is important to demonstrate how the carer will still have a break from their caring role.

Carers Access

Carers can apply for grants of up to £500 towards the cost of driving lessons or other forms of transport that would benefit them in their caring role. Carers Access aims to remove some of the transport-related barriers to living a full and independent life that may have been placed on a person by their caring role. Up to £200 (or 40% of the total grant awarded) can be used to pay for replacement care if needed.

If the request is for driving lessons the carer will need to demonstrate the following:

- The benefit of learning to drive to their caring role and their quality of life in general.
- Proof of provisional license and successful theory test, if this is not available please incorporate costs to obtain these into the grant fund application.

Carers can apply for a grant towards the cost of other forms of transport if they can demonstrate that it will be beneficial to them in their caring role and/or in improving their independence and quality of life. Examples could include (but are not restricted to) transport to visit the person in receipt of care in hospital/residential care or transport to partake in an activity with other carers.

Tips for writing a good Carers Access application:

It is important to show how the ability to drive / access the community will help the carer in their caring role. Examples of this could include:

- Proof of provisional license and successful theory test, if this is not available please incorporate costs to obtain these into the grant fund application.
- The carer cares for someone who struggles with using public transport because they have mobility problems or challenging behavior.
- The carer needs to be able to drive to enable the person in receipt of care to be able to access hospital/doctor's appointments, school, the local community, etc.

- The person in receipt of care was the sole driver in the household but, due to their condition, can no longer drive.
- Application must clearly state how driving lessons will benefit the carer.
- Applications that focus on short term transport solutions or attempt to address presumptive transport situations are unlikely to receive funding.

Sometimes the carer needs to be able to drive in order to pursue something in their own life, e.g. a job, education, etc. It can be harder to relate this to their caring role so you would need to show that the ability to drive will enable them to continue in employment/education alongside their caring role. This could be because they can be more flexible due to not having to rely on irregular public transport to get back to the person in receipt of care more quickly if needed.

If there is another driver in the household, please show in the application why it is important that the carer you are applying on behalf of also needs to be able to drive.

Carers Skills

Carers can apply for grants of up to £500 to enable them to learn new skills that will assist them in their caring role, help them to return to work or enable them to have a new interest outside their caring role. An application can either be made for up to £200 to be used to pay for non-emergency respite / replacement care if needed. Or, an application can be made to the Carers Skills funds whereby 40% of the total grant awarded (maximum £500) can be used to pay for non-emergency respite/replacement care if needed whilst the carer is taking part in the course or activity.

Carers can apply for grants towards the following:

- The cost of courses, training, or tuition. These courses can be educational or vocational. The purpose could be that the carer can return to work or re-train in a career more suited to maintaining their caring role; it could give them skills that will benefit them in their caring role, or enable them to have a new interest or focus outside of their caring role. In the past Carers Trust South East Wales has funded access to a range of courses such as creative writing, sign language, counselling courses and training for an HGV license.
- Costs associated with course materials (including suitable IT equipment), books and / or any necessary equipment relevant to the activity.
- Costs for applicable travel and subsistence costs. *Please note we are not able to fund costs for car travel.

Tips for writing a good Carers Skills application:

You should make clear in the application how the course will benefit the carer. The need/desire to do the course should be linked to the caring role in some way, but this does not mean that the course needs to be focused on giving the carer new skills to complete their caring role. It can be; a moving and handling course or a sign language course but it could benefit the carer in other ways, e.g.:

- Allowing the carer to find employment that they can fit around their caring role.
- Enabling them to work from home or to work flexible hours.
- Giving them a new focus and a break from their caring role – e.g. a creative writing course or a flower arranging course etc.

In these cases, it is important to show how the carer is impacted by their caring role and how partaking in the course will benefit them. This could be in terms of giving them a break and having a positive impact on their mental health, increasing their confidence, giving them the opportunity to socialise in a learning environment with others, etc.

What else do you need to know when completing the application?

The application form has been designed to provide all the information that the decision making panel needs to enable a fair assessment of all of the applications.

Important points to remember:

- Full contact information is provided for the person completing the form. Along with the full name, email where possible, address and postcode of the Carer and person in receipt of care.
- Relevant information on the caring role and the condition of the person in receipt of care has been provided.
- The Carers Declaration has been completed and signed (handwritten signature) by the Carer and all individuals referenced in the application. In signing the form, the Carer is confirming that they understand the implication of submitting their information to us. The Grants Team will not process any application that does not include a complete and signed Carers declaration (Section 2).
- Applications can only be considered if a written quote for the item / service is attached and submitted at the same time as the application, incomplete applications **will not** be processed and will be returned to the sender.
- Payments cannot be made retrospectively. Payments can only be made to the supplier and purchases will be made by Carers Trust South East Wales on behalf of the Carer. No payment will be made directly to the Carer. No reimbursement of payments already made by the Carer can be made by the Small Grants scheme. If the Carer purchases the item or service they have applied for a grant to fund, they will void their grant award.
- A supporting statement from a professional or someone to verify your status as a Carer has been provided (Section 6 or 7 of the application form) If a supporting statement has been provided the individual making the statement should sign in order for us to process the application. A supporting statement adds credence to your application, therefore, you should always try to obtain a supporting statement from a professional.
- Applications without confirmation of your caring role in either section 6 or 7 will be returned and **will not** be processed for panel.
- Unsigned or incomplete applications will be returned and **will not** be processed for panel.

- Sections 2, 8 and 9 of the application form can **only** be completed by the Carer making the application.
- Section 6 of the form should **only** be completed by a professional who is supporting the application by providing a written statement.
- Please submit the application and written quotation allowing enough time for applications to be processed. The Small Grant Scheme is not an emergency fund and urgent requests for payments outside of our 30 day payment terms will not be considered. **Please note that the grant process usually takes between 5-16 weeks** depending on the grant applied for, the item/product/service requested, the speed of the supplier in supplying invoices, offering delivery dates etc.
- Applications for holidays must be submitted no less than 10 weeks prior to the date of travel.
- Where costs of item(s) exceed the total of the grant awarded, CTSEW will provide you with bank details for a BACs transfer before the purchase will be made on your behalf.
- In a 12-month period a maximum of £1000 can be awarded via the Small Grants Scheme to any household. These funds must be from different grant fund categories.
- If applying for more than one grant the funds must be from different grant fund categories. If Carers are successful, the same grant fund can only be applied for after a 12-month period (from the date of the award).
- Please ensure that **all** sections of the form have been completed to a satisfactory standard before it is returned.
- Before you send an application to us, **use the checklist** at the back of the form to ensure you have included all the information needed in order for the application to be put through to the panel. Ask yourself:
 - Have all sections been completed?
 - Do I have a copy of the application that has been signed by the carer and all other parties?
 - Is it legible?
 - Have I attached a quote?

Please note: The Small Grant process takes time, therefore, urgent requests for an item/service are not able to be met.

Who can complete the form?

- Carer
- Friend
- Relative
- Neighbour
- Anyone providing a supporting statement

Who can provide a supporting statement?

- Medical Professional
- Social Worker
- Young Carer Support Worker
- Teacher / Teaching Assistant
- Counsellor
- Representative of Carers Trust who does not attend Panel Meetings
- Carers Support Worker
- Community Support Worker
- Healthcare Professional

Supporting statement:

Please provide us with as much relevant detail as possible including; How you know the carer and in what capacity, Information that may not have been highlighted fully in previous sections e.g. extent of caring role, the benefit the grant would have for the carer, what difference the request would make to the carer.

Who can provide confirmation of your caring status?

- An individual who has known you for more than 12 months.
- A professional who has supported you in your caring role.

Please contact us if you feel you need further guidance on who is able to complete this form.

We cannot provide grants for the following:

- Applications for general support/living costs **will not** be considered.
- Items/ respite breaks which should be provided via statutory provision.
- Statutory services should always be approached prior to applying to us if applicable (e.g. social services should be approached regarding funding for respite care and a person's local NHS wheelchair service should be approached regarding funding for a wheelchair).
- Home adaptations.
- The purchase of vehicles.
- Funding towards general living costs e.g. food, bills, rent, and debt repayment.
- Funding for on-going payments spread over a period of time
- Mobile phones.
- Laptops / tablets etc. will only be available via the skills and Essentials categories.
- Insurance and maintenance.
- Requests where the item has already been purchased / booked / confirmed and or deposit has been paid.

Data protection statement

Please take a moment to read through this as it highlights the legal obligations of us to handle the information provided in a sensitive and secure manner and the declaration that the information provided is true and accurate.

- Taking into account the changes required regarding General Data Protection Regulations (GDPR) legislation, Carers Trust South East Wales (CTSEW) have been advised here that from now on they will need all adults in the household to sign the application form to also consent to Carers Trust sharing their data and for the funder to store it. (Carers Declaration form)
- As intimated above, the funder will also require the person in receipt of care to sign the form as there is also personal data relating to them listed. The only exception to this would be where the other adults are not able to do so due to mental incapacity, currently being in hospital or their condition means that they are unable to sign. If you think this is the case in terms of the person in receipt of care, please outline this in your response and provide some details e.g. that the carer has power of attorney to sign on their behalf. If the cared for is under the age of 12 years old a signature is not required.
- The carer must sign the form in order for us to process the application. Without this signature, we are unable to enter any of the details into the database and unsigned applications will therefore not be assessed. If you are emailing the application to us you can include an electronic signature but please ensure that you have kept a copy of the form with the carers original signature on it.
- Visit www.ctsew.org.uk/privacy-policy for more information

How do you return the completed forms?

Once completed please email with all appropriate attachments to: grants@ctsew.org.uk

If you need to post the application, please send it to:

Carers Grants Dept.
Carers Trust South East Wales
3 Crane Street
Pontypool
NP4 6LY

We would encourage you to send applications by email whenever possible as this will ensure that they are processed as quickly as possible. All applications must have handwritten signatures. We are able to accept scanned and emailed copies as long as you keep the hard copy for your own records.

You've sent off the completed form – what happens next?

Outstanding Information:

If there are outstanding queries on any applications, you will be given 2 weeks to clarify the query. If outstanding information is not provided within this timeframe, these applications will be withdrawn and the application form will be returned to sender.

Complete applications:

Applications will be processed and then assessed by a panel which may consist of Carers Trust South East Wales staff and volunteers, representatives from local authorities and the Health Board.

Applications will be presented for consideration at panel meetings, which will be held fortnightly where possible at Carers Trust South East Wales' discretion. Applications received up to midday 4 working days prior to panel meetings will be considered, deadline dates are available on request from grants@ctsew.org.uk. All applications received after this point will be considered at the following panel meeting.

Applicants will be informed of decisions on all applications within 1 week of the panel meeting via email or letter in the post.

If successful:

A confirmation email or letter will be sent to provide further details of how CTSEW will proceed with the payment or purchase of your service / product. Where costs of items exceed the total of the grant awarded, CTSEW will provide you with bank details for a BACs transfer before the purchase will be made on your behalf. On receipt of your goods/service you will be required to provide feedback.

If unsuccessful:

You will receive brief information explaining the reason(s) why the application was considered to be unsuccessful. Any unsuccessful applications can be resubmitted once complete with all relevant information. If applicable, CTSEW will use the feedback provided to amend the application, for reconsideration at the next panel meeting.

Get involved:

If you would be interested in being part of a grants assessment panel, please contact grants@ctsew.org.uk for more information.



Carers Grants

Section 1: Contact details

Name of person completing the form:

Role and Relationship to Carer:

Address:

Postcode:

Contact number:

Email:

Carer Name:

Address:

Postcode:

Date of birth:

Age:

Contact number:

Email:

Person in Receipt of Care - Name:

Address:

Post Code:

Age:

Contact number:

Email

[Carers Trust South East Wales Privacy Policy](#)

We promise to keep your personal details safe. You can change how we contact you at any time by contacting us at grants@ctsew.org.uk or 01495 753838. To see how we protect and use your personal data read our Privacy Policy at www.ctsew.org.uk/privacy-policy.

Carers Trust South East Wales
(Formerly Crossroads Care South East Wales)
County Hospital | Griffithstown | Pontypool | NP4 5YA

t: 01495 769996
w: www.ctsew.org.uk
e: info@ctsew.org.uk



Ymddiriedolaeth Gofalwyr De Ddwyrain Cymru
(Gynt Gofal Croesffyrdd De Ddwyrain Cymru)
Ysbyty Sirol | Griffithstown | Pont-y-pwl | NP4 5YA

Carers Trust South East Wales is a limited company registered in England & Wales: 06419626. Charity Registration Number: 1123455

Ymddiriedolaeth Gofalwyr De Ddwyrain Cymru yn gwmni cyfyngedig wedi'i gofrestru yng Nghymru a Lloegr : 06419626. Rhif Elusen Gof: 1123455

URN:

Section 2: Carers Declaration – Please complete the declaration for everyone referenced in the application.

Carer declaration

This form accompanies the Carers Trust South East Wales (CTSEW) Small Grants application form and **must** be signed in order for an application to be submitted. The form **should** be sent to CTSEW with the completed application form.

In signing this form, you are confirming that:

1. All information provided is true and accurate;
2. All referenced adults consent to the collection, processing, sharing and secure storage of this information by the Carers Trust South East Wales (Data Handlers), Funders (Data Controllers) and its partner organisations;
3. All adults consent to providing full information on how the grant has been spent if requested by the Carers Trust Network Partner and/or Carers Trust.

Carer's signature:

Date:

Referenced Adult signatures:

Referenced adult 1 signature:

Date:

Referenced adult 2 signature:

Date:

Referenced adult 3 signature:

Date:

Referenced adult 4 signature

Date:

If any of the adults referenced in the application do not have capacity to sign this form, please indicate this by completing the information (as applicable) below:

Please tick

I am the main carer for the referenced adult(s) and/or

I am the next of kin for the referenced adult(s)

I agree to the terms set out above for the referenced adult(s)

Further Support

The Carers Trust South East Wales Gwent Hub is the single point of access for all carers across Gwent. At the Hub you can access - information, advice, assistance, peer support groups, drop in services, regular events and activities, trips, therapy treatments and legal clinics. To ensure you are kept up to date with all Hub services please tick the box to allow us to share your information

If you are not already known to your Local Authority Care Team, please tick the box if you are happy for us to share your information with them. They can provide information, advice and guidance for unpaid carers.

URN:

Section 4: What are you applying for?

Please describe what the money will be used for and the reasons for your request, i.e. don't currently have this item, the item is broken / unsafe to use.

Please provide details as to how this will benefit you in your caring role?

Section 5: Cost of item(s) - Please ensure you have enclosed a separate written quote for the total cost of the item e.g. copy of a web page or a page from a catalogue

Total cost of item:	Total amount requested from Carers Grants amount must not exceed the guidance notes	If the total cost and total amount requested do not match, how will the difference be covered? (e.g. funds already raised/ other grant applications/ family contributions, etc.) Where costs of items exceed the total of the grant awarded, CTSEW will provide you with bank details for a BACs transfer before the purchase can be made on your behalf.

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URN:

If a professional is not supporting your application Section 7 **must** be completed.

Section 6: Supporting statement – to be completed by the person supporting the application. Please refer to the guidance notes for further information on what is required.

How long have you been in contact with the carer and what is the nature of this contact?

What is your assessment of the impact of the caring situation on the carer?

How do you think the grant will benefit the carer?

Are there any other factors you would like the panel to be taking into account? E.g. additional caring roles, significant financial difficulties etc.

Any other comments?

Signing this supporting statement confirms that the information you have provided is true and accurate. The person providing this supporting statement should sign and date below.

Organisation/Title (Please print):

Name (Please print):

Signature:

Date:

URN:

Section 7: Please provide details of an individual who can confirm your caring role. Please ensure that this person is aware of your application to the Small Grant Scheme. (By providing this information you are consenting to CTSEW discussing this application with the identified individual and/or organisation)

Role and Relationship to Carer:

Name:

Address:

Postcode:

Contact number:

Email:

How long have they known you/the Carer?

Section 8: Consent to share information

We have found that hearing about the experience of others encourages more carers to apply for a grant, and enables us to raise funds to provide more grants to people. Examples of ways in which stories can be shared are: in Carers Trust South East Wales newsletters and publications, reports and newsletters for funders of our grant programmes and fundraisers, newspaper and magazine articles, and others. If you would prefer that we do **NOT** contact you or your Carer Support Worker to discuss sharing your story please tick this box:

Carers Trust South East Wales also uses **anonymous** case studies of grants provided in reports, fundraising newsletters and grants publicity materials we produce. If you would prefer that the details of your caring situation are **NOT** used in a case study, please tick this box:

Section 9: Wellbeing Questions

Please think about how you feel now and answer the statements below with a number:
1 = Cause for concern, 2 = Getting Help, 3 = Making Changes, 4 = Finding what works
5 = As good as it can be

Time for myself and my family	1	2	3	4	5
My financial situation	1	2	3	4	5
My health and wellbeing	1	2	3	4	5
My confidence	1	2	3	4	5
My level of isolation	1	2	3	4	5
My level of resilience	1	2	3	4	5
My opportunities for respite	1	2	3	4	5
My opportunities to acquire new skills	1	2	3	4	5
My safety and my family's safety	1	2	3	4	5

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Section 10: Please check that you have completed/ included the following information.

Incomplete applications or applications with missing information will not be processed or submitted to panel. They will be returned to the applicant.

- A separate written itemised quote (if a written quote is not available we will accept a copy of a web page or catalogue page)
- Hand written signature/s on the Declaration Form (section 2) from the carer and all referenced adults
- A signed supporting statement (section 6)
- or
- Contact information for an individual who can verify your caring status (Section 7) has been provided if no supporting statement in section 6 has been included
- Wellbeing questions have been completed