
Guidance Notes Oct 2017 – Sep 2018

*“A carer is anyone who cares, **unpaid**, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without their support.”*

Carers Trust

1. Aim of the Fund

PKAVS Carers Hub have been awarded funding from Shared Care Scotland’s Short Break Fund to continue the Time4Me fund. The purpose of the Time4Me fund is to improve the range, choice and availability of personalised and creative short breaks (see ‘*What is a Short Break?*’ for more info) for unpaid carers and the people they care for.

Fund Outcomes:

- Carers and the people they care for will have improved wellbeing
- Carers will have more opportunities to enjoy a life outside of their caring role
- Carers will feel better supported to sustain their caring role
- More hidden carers will be identified and offered support

2. Eligibility Criteria

Unpaid carers applying for funding must meet the following criteria:

- Have not had a break in the last 12 months funded through Time4Me
- Have a caring role and live in Perth & Kinross
- The break should not have already taken place
- Time4Me provides individual grants to individual carers of **adults (aged 21 years and older)**.

Adult carers of children and young people with disabilities aged 20 years and under are not eligible for individual grants from the Time4Me Fund. The Scottish Government provides separate funding for carers of children and young people with additional support needs via the [Family Fund’s Take a Break Scotland programme](#).

Kinship carers are not eligible for individual grants from the Time4Me Fund as they are eligible for [kinship care allowances](#) provided by local authorities and, as such, are not considered unpaid carers.

- Time4Me does provide individual grants to young carers (18 years or below) caring for **children or adults** (see specific note ‘6. Applying on behalf of a Young Carer’)

3. What can we fund?

Carers can apply for a grant to pay for respite of their own choosing. This means that the breaks are very individual and personalised to each unique situation. Carers decide when, where, with who and what they want to do! This may include things such as breaks away from home either alone or with the person you care for, a season ticket for your favourite football team, a gym membership, spa day, or even a greenhouse to help pursue a hobby!

4. How much is available?

Carers can apply for grants of **up to £250** from the Time4Me Fund.

The amount requested **must be at least 90%** of the total cost of the break/item, e.g. if an Art Course costs £100 we will fund between £90 and £100. We will not fund a small fraction of a larger break e.g. £250 towards a £600 holiday.

Carers can apply for a contribution to a more expensive break, but will be asked how they will fund the shortfall and if those plans seem unrealistic the application will not be successful.

5. Applying

Applications must be submitted using our official Application Form (either word document or [online](#)) and can be submitted at any time until 1st September 2018, funds permitting. You can request a hard copy by contacting Respite Development Officer Marthe Handling on 01738 567076 or emailing Marthe.Handling@pkavs.org.uk

The fund has strict time constraints and therefore must be spent and the breaks taken between **October 2017** and **September 2018**.

If you find you need to cancel or change your break/item, let PKAVS know right away and we can discuss alternatives with the carer. We are flexible and understand that plans may change, but any change to what the panel agreed to fund **must be agreed in advance** or we may require the money to be refunded.

6. Applying on behalf of a Young Carer

Young Carers (18 years or below) are entitled to apply for a Time4Me grant but the application must be completed by a Young Carers Support Worker. Applications should be discussed and agreed by the Young Carers Parent/Guardian before being submitted. If successful the allocated funds will be paid directly to the Young Carers Service applying for the grant and must only be used for the young carer named in the application. The Funding Panel will require details of how the Young Carers service intends to support the young carers to manage the fund (i.e. arranging to pay for the break). This information can be supplied in the 'Statement in support of application' section of the application form (Section 5).

7. What should the application include?

Please use the application to demonstrate how the carer is impacted by their caring role and how the request will benefit them. It is important to show a clear link between the request and the caring role. Please see below for guidance on what is helpful to include in specific sections of the application.

Section 1 – Carers Details

Please make sure you fill in all the fields, including ethnicity and D.O.B as we need to collate this information when reporting back to Shared Care Scotland at the end of the year. If you don't have a Carers Support Plan this will not affect your application but if you are interested in being referred to PKAVS Carers Support Workers for more advice and support in how to manage your caring role we can submit a referral form based on the information you provide in the Time4Me application.

Section 2 – Your Caring Role

What we want here is a brief overview of both the condition of the person/people in receipt of care and the caring role. We are interested to hear from carers how they see the caring role impacting their life. This could be in relation to personal health, social life, work/education, relationships or finances for example.

Section 3 – Break Details

Use this section to tell us what the request is and how it will make a positive difference to the carers' life. We have also included a specific question on how the request will help the carer in their caring role. Tell us how much the request is and how much the carer is requesting from the Time4Me Fund. We want to know that thought has been given to how any significant differences between the request and total cost have been covered. Please provide evidence of the cost. Typically this will be a quote or use the table to clearly breakdown the costings.

Please note if you are applying for funding for driving lessons, the carer may be asked additional questions about how they plan on financing the running costs associated with driving.

Section 4 – Completed by carer

Please complete this section if the carer named in Section 1 has completed the application and is self-referring for a Time4Me grant.*

Section 5 – Completed by referrer

Please complete this section if you are a professional submitting the application on behalf of a carer that you support. Please use this to highlight any additional information you would like the panel to consider. This is also your chance to share your assessment of the application and the carer's needs.*

* For electronic copies - By typing your name in the signature box, you are signing this application electronically. You agree your electronic signature is the legal equivalent of your manual signature on this application

8. Process for Awarding Funding & Receiving Payment

Applications received will be reviewed by a funding panel that will meet on the **first Tuesday of every month*** at The Gateway, North Methven Street, Perth, PH1 5PP. The funding panel will include (but not exclusively) PKAVS staff members, professionals from NHS Tayside and Perth & Kinross local authority.

Panel decisions will be based on applications meeting the eligibility criteria. In cases where there are more applications for funding than funds available, the panel will award funding to the applications which, in their opinion, best fit the intended outcomes of the fund listed above.

Applicants will be informed of decisions no later than 14 days after the relevant panel meeting. If for any reason the panel is unable to meet, applications will be held over until the following month and applicants will be informed.

Successful applications will be sent a Fund Award Agreement that they must sign and return with their bank details, by the desired date. Payments will be made directly into your bank account with the reference **T4M**. If the carer would prefer, we could assist in booking and paying for parts of or all of the break directly, for example, paying for the hotel, care costs, booking travel tickets, etc. The choice is up to the carer.

*with the exception of January 2018. The December panel will be extended to compensate for the break in January.

9. Feedback & Receipts

It is a requirement of receiving funding that carers agree to complete a short feedback form at the end of the break to record their experience and tell us the difference that the break made.

It is important to keep receipts for expenditure as any money that has been spent without the evidence of a receipt will have to be returned to Shared Care Scotland.

It was found with last year's fund that too often referring professionals didn't help when looking for support in completing the feedback form or for following up receipts. Please be aware that completing the application **doesn't end your responsibilities and that you should be willing to support us to get these details returned**. Failure to do so could see any future applications received from you or your team being discounted for consideration.

10. Unsuccessful Applications

Carers who are not successful will also be informed of the decision no later than 14 days after the relevant panel meeting with an explanation of the reasons for refusal. We can help support you in reapplying as long as you meet the eligibility criteria.

11. Any Questions?

The Time4Me Fund is managed by Marthe Handling, PKAVS Respite Development Officer. If you are unsure about the use of the fund, have any concerns or just wish to share success stories please contact Marthe on 01738 567076 or email Marthe.Handling@pkavs.org.uk