

Guidance Notes 2018-2019

*“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

PKAVS Carers Hub have been awarded funding from Shared Care Scotland’s (SCS) Short Break Fund to continue the Time4Me Fund. We have also been awarded further funding from Perth & Kinross Council (PKC) to expand Time4Me to broaden the reach of this fund and help encourage carers living in the rural and potentially isolated areas of Perth & Kinross to access available funding.

We understand as a carer that you might find you have little time to look after your own needs and deciding on what a short break means to you and how you can make that a reality can feel like a daunting task. We can support carers to help identify personal outcomes by completing an Adult Carer Support Plan (ACSP). **A dedicated Support Worker can help with your short break planning and apply to the Time4Me fund on your behalf.**

Carers have a right to an ACSP and it may also give you the opportunity to access a wider range of services and support that may not be available without an ACSP. For more info on the benefits of an ACSP visit – www.pkavscarershub.org.uk/What-is-an-Adult-Carer-Support-Plan

It would be preferential if a Carer Support Plan was used to help identify your short break outcomes as this would help provide a more holistic view of your caring situation and also allow your Support Worker to signpost you to other sources of information and support. To request an ACSP call the Carers Hub Team on **01738 567076** or make a referral through our website - www.pkavscarershub.org.uk/Referral-Forms

Carers who do not wish to have an Adult Carer Support Plan can still apply to the Time4Me Fund and can contact Marthe Handling, Respite Development Officer on 01738 567076 or email Marthe.Handling@pkavs.org.uk if they need any assistance completing the application form.

1. Aim of the Fund

The purpose of Time4Me is to improve the range, choice and availability of personalised, creative short breaks (see [‘What is a Short Break?’](#) for more info) for unpaid carers and the people they care for to invest in quality time that creates a positive impact on their overall wellbeing.

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
- Carers in rural and potentially isolated areas are encouraged to access Time4Me break funding

2. Eligibility Criteria

Unpaid carers applying for funding must meet the following criteria:

	Time4Me (SCS)	Time4Me (PKC)
Have not had a break in the last 12 months funded through the funds	✓	✓
Have a caring role and cared for live in Perth & Kinross	✓	✓
The break should not have already taken place	✓	✓
Adult Carers (18+) should care for an adult aged 21+	✓	✓
Young Carers (18 years or below) can care for children or adults	✓	

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 also 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. There may be other short break organisations such as [The Family Holiday Association](#) or [Carefree](#) that we can also refer carers to.

3. What can we support?

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 a break away from home either alone or with the person you care for!

We encourage carers to think about the 'Why', 'How' and 'What' before applying to the Time4Me Fund which should aid carers in deciding the right short break for them to meet their personal outcomes and have a lasting impact on their own quality of life, health & wellbeing.

		Example A	Example B	Example C
WHY	Explain the break's purpose: What do you want to gain from a break?	I need some time on my own to unwind	I want to learn a new hobby	Spend time outside the house with my husband
HOW	Recognise what contributes to this goal: What are the essential ingredients?	Somewhere quite. Gentle walks. Meals provided so no cooking or shopping. Indoor space for reading and relaxing.	Peace and quiet Regular time out the house. Learn a new skill.	Better equipment to help with mobility
WHAT	Identify potential options: What break option will best match the carer's needs and interests?	A weekend at a country house hotel? Spa break?	Art classes? Fishing permit?	Battery pack for manual wheelchair?

Please note we cannot fund breaks retrospectively so please consider the application process timescales when planning your break.

4. How much is available?

Eligible carers can apply for grants of **up to £250**.

Carers should also consider where there may be costs which would be incurred alongside a planned break or after a specific purchase is made. Carers should consider the affordability of such requests in the longer term.

5. Applying

Time4Me (SCS)	Time4Me (PKC)
Applications can be submitted at any time until 1st September 2019 , funds permitting.	Applications can be submitted at any time until 31st March 2019 , funds permitting.
The fund has strict time constraints and therefore must be spent and the breaks taken between September 2018 and September 2019 .	The fund has strict time constraints and therefore must be spent between January 2019 and 31st March 2019 .

Applications must be submitted using our official Application Form (either word document or [online](#)). You can request a hard copy by contacting Respite Development Officer Marthe Handling on 01738 567076 or emailing Marthe.Handling@pkavs.org.uk

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 to Time4Me Fund

Young Carers (18 years or below) are entitled to apply for a grant from the Time4Me Fund 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 (we can pay the Parent/Guardian directly in some circumstances). 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?

It is important to clearly explain in your application form how you foresee this short break/request will have a sustainable or lasting impact on the carer or even a positive impact on others including extended family and friends. 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 Funders at the end of the year.

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 and lasting impact to the carers' life. Tell us how much the request is and how much the carer is requesting. 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 will have to provide additional information 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 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 listed on page 1.

Applicants will be informed of decisions no later than 7 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 Confirmation letter and Fund Award Agreement that they must sign and return with their bank details, by the desired date. Funding cannot be released until you return this form signed and dated. Payments will be made directly into the carers' 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, booking travel tickets, etc. The choice is up to the carer.

*if the panel cannot meet on this day the meeting will be arranged for the next available day.

9. Feedback & Receipts

It is a requirement of receiving Time4Me funding that carers agree to complete a short break feedback form and return receipts at the end of the break evidencing how the grant was spent. Feedback on the positive impact and difference this fund has made is invaluable in helping us to improve our short break services to carers in Perth & Kinross.

We are required to provide feedback and evidence of spend to our funders in our end of grant reports and without this feedback we will not be able to accurately demonstrate the difference this funding has made to carers. This may affect our future ability to continue administering this funding and so it is really important that carers share their short break experiences after their breaks.

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 or can provide alternative suggestions available through other funders and in the community

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