

## **Creative Breaks – Time to Live Fund 2017/18 Guidance Notes for Applicants**

### **A. General information**

The Renfrewshire Carers Centre Creative Breaks Time to Live Grant Programme is funded through the Scottish Government's Short Breaks Fund. This funding is part of The Scottish Government's commitment to the development of short breaks for the benefit of carers and those they care for. The purpose of Creative Breaks is to improve the range, choice and availability of short breaks so that carers and the people they care for have a better quality of life and feel better supported in their caring relationship.

It is intended that the fund will make a difference to people who most need support. This may include carers who have a substantial caring role, carers who are less likely to access current support, or carers whose needs are not met by current models of service provision. The fund should complement and not replace the range of services which local authorities and health authorities already fund.

Renfrewshire Carers Centre has been awarded funding again by the Creative Breaks Grant Programme to fund flexible breaks for carers as part of the range of services and support we currently offer to carers in Renfrewshire.

A Creative Breaks Panel will meet once every 6-8 weeks to review applications. The panel is made up by a member of staff from the Renfrewshire Carers Centre, our Chairperson, and a representative from Renfrewshire Health and Social Care Partnership.

**Applications for up to a maximum of £250 will be considered. In some cases an additional £50-£100 could be awarded via a top up fund from Renfrewshire Health and Social Care Partnership.**

**Applicants will be required to sign an Agreement that proof of purchases MUST BE submitted for the award.**

**If receipts are not provided Renfrewshire Carers Centre shall ask for the monies to be refunded.**

### **B. Type of Break**

Creative Breaks funding is intended to be flexible and provide carers with a break from day-to-day routines, a chance to try new things and participate in social activities, and time to rest and recharge their batteries.

Breaks might include, for example, short holidays, swimming lessons, cinema passes, pampering sessions, gym membership, or could be used for alternative care for the activities for the person being cared for to give the carer's time to themselves. It can also be used to fund joint breaks and activities for the carer and the person they care for.

The fund aims not to set restrictions on the nature or length of the break and welcomes creativity and original ideas. It is **not**, however, intended to fund services which local authorities and health authorities already fund. Other examples of items Creative Breaks **cannot** fund include household bills or repairs, carpets, furniture and gifts.

### **C. Desired outcomes**

A Short Break should help to achieve at least one or more of the following outcomes:

- The carer and the person receiving care will benefit from improved physical and/or emotional wellbeing.
- The carer will feel better able to cope with and continue their caring role.

- The carer will be better able to balance the caring role with a life outside of caring.
- The carer will be more confident dealing with the impact of the caring role on their relationships.

#### D. Who can apply?

Due to limited funds, applicants must meet the following **eligibility criteria**. Where demand is high, the panel may also take into consideration some **priority areas** for grant awards (see below).

#### E. Eligibility criteria

Applications must meet the following criteria;

- Applicants must be young or adult carers **who are caring for another adult (aged 21 and over)**. A carer provides unpaid care to a family member, partner, relative or friend who needs help to manage a long term condition, disability, physical or mental ill health or addiction.
- The carer lives in Renfrewshire
- Carers will usually be providing **20 or more hours** of practical or other support in an average week.
- The carer and/or the person receiving care are able, possibly with support, to make necessary arrangements for the break.
- Applications from carers who received financial support from the Creative Breaks Fund in a previous round of funding cannot be considered **unless** the carer can demonstrate that they would otherwise find it difficult, or impossible, to take a break due to their financial circumstances **AND** the application meets one or more additional **priority areas** listed below.
- **Only one application per carer will be considered in each round of funding**, and no more than **2 Creative Breaks awards in total** will be made per carer (Carer Support Workers at Renfrewshire Carers Centre will be happy to discuss alternative routes to accessing short breaks for carers and those they care for).
- The carer has not had a break for 2 years or more

Applications should also demonstrate that one or more of the following criteria are met;

- The health and wellbeing of the carer or the person receiving care is under strain and is likely to be improved by a short break.
- The balance of caring and a life outside caring is seriously compromised and a short break will provide an opportunity to re-dress the balance.
- The carer is finding it difficult to cope and to continue in their caring role.
- The relationship between the carer and the person receiving the care or the wider family is under strain, the relationships are likely to benefit and improve as a result of a short break.

#### F. Priority areas

Due to demand, in addition to assessing applications against the above criteria, the Panel **may** prioritise applications where:

- The carer supports someone who has been in hospital within the last 12 months.

- Little or no immediate support is available from another source.
- The break will be used to address the carer's specific health issues i.e. to attend appointments or to recuperate.
- The carer finds it difficult to cope and may be unable to continue in their caring role without intervention.
- The carer can demonstrate that they would otherwise find it difficult, or impossible, to take a break due to financial circumstances.

## **G. Completing the form**

The following sections relate to the questions on the application form:

### **Section 1: Information about the caring situation**

Please ensure that you provide accurate contact details and that they will continue to be so far at least 2 months. Please remember to notify the Carers Centre if there are any changes to your contact details. Where possible, please give your mobile phone number and an email address.

### **Section 2: Information about the caring situation**

All parts of this question should be completed. Please provide any additional information which may be beneficial to the panel on a separate sheet and submit it in with the form.

Please note that this section does not ask for a diagnosis – carers supporting someone without a diagnosis are welcome to apply. The panel is primarily interested in how the person receiving care is affected by the condition.

### **Section 3: Help with caring**

The panel is keen to learn what support, if any, carers currently receive. Please provide as much detail as possible about types and sources of support.

### **Section 4: Type of break**

Please provide as much detail as possible about how you wish to spend the award. As we want to be flexible and respond to carers needs, we did not set restrictions on the nature or length of the break. If the funding is for a break away, please provide as much detail as possible about the timing and length of the break.

The Creative Breaks award must be used for the purpose it was requested unless approval has been obtained from a member of the panel.

## **Creative Break Outcomes**

**The second part of the application form is regarding Outcomes and the following guidelines should be considered when completing the application. Applicants should understand that this information is collated for funders and assists Renfrewshire Carers Centre to apply for future funding.**

### **1. Break Outcomes**

This section is about the difference that the break will make. The panel is primarily interested in the benefits to the carer but is also keen to hear about benefits to the cared for person or to the wider family.

There are **five** key benefits listed that could occur as a result of the break. Please indicate which, if any, apply and tell us how you think the break will help achieve these benefits.

The five suggested outcomes are not the only ones possible, so please tell us about any other benefits that you foresee occurring as a result of the break.

### **2. Cost of Break**

Please give details of the estimated overall cost of the break, the amount you are requesting from the Creative Breaks Fund, and details of how any shortfall will be made up or any other funding applications you have submitted in respect of the break.

### **3. Previous Breaks**

Carers who have received a previous Creative Breaks award should only re-apply if they would otherwise find it difficult, or impossible, to take a break due to financial circumstances and if the application is covered by one or more additional priority areas listed above. The Panel may request further information if required. Carers can only receive one Creative Breaks award in each round of funding, and a maximum of 2 Creative Breaks awards in total.

### **4 Referee**

Applicants should provide the name and contact details of one referee, preferably someone who knows the carer and the person receiving care in a professional capacity, for example, a GP, District Nurse, Occupational Therapist, Social Worker, Community Psychiatric Nurse, etc. However, we also accept family members, neighbours or friend as a referee. **This question must be completed for applications to be considered.**

The role of the referee is to confirm the caring role and that a break would be of benefit to the carer and the person receiving care, or at the very least will not be detrimental to the person receiving care.

The panel may not take up references in all cases but reserves the right to do so.

### **5 Supporter**

If a supporter (formal or informal) is helping the carer to complete the application, the supporter may add any additional comments in support of the application if they are familiar with the carer's circumstances. The panel requires that the supporter, whether a professional or friend signs the form. **This question must be completed for applications to be considered.**

### **6 Carer Signature**

All applications must be signed by the carer. In signing the form, the carer is consenting to the sharing of personal information with the panel.

In addition, by signing the form, both the carer and the supporter are signing to confirm that the information they have provided is accurate and true at the time of signing.

A separate Creative Breaks Funding Agreement must also be signed by each applicant.

## **Creative Break Funding Agreement**

Please note that the panel will not fund breaks provided by a person getting paid cash in and – whoever provides the break or gets paid for their service must be registered for tax purposes.

The panel strongly recommends that providers have public liability insurance, and if providing support to the cared for person, are in the position to provide disclosure information and are registered with the Social Care and Social Work Improvement Scotland (SCSWIS).

The panel, however, will consider funding transport costs or accommodation and house keeping costs.

Bank details need not be given at the time of application; however the applicant will need to supply these in order for the payment to be made, if successful.

## **Application process**

All applications must be submitted in writing, using this Application Form, in paper form or electronically. A hard copy must be provided with original signatures.

Applications to be addressed to: Tracy Wallace, Office Manager, Creative Breaks Fund, Renfrewshire Carers Centre, Unit 55 Embroidery Mill, Abbeymill Business Centre, Paisley PA1 1TJ .

Deadline dates for each round of applications are available from our website [www.renfrewshirecarers.org.uk](http://www.renfrewshirecarers.org.uk).

The panel will meet once every 6-8 weeks to consider all applications and applicants shall be informed of the panel's decision within 10 business days of the panel meeting. Successful Grants will be awarded via Internet Banking to the nominated bank account provided. Cash cannot be given.