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## Guidance Notes

November 2011

- **Introduction**

This funding is for carers living and caring for someone in Fife – it should benefit the carer and the person receiving care.

All applications must be submitted using the appropriate form, either via email or post. Applications can be sent to Carolyne Cerchiari at CVS Fife –

<mailto:carolyne.cerchiari@cvsfife.org>

or CVS Fife, 23-27 Randolph Street, Buckhaven, Fife KY8 1AT

Applications can be submitted from 1 November 2011 until 30 September 2012. All applications will be assessed by a panel made up of members of staff from CVS Fife, Fife Carers Centre, Crossroads Dunfermline and Crossroads Fife Central. The panel will meet monthly and applicants will be informed of the outcome of the relevant panel meeting no later than seven days after the meeting. The panel meetings will generally take place during the last week of the month; applications received less than seven days prior to the panel meeting may be carried over to the following month.

- **Eligibility Criteria**

All applicants to the Time to Live Fund must be carers. A carer provides unpaid care to a family member, partner, relative or friend of any age who could not manage their life without that care - this could be because of age, physical or mental illness, addiction or disability. The following eligibility criteria should also be met by anyone wishing to make an application:

- The carer should live and care in Fife
- Carers who apply will usually be providing 20 or more hours of practical or other support in an average week
- 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 relationship between the carer and the person receiving care or the wider family is under strain, and relationships are likely to be improved by a short break
- The carer (and/or the person receiving care) is able, possibly with support, to make the necessary arrangements for the break

- **Aims & Priorities**

Time to Live Funding has the following aims:

- Carers and those they care for will have improved physical and emotional wellbeing
- Carers will have more opportunity to live a life outside of caring
- Carers will be better able to keep going with their caring roles
- Carers with little support will have more opportunity to access breaks

The funding can help with a range of costs associated with short breaks, including transport, accommodation, leisure activities and supported holidays. Applications can be for any amount, relevant to your application request, up to £700. Payment will be via cheque – please let us know on the application form if this will cause you any difficulties.

Depending on demand, the panel may prioritise applications which feature the following elements:

- The focus of the short break is to address a health issue of the carer
- There is little or no immediate support for the carer and the person they are caring for
- The carer is finding it difficult to cope and the caring role is under threat

Please complete the application as fully as you can to give the panel the opportunity to properly assess your application. The panel will accept applications where the carer has had some help to fill in the form from someone in a supportive role.

- **Notes on the Application Form**

**Question 1:** The application form asks for information on date of birth and ethnicity to help us to track trends with regard to what groups of people are making applications. We will not share your individual personal information with anyone without your permission.

**Question 2:** This purpose of this question is to give the panel an overview of your situation.

**Question 3:** Please tell us why you are looking for a break. Keep in mind the aims of the Short Breaks funding, and try to write your answer in a way that shows the links between your reasons for applying for Short Breaks funding and these aims. In this section, we also want to know what you think the benefits of the break will be, for you and the person you care for.

**Question 4:** This question is designed to give the panel some background information on what support (if any) you receive at the moment in relation to your caring role.

**Question 5:** Please tell us about the type of break you would like to organise. If you are not sure, remember that Shared Care Scotland has a directory on its website ([www.sharedcarescotland.org.uk](http://www.sharedcarescotland.org.uk)) providing information on a wide range of Short break services. If you have not planned a break before, Fife Carers Centre can provide advice and signposting ([www.fifecarerscentre.org.uk](http://www.fifecarerscentre.org.uk) or 01592 642999).

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

The panel recommends that providers have public liability insurance, and if providing support to the cared for person, are in the position to provide disclosure information.

**Question 6:** It is important to plan ahead to make sure the Short Break is a success. In this question, we are asking you to demonstrate that you have thought about any issues which may arise and have plans in place to deal with those issues.

**Question 7:** Please provide us with details of someone who can confirm your identity and role as a carer. This can be someone you know in a professional capacity (GP, District Nurse, Care Assistant, Social Worker etc) or a neighbour/friend.

**Question 8:** Remember to sign and date the form. If someone has helped you to complete the form, please ask that person to sign and date the form too.

- **Terms & Conditions**

Short breaks are funded from public funds. CVS Fife is responsible for ensuring that the funding in Fife is used responsibly against the purposes outlined in Section C. The following Terms & Conditions apply to all applicants:

- Only one award per carer across the twelve month period of the fund
- All information provided on the application form must be accurate at the time of signing
- The panel reserves the right to ask for additional information as part of the assessment process if required
- Carers agree to take part in evaluation if they are successful with an application
- Carers directly purchasing their own break must provide proof of purchase, e.g. receipts or invoices

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