

## Guidance Notes – Last Updated January 2021

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## Welcome

During the Coronavirus Pandemic, Carers Link East Dunbartonshire has been fortunate in being able to provide a range of grants for local carers:

- Our biggest fund “**Time to Live**” is a funding programme of the Short Breaks Fund, operated by Shared Care Scotland on behalf of the Scottish Government. (See below).
- The **Oak Tree Trust** (private donation) provides grants for young carers and young adult carers. These grants tend to be practical supports such as access to counselling, school uniforms, school/university books or supplies.
- The **Community Wellbeing Fund (Rounds 1 and 4)**, a Covid initiative by the Scottish Government in partnership with SCVO (Scottish Council for Voluntary Organisations) provided financial help to charities supporting at-risk people who may be worst affected by the crisis.
- **Foundation Scotland** through the **Community Response, Recovery and Resilience Fund** enables us to provide grants to purchase IT equipment for older carers
- We are also able to provide actual iPads and/or Chromebooks through **Connecting Scotland**, a partnership between the Scottish Government, local councils and SCVO. These are available to older carers, young carers/young adult carers and parent carers.
- **Carers Link** own Covid Response initiative funded through donations and reserves.

Please note that most of these funds are specific responses to the Coronavirus Pandemic and as such may be time limited either in terms of the pandemic or remaining funds available.

## Eligibility

Please note that all funds have their own criteria which we are required to meet as a condition of funding.

For **ALL** funds:

- You need to be a carer living in East Dunbartonshire or caring for someone who lives in East Dunbartonshire.
- Previous recipients can reapply but if the fund is oversubscribed, priority will be given to first time applicants.

Some funds have additional **age criteria**:

- The Oak Tree Trust is available to young carers and young adult carers i.e. a child or young person aged 8-25 years of age.

- Foundation Scotland is open to older carers i.e. over 65 years of age (although discretionary exceptions to age 50+)
- For the Time to Live Short Break Grants, this is open to young carers, adult carers and parent carers of any age but ONLY between January – March 2021. As of April 2021, the criteria changes to:
  - Adult carers over the age of 21 caring for another adult or older person also over the age of 21 (with no upper limit)
  - OR**
  - Young carers under the age of 18 in which case it does not matter the age of the person you care for e.g. a sibling, parent, grandparent.

Unfortunately, ongoing funding criteria for the Time to Live Short Break Grants states adults caring for a child under 21 are not eligible. Instead they should apply for a grant via <http://takeabreakscotland.org.uk/> If you think you may not be eligible for the Time to Live grant, please speak to one of the support staff for further advice on accessing a break.

### How much can I apply for?

You can apply for a grant of as little as £50 or up to £200. **All possible grants have a normal upper limit of £200** however in extreme circumstances, a higher amount may be considered.

### Time to Live - Short Breaks for Strange Times

The information in this section specifically relates to the Time to Live Grants via the Short Breaks Fund.



Whilst most of our grants are for emergencies or practicalities, the **Time to Live** grants are for fun, for relaxation - something that will give you a break.

Since March 2020, short breaks services have not been running as normal, if at all. Statutory provision is limited, hotels, restaurants, theatres, parks etc. have had restrictions or are even closed. Sadly, even with vaccines, it is likely that there will continue to be disruption to services or restrictions well into 2021.

However, all over the world organisations have been looking at how they can deliver things differently and there are some fantastic, creative examples of how this is happening:

<https://www.sharedcarescotland.org.uk/resources/short-breaks-for-strange-times/>

You can apply for a grant of as little as £50 or up to £200 to pay for a short break or activity of your own choosing. This means that the breaks are very individual and personalised to each unique situation. You decide what you want to do! The Time to Live Grant also has a **normal upper limit of £200** however in extreme circumstances, may consider a slightly higher amount.

Ideas from previous applicants have included traditional holiday stays in hotels, spas or caravans. Other ideas have been for something that you can enjoy at home. Popular ideas during the lockdown ranged from Netflix/Disney Channel subscriptions, bikes, trampolines, garden furniture, garden sheds (converted to a relaxing place to sit), musical instruments, classes/lessons... these are of course just examples.

**If you are considering a traditional break or holiday, please bear in mind the information below.**

**Carers Link East Dunbartonshire is a Scottish Charity, SC034447  
and is registered in Scotland as a Company Limited by Guarantee Number 270702**

Please note that – at time of writing - East Dunbartonshire is a Level 4 area and there are also Stay at Home Regulations in force:

<https://www.gov.scot/publications/coronavirus-covid-19-stay-at-home-guidance/>

As such, all holiday accommodation is closed to tourism and travel severely restricted:

<https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-travel-and-transport/>

You are still able to apply for a grant for a ‘traditional’ holiday or short break, however if this is out with the Local Authority, the grant will not be paid out until this changes. Instead the funds will be earmarked for a later date. Grants awarded before end of March 2021 must be spent by then, however later Time to Live funds should be used by October 2021. If there is a risk that you will still not be able to use the fund awarded, we will discuss how you can use the award for something else.

Whilst restrictions on travel, the hospitality and tourism industries may hopefully ease over the future year, these may be reintroduced at any time. We advise you to arrange your break with caution. If you are arranging a break away from home please consider this carefully and do so in accordance with national guidelines <https://www.gov.scot/coronavirus-covid-19/> which are changing regularly.

We advise you to check any payment, cancellation and insurance terms with the provider and decide if these are acceptable to you before booking. If your arranged break is cancelled, please note that Carers Link will not be able to cover any financial losses you incur if your travel plans are disrupted. We will however be happy to discuss options with you such as alternative breaks that you can take with your funding.

If you are looking to book a break abroad, please be aware that current advice is currently against all but essential international travel although there are some exemptions, however as we saw over the summer these can change at short notice. All European countries have been affected by the pandemic and local restrictions may still apply including the potential to self-isolate on arrival. You *may* also be required to self-isolate for 14 days on return to Scotland. You can get up-to-date advice and more information on particular countries on:

<https://www.gov.uk/foreign-travel-advice>

or

<https://www.gov.scot/publications/coronavirus-covid-19-public-health-checks-at-borders/>

Even if you are looking to book a break at home, you should be aware that even when hospitality re-opened, there was a big difference in what to expect – and again it may be subject to further local restrictions in case of outbreak. Leisure facilities such as pools/spas may not yet be open and not all hotels/caravan parks etc. will be able to provide ‘normal’ restaurant facilities. You should always check these aspects before booking. Be aware also that visitor attractions or sites may also not be fully open. You can get more advice and information of what to expect from:

<https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-consumers/>

## How do I apply?

You need to fill in an application form available on the Carers Link website – see the red tab on:

<https://carerslink.org.uk/support/>

If you would like support to fill in the application form or cannot access the internet, Carers Link staff can help.

**As all staff are working remotely, please do not post an application form to the office as there may be delay before it is collected.**

Ideally, your application should be submitted by the first Friday in the month to allow time for processing and reading. Later applications can be made and we will do our best to include them in the nearest possible meeting but we cannot guarantee this.

It is not necessary for you to decide which fund to apply for. All grant applications use the same form and members of the Carers Link Management Team will decide which is the most appropriate fund depending on matching to criteria.

### How will decisions be made?

For Time to Live applications:

- Your application will be passed to a panel (that is independent of Carers Link)
- The Panel will make decisions by consensus
- The Panel will make decisions based on the statements you make in the application. They will also be provided with a history of previous grants received through Carers Link.
- Please note that Carers Link are **not** involved in the decision making process for this fund

For all other funds:

- Your application will be considered by the Carers Link Management Team
- The Management Team will make decisions by consensus. Should they be unable to agree, they will seek further input from members of the independent panel above.
- The Management Team will make decisions based on the statements you make in the application. They will also be aware of any history of previous grants received through Carers Link.

### How will I know if I have been granted break funding?

We will telephone or e-mail the decision.

### How will I be paid the funding?

We will transfer the money into your bank or arrange the activity directly, for example, paying a supplier direct.

### If I am unsuccessful what can I do?

Unsuccessful applications may be carried over to the next Panel meeting if there were simply too many applications. The Panel may also ask for more information to help them make a decision at a later date. If you are unsuccessful, feedback will be provided and it may be that a member of the Support & Advocacy Team could help you better prepare your application and we would therefore encourage you to try again. If you were unsuccessful because you did not meet the criteria, then there is nothing that can be done.

### Is there anything else I need to do?

We also ask you to provide us with receipts and fill out a short feedback form once you have had the break.

### I need more information about this. Who do I contact?

You can email [enquiry@carerslink.org.uk](mailto:enquiry@carerslink.org.uk) or call 0800 975 2131