

## Guidance Notes – please read carefully before applying

### 1. Introduction

The purpose of the Scottish Government Short Breaks Fund is to improve the range and availability of short breaks for Scottish carers and the people they care for.

### **Carers can apply for up to £300 from the Creative Breaks Fund.**

Short breaks can make a huge difference to carers and the people they care for by providing the time to rest, to be themselves, to pursue a hobby, catch up with friends or just relax and recharge. For some people a short break is something they enjoy having together (the carer and the cared-for person) and for others it is about enjoying quality time apart.

This current funding cycle will run in Fife from **01 November 2019 until 30 September 2020**.

### 2. Eligibility Criteria

**If you have received funding within the last 24 months, you will be assessed at a low priority**

Applicants (carers) to the Creative Breaks Fund must:

- live and care in Fife
  - be carers of adults or older people (aged 21 or over) with care and support needs or
  - young carers, (caring for children or adults)

**An adult carer is defined as:** A person who provides for another person – but not: (i) if this is only because of that person's age (where they are under 18); or (ii) if you are caring because you have a contract or as voluntary work. A carer can be caring for someone for any number of hours and does not need to be providing a substantial amount of care for someone on a regular basis. Source: Carer's Charter, Scottish Government (March 2018)

**A young carer is defined as:** A 'young carer' is a carer (as defined above) who is: (i) under the age of 18; or (ii) 18 or over, but still attending school. Source: Carer's Charter, Scottish Government (March 2018)

### **NB this fund cannot support carers of children and young people under the age of 20**

The Scottish Government has funded a separate programme called Better Breaks for this purpose.

T: 01383 622462 W: <https://www.sharedcarescotland.org.uk/shortbreaksfund/betterbreaks/>

Anyone wishing to make an application to the Creative Breaks fund should also consider:

- Carers who apply will usually be providing 20+ hours/week of practical or other support
- 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 may 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.

### **3. Priority Areas**

Due to limited funds, the panel will need to prioritise applications. **Carers who fit one or more of the following categories will have a greater chance of success with their application:**

- Carers who live in remote and rural areas and those living in areas of deprivation;
- Carers from equalities groups;
- Carers who have been admitted to hospital or have needed sudden medical treatment over the past 12 months, or
- Carers who support someone who has had at least one hospital stay in the past 12 months.

### **4. What can be funded?**

The Creative Breaks Fund in Fife is designed to achieve the following outcomes:

- Carers will have more social and leisure opportunities;
- Carers will have improved mental health and wellbeing;
- Carers will have improved opportunities to spend quality time with their cared-for people.

Some examples of how carers have used short breaks funding in the past include:

- |                         |                          |                            |
|-------------------------|--------------------------|----------------------------|
| ❖ Caravan holidays      | ❖ Therapeutic treatments | ❖ Conference fees          |
| ❖ Overnight hotel stays | ❖ Driving lessons        | ❖ Additional respite hours |
| ❖ Gym or cinema passes  | ❖ Computing equipment    | ❖ Transport costs          |

If you're not sure what type of break would be best for you, please contact us so we can let you know about some of the help available around planning a short break.

Basically, you are the expert in your life & circumstances, tell us what a break would look & feel like to you.

**N.B. Applications for overseas travel will not be supported unless there are exceptional circumstances.**

### **5. Applying**

Applications must be submitted using our official Application Form and can be submitted at any time until 15 September 2020, funds permitting. Please contact us to make sure that there are funds available. Applications will be assessed by a panel made up of members of staff from Fife Voluntary Action, Fife Carers Centre, Fife Young Carers and Crossroads Fife Central.

The panel meets at least every 2 months and applicants will be informed of the outcome no later than 14 days after the meeting.

Applications received less than 7 days prior to the panel meeting will be carried over to the following meeting.

### **6. Terms and Conditions**

Short breaks are funded from public funds. We are responsible for ensuring that the funding in Fife is used responsibly to meet the outcomes. The following terms and conditions apply:

- Only one award per carer in any 24 month period of the fund;
- All information on the application form must be accurate and true when signed;
- We reserve the right to ask for additional information as part of the assessment process;
- Carers must take part in evaluation if they are successful with an application;
- Carers must provide proof of purchase, e.g. receipts or invoices.
- Carers must note that a referee is defined as someone in a professional role, who can confirm your caring role, and the need for a break. A member of your family or personal friends are not deemed acceptable.