



## Guidance Notes – Please read carefully before applying

### Introduction

The Time for Me fund is a discretionary fund of Fife Council. The fund is intended to support young carers to access breaks from their caring role. Fife Council allocates a sum to the fund annually which is administered by Fife Voluntary Action. Anonymised applications are submitted to a panel, drawn from a range of groups in Fife connected with supporting young carers, for deliberation twice a year. Grants are awarded on a priority basis until the fund is exhausted each year. The panel may offer all or only part of the grant applied for and may suggest alternative ways that the young carer could achieve the same or similar break outcomes.

### Young Carers can apply for up to £300 to support their short break activity

### Eligibility Criteria

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

Applicants to the Time for Me fund must:

- be a Young Carer (as defined Carers (Scotland) Act 2016)) and reside in Fife;
- be caring for someone who resides in Fife;
- have an appropriate professional support their application;
- have discussed a Young Carers Statement which includes a break from caring as a personal outcome;
- agree to share their application with their Named Person if that person is not the supporting professional.

### Priority Areas

The fund is discretionary and has limited resources available. The panel will therefore need to prioritise applications according to need. The following priority order will be strictly applied.

1. New applicants – young carers who have not benefitted from this scheme in the last 2 years
2. No other funding – young carers who have not benefitted from other grants available and supported by Fife Council and/or its partners in the last 2 years. This includes but is not limited to Creative Breaks Time to Live
3. Priority will be given to applicants who have a Young Carers Statement in place and specifically where a short break from caring is a specific outcome
4. Priority will be given to applicants whose application will also help them achieve their personal educational goals and attainment
5. Priority will be given to applicants who have not been awarded a Young Carers Grant from Scottish Government.

### Application process and timeline

- Applications must be made using the Time for Me funding application form
- There will be two funding rounds each year – *(these may be revised)* – see [www.fva.org/carers](http://www.fva.org/carers) for latest information. Timescales for applications, decisions and awards will be announced when an additional round is opened
  - Autumn term (aim to award approximately 75% of the total available)
    - Applications will be accepted for a four-week period at the start of the academic year (i.e. the autumn term) – typically between September to October
    - Decisions and awards will be advised in writing in advance of the October half term holiday
  - Spring term (the remaining 25%)
    - Applications will be accepted for a four-week period at the start of the year (i.e. the spring term) – typically between January and February
    - Decisions and awards will be advised in writing by the end of the financial year
- The application process will be the same in both instances

<p><b>Section 1:</b> <b>Your details (<i>the young carer</i>)</b></p>	<p>This simply asks for some basic information about you, the young carer. For example, your address and date of birth – you need to be a young carer (under 18 or still at school) and live in Fife.</p> <p>It also asks if you have a Young Carers Statement and whether you have received help to get a short break in the last two years. If you have received help in the last two year, you can still apply, but priority will be given to young carers who have not. However, you <b>must have discussed a Young Carers Statement or be willing to</b> in order to benefit from Time for Me funding.</p>
<p><b>Section 3:</b> <b>Information about the caring situation</b></p> <p><b>Section 4</b> <b>Your caring role</b></p>	<p>Section 3 and 4 asks some basic information about the person or people you care for and ask you to provide information about what you do to help them. It asks you to describe the tasks you do and how this caring role affects you.</p> <p>Section 4 asks what sort of support is already available to you as a young carer to help you manage your caring role.</p> <p>This information used to get a fuller picture of how caring affects you, so the panel can consider if there are other ways you can be supported.</p>
<p><b>Section 5:</b> <b>Reason for break</b></p>	<p>Section 5 is about the impact your caring role has on your day-to-day life. The panel specifically want to know in what ways your caring role affects:</p> <ul style="list-style-type: none"> <li>• Your mental health – for example, do you get angry, short tempered, worried, or tired because of your caring role?</li> <li>• Your free time – does your caring role mean you are not able to meet your friends and have time to do things for yourself more than others? Do you have time for others when you want to?</li> <li>• Your relationship – does your caring role affect how you feel about the person you care for? For example, do you feel like their parent or that you are the one making important decisions for them, before yourself?</li> <li>• Does your caring role mean you are late for school, or behind in your learning, coursework, homework, studies or achievements?</li> </ul> <p>Each of these are important reasons why you might want to have more time to do something for yourself – Time for Me!</p>
<p><b>Section 6 - About the short break for the carer</b></p>	<p>In this section the panel ask you to tell us about the sort of break you want to have? There are a few rules which apply to this section and how you can use the funding. For example, it cannot be used for general day to day living expenses or shop/gift vouchers.</p> <p>We want you to enjoy your short break and better still, the panel want you to be able to enjoy it more than once and regularly if possible.</p> <p>This section will also help the panel to decide if there are other ways the panel can help you to get your short break, using different resources the panel might have available or have knowledge of.</p>
<p><b>Section 7:</b> <b>Break Outcomes</b></p>	<p>This section is linked to section 4. Here the panel want to know what you think will be different if you are successful in getting support from the Time for Me fund.</p>
<p><b>Section 8:</b> <b>Ensuring the break is a success</b></p>	<p>These questions are designed to encourage you to be realistic and plan to give the best possible opportunity for your break to be a success. For example, if you apply for driving lessons, will you be able to use or afford a car after your break?</p> <p>We are keen that you think carefully about how you can make sure your break helps you for longer than just a one off, something you can do many times to help you have a regular break from your caring role.</p>

<p><b>Section 9: Signatures</b></p>	<p>This section asked you to confirm that you understand the application you are making and asks your supporter to confirm they support your application too.</p> <p>It asks for the details of the professional (teacher, social worker etc) who is supporting your application (<b>the Supporter</b>)</p> <p><b>NB</b> your application must be supported by someone who is <u>not</u> a member of your family or household.</p> <p>It is OK to ask for help to complete the application – that is what your supporter is there to do.</p>
<p><b>Section 10: Application process</b></p>	<p>The panel does not take this section into account when assessing your application and making their decision. It is there to help us understand how well the fund is known so the panel can improve how the panel make young carers aware of the help that is available in the future.</p>

## Terms and Conditions

Time for Me grants are funded from local authority public funds. Fife Voluntary Action 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.

### Examples of what can be funded?

The Time for Me fund in Fife is designed to achieve the following outcomes:

- Young Carers will have more social and leisure opportunities;
- Young Carers will have improved mental health and wellbeing;
- Young 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:

- |                                |                          |                                   |
|--------------------------------|--------------------------|-----------------------------------|
| ✓ Bike repairs and cycling kit | ✓ Computing equipment    | ✓ Driving lessons                 |
| ✓ Gym or cinema passes         | ✓ Therapeutic treatments | ✓ Musical instruments and lessons |
| ✓ Art kit and lessons          | ✓ Transport costs        | ✓ Caravan holidays                |

**N.B. Applications for overseas travel are not supported unless there are truly exceptional.**

**A young carer is defined as:** A 'young carer' is a carer 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)

If you need any further help or you're not sure what type of break would be best for you, please contact us on 0800 389 6046 or e-mail [timeforme@fva.org](mailto:timeforme@fva.org)

Remember, Time for Me is about having a break from your caring role – what interests you most? What will give you a break? What will make your life better and more fun? Basically, you are the expert in your life and circumstances. You tell us what a break would look and feel like to you.