

Time to Live Application Form

Please answer the questions as fully as you can to enable the panel to make its assessment. If you do not complete the application in full, your application cannot be considered.

Carers can apply for up to £500 from the Time to Live Fund

However, we expect most applications to be between £300 and £400

Guidance is available on our website: www.fva.org/carers

For help call 0800 389 6046 or e-mail: timetolive@fva.org

We care about protecting your personal information, and we want you to know how we process it. We'll only use it for considering your application and, if successful, for making sure that you can properly access the fund. For more information about what that looks like, please read our [\[Privacy Statement\]](#).

Section 1A – Adult Carer's Details	
Please only complete this section if you are an adult carer, young adult carer, or parent carer.	
Type of Carer:	Adult Carer ☐ over 18 Young Adult Carer ☐ Age 19–25 Parent Carer ☐ of a child/children with a disability
Name:	
Address:	
Postcode:	
Do you live in a rural or remote location? <i>Remote locations are communities where access to services is limited due to travel distance (30 minutes or more) and transport links. Applicants living in remote areas may face additional costs and barriers in accessing support, health services and community activities.</i>	Yes ☐ No ☐
Telephone number:	
E-mail address:	
Date of birth:	
Ethnicity:	White ☐ Mixed or multiple ethnic group ☐

	Gypsy Traveller ☐ Prefer not to say ☐
Have you been offered an Adult Carer Support Plan? <i>An Adult Carer Support Plan is completed with a worker to help carers understand the support available to them, discuss their needs, and plan for the future. It helps carers identify goals and the support they need to continue in their caring role.</i>	Yes ☐ No ☐
Have you received Time to Live funding in the past year?	Yes ☐ No ☐

Section 1B – Young Carer’s Details	
Please only complete this section if you are a young carer aged 18 or under and still in education.	
Type of Carer:	Young Carer ☐ 18 and under and still in education
Name:	
Address:	
Postcode:	
Do you live in a rural or remote location? <i>Remote locations are communities where access to services is limited due to travel distance (30 minutes or more) and transport links. Applicants living in remote areas may face additional costs and barriers in accessing support, health services and community activities.</i>	Yes ☐ No ☐
Telephone number:	
E-mail address:	
Date of birth:	
Ethnicity:	White ☐ Mixed or multiple ethnic group ☐ Gypsy Traveller ☐ Prefer not to say ☐
Name of your school:	
Have you been offered a Young Carer Statement? <i>A Young Carer Statement is completed with a worker to help young carers identify their needs, explore available support, and discuss how their caring role affects their wellbeing, education, and daily life. It helps them set goals and plan for the future.</i>	Yes ☐ No ☐
Have you received Time to Live funding in the past year?	Yes ☐ No ☐

Section 3 – Information about the caring situation

Notes: All Time to Live fund applicants must be unpaid carers of a child, adult, or older person with care and support needs. This section asks about the needs of the person you care for, the support you provide, and how caring affects you. Please answer as fully as possible. See the Guidance Notes for more information.

An unpaid carer is someone who provides care for another person. This does not include care given only because the person is under 18, or care provided under 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.

You are still classed as an unpaid carer even if you receive Carer's Allowance, because the allowance is a benefit, not a salary.

3.1 Please tell us the year/s of birth of the person/s you care for:	
3.2 What is your relationship to the person you care for (e.g father, daughter, friend):	
3.3 Please tell us about the health condition or disability of the person you care for. How does it affect their everyday life, and what support do they need from you?	
3.4 How does caring affect your own life and wellbeing? (e.g. mental wellbeing is under strain, no free time for social and/or leisure, relationships are strained)	
3.5 Does anyone help you at home to look after the cared for person alongside you ie family/ friends if so who are they?	

Section 4 – Help with the caring task

Notes: This section helps us understand what support you already have, and whether you are able to get regular breaks from caring. Please answer as fully as you can.

4.1 What help or support do you currently receive with your caring role? <i>This could include help with personal care, household tasks, transport, appointments, medication, meals, or supervision.</i>	
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4.2 Do you currently receive any support or services that give you a break from caring? <i>For example, paid care, home care, respite care, day services, or support from another organisation. Please tell us who provides this support and how often you receive it.</i>	
4.3 Do family, friends, neighbours, or anyone else help you or give you a break from caring? <i>If yes, please tell us who helps, what they do, and how often they help.</i>	

Section 5 – About the short break for the carer

Note: Please give us as much information as you can about the planned break and how you would like to use the funding you have applied for.

Time to Live funds are not just for trips away from home – see the Guidance Notes for examples of what carers have used the funding for in the past.

The main priority is that carers can access the type of break which is most beneficial for them and we wish to be flexible. If you are not clear at this stage what break would be best, please contact us before going any further.

N.B. Applications for overseas travel will not be supported

5.1 Describe what you would like to do, when, and who will take part. Will your grant cover activities with the cared-for person or will you take part in solo activities or be accompanied by someone else? <i>The grant can be used for several things including time to rest, to pursue a hobby, catch up with friends or just relax and recharge. For some people a short break is something you enjoy having together (the carer and the cared-for person) and for others</i>	
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<i>it is about enjoying quality time apart.</i>	
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Section 6 – Cost of the break

Please enclose with the application, a quotation which shows the likely costs of your break e.g. a quote from a travel agent/internet service; price list for alternative therapies; note of fees for support service; quotes for equipment etc.

Your application will not be considered if any deposit or payment towards your proposed break has been made before you have been contacted regarding the outcome of your application.

Please note overseas travel will not be supported.

6.1 What is the estimated cost of the break?	£
6.2 Please provide a breakdown of the cost of the break? e.g a quotation or screenshot. Please note without a quote we cannot process your application.	
6.3 How much funding are you looking for?	£
6.4 If you are not applying for the full cost of the break, how will you make up the shortfall?	

Section 7 – Break Outcomes

Note: These questions are about the difference the break will make. We have listed the three main areas we would like to focus on, but we have added an additional box so you can tell us about any other

benefits you think a break might bring. Your break does not have to meet all of the outcomes; choose the outcome or outcomes which are most relevant to you.	
7.1 What difference will the break make to your wellbeing and everyday life? <i>Please tell us about any benefits you expect, such as</i> • <i>reduced stress or anxiety, improved mental health,</i> • <i>more time for social or leisure activities, or better</i> • <i>relationships with the person you care for and other.</i>	
7.2 If applicable, what difference will the break make to your schoolwork/homework and general education	

Section 8 – Ensuring the break is a success Note: We understand that carers' circumstances can change very quickly. This question is designed to encourage you to be realistic and plan ahead to give the best possible opportunity for your break to be a success.	
What practical arrangements must be in place to ensure that the break is successful for you and the person receiving care? Are there any problems that might get in the way?	

Section 9 – Referee Please provide the name and contact details of a professional, who can confirm your caring role. (e.g. Social Worker/Nurse/Support Worker/Teacher) **It is important that you speak to your referee and confirm that they are happy to act as your referee as this can delay your application** Please note the referee needs to be a professional who can verify your caring role. Neighbours/Friends will not be accepted.	
Name:	

Organisation and Job Title:	
E-mail address:	
Telephone number:	
How does the referee know you?	
Is the referee aware of your application to this fund?	

Section 10 – Signatures

- ☐ I confirm that all information provided on this form is accurate and true.
- ☐ I understand that the panel may seek additional information in support of this application.
- ☐ I am aware that I can only receive one funding award in a twelve-month period.
- ☐ I agree to complete the brief evaluation exercise (either a form or a telephone call)
- ☐ If I am successful I will submit proof of purchase/receipts about my break.

Note: application to this fund allows you to also be considered for our [Respitivity](#) offer for unpaid carers.

Carer's signature:		Date:	
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Section 11 – Application Process

We are committed to reviewing and improving our application process. Your feedback helps us understand how straightforward the process is and how useful the guidance notes are. Please answer the questions below. Your responses will not be shared with the panel and will not affect the outcome of your application.

11.1 Where did you find out about Time to Live Funding? (<i>Carers Centre, FVA Website, Newspaper, Leaflet etc.</i>)	
11.2 Was there anything in the application form that was unclear or difficult to answer?	
11.3 Were the guidance notes clear and easy to understand?	
11.4 Did you need any support to complete this application form? <i>If yes, please tell us what support you needed and who supported you, for example a family member, friend, support worker, carer organisation, school or other professional.</i>	
11.5 Is there anything we could do to make the application process easier?	

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Completed applications forms should be sent to:

By e-mail: timetolive@fva.org

By post: Time to Live, Fife Voluntary Action, Caledonia House, Pentland Park, Saltire Centre, Glenrothes, KY6 2AL.

Applications can be submitted at any time.

The panel meets every eight weeks, and applicants will be advised of the outcome as soon as possible following each meeting. Please refer to the guidance notes for deadlines throughout the year.

All applications are assessed against the scheme criteria and available funding. As demand for this fund has increased significantly, priority will be given to applicants with the greatest need.