



Carers Small Grants Scheme Guidance Summary

This summary should be read in conjunction with the full Small Grants Guidance Notes.

The four grant fund categories are:

- Carers Essentials – maximum award £300
- Carers Time Out – maximum award £500
- Carers Access – maximum award £500
- Carers Skills – maximum award £500

Amounts awarded for some items will be capped at a reasonable amount for the item requested. The panel have discretion to fully award, partially award or decline to award. The below table give an indication of the amounts Panel are likely to award for household items. This list is not exhaustive and items will be scrutinised by Panel Members and a reasonable amount determined for an award.

If the Carer makes a case for a particular item and clearly demonstrates a need for a particular specification, then the Panel have the discretion to override the maximum limit below up to the maximum grant allowable.

| Item | Maximum | Item | Maximum |
|------------------------------|---------|-------------------------------|-------------|
| Microwave | £85 | Bed frame (depending on size) | £100 - £300 |
| Combination microwave | £200 | Mattress (depending on size) | £150 - £300 |
| Air fryer | £150 | Bed frame and mattress | £300 |
| Washing machine | £300 | Heated ailer | £125 |
| Washer Dryer | £300 | Heated blanket (per blanket) | £65 |
| Tumble dryer | £250 | Fridge freezer | £300 |
| Corded vacuum | £125 | Freezer | £200 |
| Cordless vacuum | £150 | Fridge | £200 |
| Laptop | £275 | Tablet / iPad | £150 |
| Chromebook | £250 | Cloudbook | £200 |
| Garden sofa seating 4+ seats | £350 | BBQ - Charcoal | £125 |
| Garden patio set 4+ seats | £250 | BBQ - Gas | £275 |
| Garden egg chair | £200 | Garden swing seat | £150 |
| Garden bistro set | £150 | Garden gravity chairs (each) | £45 |
| Printer (laser) | £150 | Printer (inkjet) | £60 |

Grants are discretionary and Grant funding is limited. Each application will be assessed on an individual basis by a Panel. Submitting false, inaccurate or misleading information on an application form to obtain grant funds is unlawful.

We cannot fund requests retrospectively where an item has already been purchased and/or a deposit has been paid. No reimbursement of payments already made by the Carer can be made by the Small Grants. If the Carer purchases the item or service they have applied for a grant to fund, they will void their grant award.

Unsigned or incomplete applications will not be processed for panel. All information relevant to your application should be included in the application form. We are unable to accept additional information.

Full and complete contact information must be provided. The applicant should answer all questions as fully as possible. Failure to provide enough information for panel to fully understand the caring role and situation is likely to result in an unsuccessful application. Applications that do not provide full information regarding the item/service being applied for are likely to be rejected or unsuccessful.



All individuals referenced in the application form (age 16 years and over) must provide a signature in section 7 (Carer's Declaration). Electronic/typed signatures can be provided as part of the online application form. If the MS Word version of the form is used all signatures must be handwritten. Missing signatures will result in a rejected application due to GDPR regulations.

A supporting statement or verification of your status as an unpaid Carer must be provided by an independent professional. If a supporting statement is being provided the individual making the statement should complete the application and provide all contact information for us to process the application.

There is often a wait list in operation for Small Grants, therefore we recommend checking dates if applying for a holiday. At the end of the online application form you will be advised of the current wait time. Small Grants are not emergency grants, therefore, urgent requests are not able to be met.

If your application is successful, the grant award is valid for a maximum of 6 months from the date you are notified. If after this period the grant award has not been spent it will become void and the funds will be returned to 'Small Grants funding pot' and reused. At the end of the financial year there may be a requirement for grant funds awarded to be spent earlier than the six-month period to ensure the funding is available. A Small Grant Officer will advise if this is the case.

A maximum of £1,000 during a 12-month period can be awarded via the Small Grants Scheme to any household or between all the Carers caring for the same person regardless of where they live.

If applications are successful, the same grant fund can only be applied for again after a 12-month period (from the date of the award).

Grant awards will be made via egift voucher deliverable by email wherever possible. Egift vouchers must be available to purchase online (in GBP £) and be deliverable by email. All 'Time out' grant awards are made by egift voucher.

Receipts for purchases made using the egift voucher provided as the grant award are required for **every** grant awarded via gift voucher. Receipts should clearly show the supplier, the date of purchase, the item purchased, the amount paid and the method of payment. Feedback is required for **all** grants awarded.

Failure to provide a receipt (where applicable) and feedback for Small Grants received, is likely to result in future applications being significantly delayed, whilst the required information is outstanding, or declined.

We cannot provide grants for the following:

- Applications for general support/living costs **will not** be considered.
- Items/respite breaks which should be provided via statutory provision.
- Statutory services should always be approached prior to applying to us if applicable (e.g. social services should be approached regarding funding for respite care).
- Home adaptations.
- Home fixtures, including integrated/ built in / built under kitchen appliances or bathroom fixtures
- Items that require professional installation by a qualified installer. E.g. Cooker
- The purchase or maintenance of vehicles.
- Funding towards general living costs e.g. food, bills, rent and debt repayment.
- Funding for on-going payments spread over a period of time. E.g. Direct Debits
- Mobile phones.
- Laptops will only be available via the skills and Essentials categories.
- IT equipment for the completion of statutory school work.
- Insurance and maintenance.
- Requests where the item has already been purchased / booked / confirmed and/or a deposit has been paid.