Carers Project Grant Scheme

Staffordshire Together for Carers is delighted to announce that our Carer Project Grant Scheme is now **live!**

Do you have great idea for a project that will support local Carers but need some advice or funding to get your idea off the ground?   Maybe a new support group in an area that does not already have one or a new App that will help Young Carers to keep in touch with one another?

If so, we would like to hear from you!

Staffordshire Together for Carers is able to offer advice and funding to support individuals and groups like you who have identified a gap in service for Staffordshire Carers but need a little help getting your idea off the ground.

Grants will usually be for around £1,000 but if your project is likely to need more funding than that, talk to us to see what we can do.

Applications will be welcomed four times per year and will be reviewed by a panel of registered Carers.

For more information **including the deadlines for application submissions**, visit www.staffordshiretogetherforcarers.org.uk. For an informal chat about your idea, please contact **The Community Development and Partnership Officer on 0300 303 0621**

Carers Project Grant Scheme

Application Deadlines

For your application to be considered by our panel of Carers, please submit by **5 pm** on:

Tuesday 14th September 2021

Friday 10th December 2021

Friday 11th March 2022

Friday 10th June 2022

Friday 9th September 2022

Friday 9th December 2022

Friday 10th March 2023

Friday 9th June 2023

Unfortunately, applications submitted after 5 pm on the advertised date will not be considered until the next advertised submission date.

For an informal chat about the submission dates, please contact the Community Development and Partnership Officer On 0300 303 0621

n|compass
towards a brighter future

Staffordshire County Council

NHS

Staffordshire County Council working in partnership with Cannock Chase CCG, East Staffordshire CCG, North Staffordshire CCG, South East Staffordshire and Sesidon Peninsula CCG and Stafford and Surrounds CCG

n-compass registered in England and Wales. Charity No. 1128809. Guarantee No. 06845210

Carers Project Grant Scheme

Guidance Notes

Carers Project Grants are available to fund local young and adult carer projects across Staffordshire.

Application forms can be downloaded from www.staffordshiretogetherforcarers.org.uk or alternatively you can request an application form by:

Email: enquiries@staffordshiretogetherforcarers.org.uk

Telephone: 0300 303 0621

Who are Staffordshire Together for Carers?

Staffordshire Together for Carers Service is delivered by n-compass in partnership with a range of organisations committed to supporting Carers. We support Young and Adult Carers across Staffordshire to live happy, healthy, independent and fulfilling lives. We work with communities to build resilience, creating networks of local support for carers to access.

We recognise the important role individuals, groups and organisations make and work to ensure that Carers who choose to, can fulfil their caring role whilst maintaining their own health and wellbeing.

Purpose of the Grant:

By providing grants for carer projects, we hope to compliment and increase the existing support carers receive through:

- Training and development opportunities
- Reducing feelings of isolation and loneliness and increase wellbeing
- Encouraging community involvement and sustainability

We would particularly welcome applications who:

- Cater for a wide range of people with care and support needs
- Offer flexible breaks, including those for young carers
- Offer innovative alternatives to traditional offers
- Assist or start up peer support groups helping them to become self-sustaining
- Fill gaps in existing provision, e.g., support Young Adult Carers to set up regular meeting venues and promote the group
- Wish to set up pilots to test new technology, e.g., to trial digital solutions supporting young adults or working Carers peer support networks

How much is available?

Grant awards are generally up to £1000 however applications beyond this may be considered.

We have a limited amount of funding and we expect there to be more applications than we can fund. We therefore ask for careful consideration of the amount requested and only ask for what is needed.

Are you eligible?

To be eligible for the Carers Project Grant, your project should be targeted at supporting Young and/or Adult Carers who live in Staffordshire or those who live outside the area but care for a Staffordshire resident.

Carers are individuals of any age who care for a friend, family member or neighbour who cannot manage without support whether they require care because of a mental illness, disability, health condition and age or substance misuse issues.

Who can apply?

- ☐ Local Community Group
- ☐ Parish / Town Council
- ☐ Residents / Tenants Association
- ☐ School / PTA / Other Academic
- ☐ Social Enterprise / CIC
- ☐ Sports Club / Organisation
- ☐ Faith Group
- ☐ Village Hall / Community Centre
- ☐ Youth Group
- ☐ Not-for-profit organisation
- ☐ Individual (with sponsor)
- ☐ Other - *Please specify below*

Those who operate across area boundaries can also apply providing that they can give assurances that the project will benefit Staffordshire carers.

For individuals looking to set up a project, sponsors may be used. A sponsor is a larger organisation who agrees to support you and your project idea, helping to oversee the finances and offer guidance. Sponsors could be any body from the list above.

Grant award criteria:

For those who meet the eligibility criteria and wish to apply, please ensure that your application clearly details that the group or activity is

- ✓ Based in Staffordshire and/or currently or intending to deliver services for the Staffordshire carer community
- ✓ Demonstrating that the project/service provides carers with support and/or opportunities
- ✓ Meeting the outcomes/purpose of the grant

Next steps:

Complete the application form and submit it to the address provided either by email or post

- ✓ Agree to spend the funding within 12 months of receipt of funds
- ✓ Agree to complete the two short monitoring and evaluation forms (mid and end point)
- ✓ Acknowledge the origin of funding if promoting the project

Additional information:

Finance:

If awarded, as part of due diligence checks, you may be asked to supply (where applicable);

- Recent bank statements (last 3 months) if an already established group
- Proof of insurance cover if applicable
- Constitution/governing document
- Information about safeguarding arrangements (templates can be provided for this)
- One satisfactory reference who must not be a friend or a member of your family

For individuals, sponsor details will be required.

Required outcomes:

Outcomes are the differences made to the lives of those Carers who benefit from the Project. It is important that applicants are clear about the difference the project is going to make. It is envisaged that your project will achieve some of the outcomes below.

- Be actively identified and supported
- Have their physical and emotional wellbeing enhanced
- Be supported to plan for the future
- Have access to the local support needed to learn, develop, thrive and enjoy life

We hope to achieve this by:

- Increasing carers access to peer or group support

- Filling any gaps in existing service provision
- Identifying and supporting new developments and innovation

Projects

Examples of eligible projects could include:

- Helping Carers cope with their caring role and balance this with a life outside caring
- Supporting both the Carer and the person they are caring for
- Developing or promoting Carer peer support and self-help
- Activities enabling wider Carer community participation
- Helping Carers maintain their health and wellbeing

Examples of projects we will not fund include:

- Projects and activities led by or benefitting only one person or family
- Projects/services already commissioned/funded unless the funding is shortly coming to an end
- Costs relating to delivering activities for general community benefit i.e., not targeted at Carers
- Staff salaries not related specifically to the project
- Other unrelated general running costs

Applications will not be accepted from -

- Individuals who are not sponsored
- Local Authorities or other statutory / public sector agencies e.g., District Councils, NHS, Police etc.
- Private, profit making business/companies/commercial enterprises

Application process:

Applications can be completed electronically, in a word document or handwritten and submitted to:

Email to enquiries@staffordshiretogetherforcarers.org.uk as a Microsoft word document

Post to FREEPOST **Staffordshire Together for Carers Service**

Shortlisting:

Once we have received your application, we will acknowledge receipt and advise you on any initial clarification/additional information required. Your application will then be reviewed by an Evaluation Panel. The Evaluation Panel will consist of Carers who will meet 3 times per year, the dates of which can be found at www.staffordshirertogetherforcarers.org.uk.

We will contact you to let you know if your project or service has been approved within 30 days of the date of the Evaluation Panel meeting.

How the grant will be paid?

If successful, you will receive a letter from n-compass confirming the funding offer along with a Grant Conditions and Reporting Requirements Form which you will need to sign and return.

Grants are usually paid within 30 days of you returning the required forms.

Monitoring:

At the mid-point and end of project we will ask you to complete a short monitoring and evaluation report. The template for the mid-point and end of project review will be included in the Grant Conditions and Reporting Requirements Form

Five top tips for completing your application:

- ✓ Be concise and to the point – Avoid the use of jargon or acronyms and use simple, inclusive language
- ✓ Complete all the sections - Ask someone to check over your application before you submit it
- ✓ Make it clear what the aim of your project is and what the benefit will be for carers and how this will be measured
- ✓ Give relevant and recent examples of track-record – Be clear on what you have achieved and who will benefit
- ✓ Provide a clear and detailed budget breakdown e.g. room hire, travel costs and/or equipment.

Contact us:

If you would like an informal chat about the guidance or application process please contact **The Community Development and Partnership Officer** on 0300 303 0621.

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Application Form

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Email: enquiries@staffordshiretogetherforcarers.org.uk

Telephone: 0300 303 0621

Please tell us about you and/or your group

Name of the person/group/organisation applying for the grant:

_____

Name of Lead Contact - *This is the person we will direct all correspondence to for the project.*

_____

Address Postcode	
Telephone number	
Email	

Please provide us with alternative contact details in the event we are unable to contact you directly:

Name	
Telephone number	
Email	

Please provide the details of your sponsor where applicable:

Name	
Telephone number	
Email	

Type of Group/Organisation:

- ☐ Local Community Group
- ☐ Parish / Town Council
- ☐ Residents / Tenants Association
- ☐ School / PTA / Other Academic
- ☐ Social Enterprise / CIC
- ☐ Sports Club / Organisation
- ☐ Faith Group
- ☐ Village Hall / Community Centre
- ☐ Youth Group
- ☐ Not-for-profit organisation
- ☐ Individual (with sponsor)
- ☐ Other - *Please specify below*

Does your Group/Organisation have its own bank account?

☐ Yes

☐ No *- If no, please provide us with an alternative suitable method for how payments will be made to you e.g., sponsor details, below*

Do you require support in identifying suitable interim measures for payments, e.g., parent organisation/CVS to hold monies on your behalf?

☐ Yes
☐ No

Please tell us about your project

What is the name of your project?

_____

Please provide an overview of your project (max 400 words) including how you will identify carers and meet outcomes.

What districts of Staffordshire will your project cover?
Please mark all those that apply

☐ Cannock Chase District

☐ Newcastle-under-Lyme District

☐ Lichfield District

☐ Staffordshire Moorlands District

☐ Stafford District

☐ East Staffordshire District

☐ South Staffordshire District

☐ Tamworth District

Which of the primary outcomes detailed below will your project meet?
Please mark all those that apply

☐ Carers are actively identified and supported

☐ Carers physical and emotional wellbeing is enhanced

☐ Carers are supported to plan for the future

☐ Carers are supported to Strengthen and build resilience

☐ Carers have access to local support they need to learn, develop, thrive and enjoy life

☐ Other - *please specify below*

Thinking about the outcomes your project will achieve, which of the identified areas below does your project provide: Please mark all those that apply

☐ Access to peer/group support

☐ Fill a gap in provision

☐ Identify and support new developments and/or innovation

☐ Other – *please specify below*

How many individual Carers do you think your project will benefit?

Who are the main groups of Carers who will benefit from your project? Please mark all that apply

☐ Adult Carers   ☐ Parent Carers

☐ Young carers   ☐ Working Carers

☐ Other -Please specify below

How can Carers get involved in your project? (Up to 250 words)

Note: this information will be used by Staffordshire Together for Cares and Staffordshire County Council to refer Carers to successful projects. You should include relevant referral and contact details i.e., social media page/group, website, email address, telephone number.

Please respond to part a) or b) below as applicable (Up to 250 words)

    a) If this is your first carers project, please tell us why you feel it is important

    b) **If you have prior experience of delivering projects, please tell us about your previous achievements**

Are there any other organisations or agencies you will be working with to ensure your project is a success? (Up to 250 words)

It is envisaged that some applications for funding will be to launch projects whilst other applications may be for projects with a defined period of delivery. Please tell us when you plan to start the project and if known when you will end the project.

Start:_____

End:_____ **(if known)**

Please tell us the total amount of funding you are requesting and a breakdown of your project costs:

Please give a breakdown of the total costs for delivering your overall project, including costs which will be funded through other sources of income. This may include staffing costs, overheads/core organisational costs capped at 10% of total project costs, equipment and other resources, room hire, travel costs etc.

Items	Costs of each
Total	

If the Grant is not covering all the cost of your project, please provide details of other funding that you have already secured towards this project, including the amount and the source of these funds (Grant Name, Funding Organisation).

Next steps

When your application form is complete please send either by:

Email: enquiries@staffordshiretogetherforcarers.org.uk as a Microsoft word document

Post: FREEPOST Staffordshire Together for Carers Service

DECLARATION

I hereby certify that the information contained in this application form is accurate and acknowledges that in the event of a grant being made, the application form and guidance notes will be the basis of a binding agreement.

Information contained within this application form will be shared with the Carers that form part of the Evaluation Panel and included in regular newsletters for Carers if appropriate.

The decision made by the Panel is final. However, you can appeal the decision by contacting enquiries@staffordshiretogetherforcaresr.org.uk

Any award made will be used only for the purposes for which it is granted

To prevent money laundering, if any false or inaccurate information is contained within the application or at any point in the life of the investment we award, and fraud is identified, we will provide details to the police and fraud investigation agencies

All funding when spent must comply with monitoring and evaluation processes including documenting and keeping receipts/invoices

Staffordshire Together for Carers may wish to contact you and arrange an informal visit to your project to learn more about how you are getting on.

Staffordshire Together for Carers is committed to ensuring there are a wide and diverse range of projects. Re-application for funding for projects either within or after the first 12-month delivery period would be considered on individual merit.

Organisations can act as sponsors for multiple projects.

Staffordshire Together for Carers (commissioned by Staffordshire County Council) is subject to the Freedom of Information Act 2000. This law gives the general public the right of access to information held by the Council. Some information may be exempt from disclosure such as bank account details. The Council will consult with third parties who supplied the information but the final decision on the release of the information rests with the authority

Any unspent monies must be returned

I understand that failure to comply with the above requirements may result in the recovery of monies paid

NAME (print)_____

POSITION _____

SIGNATURE_____

DATE _____