

## Creative Breaks 2017: Guidance for Applicants

### At a glance

- We provide **grants for third sector organisations** in Scotland to develop and deliver **short breaks projects** and services for **unpaid carers and those that they care for**
- 12 month grants available (October 2017 – September 2018)
- Maximum grant available **£50,000**
- Download application form and budget template here:  
<http://www.sharedcarescotland.org.uk/shortbreaksfund/creativebreaks>
- **Deadline** for applications: **Friday 26 May, 12 noon**
- Submit applications to [applications@sharedcarescotland.com](mailto:applications@sharedcarescotland.com)
- Help available! See page 9 for details of the help and support available for applicants.

### About this funding

Creative Breaks is a funding programme of the Short Breaks Fund, operated by Shared Care Scotland on behalf of the National Carers Organisations and the Scottish Government.

The purpose of the Short Breaks Fund is to **increase the range, availability and choice of short breaks** for unpaid carers and those they care for across Scotland.

The Creative Breaks programme provides grant funding to third sector organisations to develop and deliver short breaks projects and services for carers of adults (aged 21 years and over), carers of older people (aged 65 years and over), young carers (caring for children or adults), and those that they care for.

### Who can apply?

If you can answer 'YES' to the following questions about your organisation and project, then you can apply for a Creative Breaks grant.

We are a third sector (voluntary organisation) operating in Scotland	YES/NO
We are a registered charity <b>OR</b> our organisation's constitution meets the OSCR charity test <sup>1</sup>	YES/NO
We have all of the relevant registrations, policies and procedures required for our work in place (e.g. PVG checks, safeguarding, Care Inspectorate requirements etc.)	YES/NO

<sup>1</sup> Guidance on the charity test is available on the website of the Office of the Scottish Charity Regulator (OSCR): <http://www.oscr.org.uk/charities/becoming-a-charity/meeting-the-charity-test>

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We have appropriate and effective governance and financial management arrangements in place	YES/NO
Our project will enable unpaid carers of adults (21+) and/or carers of older people (65+) and/or young carers, and/or those that they care for to access short breaks	YES/NO

Organisations can apply for more than one grant, provided the projects are in different local authority areas and/or for different groups of beneficiaries. Please be realistic about making multiple applications as the fund is likely to be oversubscribed.

We welcome applications from organisations and projects that have previously been funded by Creative Breaks and/or other Short Breaks Fund programmes, as well as from organisations that are new to the fund. Our assessors will consider your past performance when reviewing your application.

We also welcome applications from organisations that have previously made unsuccessful applications to the fund. Please take any previous feedback from us into account if reapplying for funding.

We welcome applications for existing projects and activities that are 'tried and tested', and for new, innovative projects and activities. We do fund pilot projects and projects with an element of development activity in them. However, every funded project must deliver short breaks for carers and cared for people within the funded period.

If you are applying for funding for a project that we have funded before you need to explain how you have used learning from previous successes and challenges to improve the project.

We **do not** accept applications:

- From **individual carers or families**. The Short Breaks Fund provides separate funding for carers through the Time to Live programme, operated by carers organisations, and Take a Break Scotland, operated by the Family Fund.
- From **statutory bodies** (such as local authorities and health boards). However, statutory bodies can be included as delivery partners in an application, as long as the lead applicant is a third sector organisation that meets the criteria above.
- From **for-profit organisations**.
- For projects supporting **kinship carers**, as they are no longer considered 'unpaid carers' (see the '**What do we mean by...?**' section on page 10 for details).

### Principles

The Creative Breaks programme has five guiding **principles**. If you would like to apply for funding, you must show how you will apply these principles in the planning and delivery of your project:

- **Mutual benefit**: all projects should make a positive difference to the lives of carers *and* the people they care for, improving their quality of life and wellbeing, and supporting the caring relationship.

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- **Personalisation:** all projects should ensure that carers and the people they care for are actively engaged in planning and making decisions about their short breaks. Projects should always aim to deliver short breaks that are genuinely personalised; providing the right break at the right time.
- **Targeted support:** all projects should make a difference to people who most need support. This may include carers who have a substantial caring role, carers who are less likely to access current support or carers whose needs are not met by current models of service provision.
- **Adding value:** all projects should complement, and not replace or duplicate, the range of services which local authorities, the NHS and other agencies already fund or provide.
- **Knowledge and understanding:** all projects should be open to sharing learning and practice and helping to build a common evidence base that increases our understanding of short breaks and how they support the caring relationship.

### Outcomes

The Creative Breaks programme seeks to achieve three key **outcomes**. If you would like to apply for funding, you must show how your project will contribute directly to the achievement of **at least two** of these outcomes:

- Carers and the people they care for will have **improved wellbeing**
- Carers will have more opportunities to **enjoy a life outside of their caring role**
- Carers will feel **better supported** to sustain their caring role

### Priorities

We are particularly keen to fund projects that address one or more of these **priority issues**. Projects that show how they will address one or more of these issues will attract higher scores at assessment:

- **Choice and control:** projects that seek to find new, more effective ways of increasing carers' choice, control and confidence in accessing short breaks that meet their needs
- **Outreach:** projects that actively seek to reach less visible and under-served carers, such as BME carers and carers from the Gypsy / Traveller communities, carers in remote and rural areas, carers living in areas of multiple deprivation, carers who are less likely to ask for or access support, and help them overcome barriers to accessing short breaks
- **Joint-working:** projects that seek to work in partnership with other agencies to maximise the opportunities for carers to access short breaks that meet their needs, fill gaps and reduce duplication.

### How much funding is available?

A total of £500,000 is available for the 2017 round of the Creative Breaks funding programme. Grants are for **one year** and will be awarded in October 2017. The maximum grant award is £50,000. The average grant award in previous years has been around £17,000.

## What can Creative Breaks grants be used for?

Creative Breaks funding **CAN** be used for:

- ✓ Staffing costs
- ✓ Volunteer costs
- ✓ Equipment required for the delivery of the project
- ✓ Activity costs
- ✓ Office costs directly associated with the project
- ✓ A contribution to management and organisational support costs (capped at 8% of your project's salary/wage costs)

Grants **CANNOT** be used for...

- ✗ The delivery of statutory services (services which Local Authorities are legally bound to provide) or to replace statutory funding
- ✗ Purchase of large capital items, such as vehicles or buildings

## Minimum for impact

During the assessment process, the assessor will ask you about the minimum grant required to achieve impact (we call this '**minimum for impact**'). As funds are limited, our panel may decide to award grants that are less than the amount requested. You do not need to state this amount in your application but please be prepared to answer this question during the assessment phone call.

## Completing your application

### Some general advice...

Our aim is to help you to submit the strongest possible application to Creative Breaks. We have redesigned our form and hope that you find it easy and straightforward to complete. Simply click anywhere in the black outlined text boxes and start typing. The instructions (in grey text) will disappear when you start to type. If you have any questions about the form, please get in touch.

We have used examples from a fictional project ('Team Spirit', a project run by 'Go Oban') in the guidance below.

### Top tips

- Read this guidance carefully first and get in touch if you have any questions
- Then read through the application form before you start – so you know what information is required and how much detail is needed
- Agree your project plans and budget with colleagues and other stakeholders before starting
- For longer questions, you might find it easier to draft your answers in a separate document then cut and paste the text into the boxes on this form
- Please keep to word limits!

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- Use simple, everyday language
- Don't assume we know what you're talking about or why something is important: give evidence in your answers (e.g. '80% of carers who attended an information session told us that...')
- Answer all questions in full, providing all of the information requested
- Make sure your numbers add up
- Ask someone who is not connected with the project to read through your application before you submit it – to make sure that you've explained everything simply and clearly
- If in doubt, ask! We're here to help.

### Section 1: Application summary

#### Project summary (Q4)

We will use this short description of your project on our website and in other Short Breaks Fund materials and publications so please make sure that it is clear, straightforward and easy to understand. Make sure your summary tells us WHO the project is for, WHERE it is and WHAT it does. And please stick to the word limit (50 words)!

*E.g. Team Spirit Project is a fortnightly sports and social club for 25 young adults (aged 21-30) with learning disabilities in Oban. It helps members to develop friendships and learn new skills, while giving their carers a regular break.*

#### Hours of short breaks delivered (Q10)

The Scottish Government – who fund the Creative Breaks programme – asks us to collect this data on their behalf. It is used to monitor short break provision across Scotland.

A simple calculation is all that is required here. Please keep a record of your calculations as the assessor may ask for more detail. Estimated figures are fine. If you are awarded a grant, you will be given the opportunity to revise these figures if needed.

*E.g. 25 young adults attend a total of 26 club sessions lasting 3 hours each =  $25 \times 26 \times 3 =$  total of 1,950 hours of short breaks for cared for people.*

*Each young adult has 2 carers so the total hours of short breaks for carers is  $2 \times 1,950 =$  3,900 hours.*

### Section 2: About your organisation

#### Project delivery partners (Q8) & Partnership agreement(s) (Q9)

These questions only apply if you are applying for funding for a partnership project.

### Section 3: About your project

#### Project beneficiaries (Q4)

The Scottish Government – who fund the Creative Breaks programme – asks us to collect this data on their behalf. It is used to help ensure that support for carers is available to all kinds of carers and people with different care needs.

We understand that some of the carers or cared for people you work with may come under more than one category. That's absolutely fine – you can count them in multiple categories if needs be.

Again, estimated figures are fine. If you are awarded a grant, you will be given the opportunity to revise these figures if needed.

Please see the '**What do we mean by...?**' section on page 10 below for guidance on 'remote and rural areas' and 'areas of multiple deprivation'.

### **Why do you want to do this project? (Q5)**

This is one of the most important questions on the application form. Make sure that you provide all of the information requested. Use simple, everyday language to describe the situation and what you've done to find out about it, and develop your project plans. Please **don't** use this question to provide lots of general information or statistics about the area or issue. We want to know the story behind your project – why it came about and why it matters.

If you are applying for funding for an ongoing project, you also need to explain how your project has evolved and developed as a result of your learning and experience. It's not enough to say, "we've run the club for 20 years and the carers love it". You need to tell us how you know there is an ongoing need for the activity and what are you doing to make sure that it continues to meet the needs of the people taking part.

### **What will your project do? (Q6)**

This is another very important question. Make sure that you provide all of the information requested. Use simple, everyday language to describe the 'who, what, where and when, why and how' of your project. Don't assume that we know how your project operates, or why your approach is the most appropriate for the context you're working in.

### **What will success look like? (Q7)**

Creative Breaks funding is for projects that contribute directly to the achievement of **at least two** of the programme's outcomes. In this section, we need you to explain the contribution your project will make to delivering these outcomes and how you will achieve and monitor this.

#### **What will success look like for your project in 12 months' time?**

The Creative Breaks programme outcomes are deliberately broad and high-level (e.g. *carers and the people they care for have improved wellbeing*). So we need you to tell us the specific contribution you hope to make to this outcome by the end of your funded project (e.g. *25 carers of young adults with learning disabilities in Oban have reduced stress*).

#### **How will you measure success?**

Please also tell us how you will monitor and measure this success. How will you know if you've achieved what you hoped to? And how will you gather this information? (E.g. *We will hold an information event for carers at the start of the project. At the event, carers will complete a questionnaire about their wellbeing and stress levels. At the end of the year, we will hold another event for families and will ask carers to complete a second questionnaire to capture any changes in their wellbeing and stress levels*).

**What will you deliver in order to achieve this outcome?**

We also need to know what you will actually do to bring about the change you hope to achieve. Please give one or two specific targets for your project. (E.g. *Deliver 26 fortnightly sports and social club sessions for 25 young adults*).

**Additional outcomes (Q8)**

Some projects may also deliver additional outcomes, over and above the outcomes of the Creative Breaks programme. Use the table in Q9 to provide information on this. If this doesn't apply to your project, just leave this table blank.

**Section 4: Finance**

**How much will your project cost and how much are you requesting from Creative Breaks? (Q1)**

Enter the total figures (from your detailed project budget – see Q2 below) into the table. The amounts for 'Creative Breaks request' and 'Other funding' should equal the project total cost figure. Please note: the table in the form will not do the calculation for you; you need to type the figures in manually.

**Detailed project budget (Q2)**

We have provided a separate budget template (Excel spreadsheet) for your detailed budget breakdown. You can download the template here:

<http://www.sharedcarescotland.org.uk/shortbreaksfund/creativebreaks>

Enter your organisation name in cell E2 and your project title in cell E3.

All figures should be rounded up or down to the nearest £1. Where requested, please add detail to the description of the budget line item (e.g. inserting job titles for each staff post). You can add further detail – e.g. explaining unit cost, quantities etc. in the 'Notes' column.

You can insert additional rows into the spreadsheet for budget line items not already listed, if needs be.

In column B, state the total cost for each budget line item for the project as a whole. In column C, state the amount you are requesting from Creative Breaks for each budget line item. If you are requesting the full costs of your project from Creative Breaks, the amounts in column B and C will be the same.

The totals at the foot of the template should calculate automatically. If you have inserted additional rows, please check that these have been included in the calculation.

### ***Staff costs***

If you need to recruit new staff posts for this project, please remember to factor this in to your workplan. It is likely that you will need to reduce the time for project delivery to allow for recruitment and induction. Your budget should reflect this.

Ensure all appropriate National Insurance and pension contributions are included in your calculations. Go to <https://www.gov.uk/browse/employing-people> for further guidance.

### ***Office costs***

Creative Breaks grants will only fund office costs that are directly associated with the funded project. This can include a reasonable contribution to heating, lighting, rent and rates, as well as stationery, postage, IT and internet costs etc. Please state (in the 'Notes' column) how this contribution was calculated.

### ***Management and organisational support costs***

Creative Breaks grants will fund a contribution to the management and organisational support costs associated with your project (e.g. HR, administration, governance, line management costs). The maximum amount you can request for this is 8% of your total salary and wage costs (including on-costs). In exceptional cases only, our grants panel *may* approve applications that exceed this limit where applicants have made a compelling case for why this is required.

### **Other funding for the project (Q3)**

Use the table provided to list all other sources of funding for your project. Use the 'secured' column to list amounts already secured and the 'anticipated' column to list amounts you hope to raise (e.g. grant requested in applications already submitted to other funders or that you plan to submit).

Many of the projects we fund ask participants to make a contribution towards the cost of the activities they provide. If you plan to do this, please include the anticipated income from contributions (sometimes called 'fees', 'charges' or 'donations') in this table.

## **Section 5: Final steps**

### **Declaration (Q1)**

We do not require signatures at this stage. By submitting your application, you are confirming that all of the statements in the declaration are true and correct.

### **Checklist (Q2)**

Once you have done your final checks on all of your documents, please save them using the following file names:

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- Application form: <Organisation name\_application form.docx>
- Budget: <Organisation name\_budget.xlsx>
- Accounts: <Organisation name accounts.pdf> (or .docx)
- Governing document or constitution: <Organisation name governing document.pdf> (or .docx)

We can't start assessing your application until we have all of these documents so please double check that you have everything required before sending.

Email your documents to [applications@sharedcarescotland.com](mailto:applications@sharedcarescotland.com) by **12 noon on Friday 26 May 2017**. We regret that we cannot accept late submissions.

You will receive an email confirming receipt of your application within 7 days. Please contact us if you do not receive this acknowledgement email within this timeframe.

### Help available

The Short Breaks Fund team are here to help. We know that writing funding applications can take a lot of time and effort and we don't want that to go to waste! We are happy to answer any questions you have about the fund, how to apply and about your proposed project. We can help in a number of different ways...

### Resources and toolkits

We have a range of free resources and tools to help you develop your project plan and application. These were all developed in partnership with organisations that have been funded by the Short Breaks Fund so they are tailored to the needs of organisations just like yours.

- Easy consultation toolkit
- Easy evaluation toolkit
- Unit cost calculator
- Sustainability guide

You can download all of these resources from our website:

<http://www.sharedcarescotland.org.uk/resources>

You can also read about previously funded projects on our Short Breaks Stories website:

<http://shortbreakstories.org.uk/>

### Workshops

We run free information and advice workshops for applicants in various locations across Scotland and also online. For more information and to book your free place, go to:

<http://www.sharedcarescotland.org.uk/shortbreaksfund/creativebreaks>

## Call in days

We have scheduled a number of 'call in' days when you are welcome to ring the Short Breaks Fund manager, Ellie Sandercock, to discuss your application in more detail. For more information, go to: <http://www.sharedcarescotland.org.uk/shortbreaksfund/creativebreaks>

## Get in touch

For all other questions and enquiries, please contact our grants officer, Amanda Moffat, on 01383 622462 or [amanda.moffat@sharedcarescotland.com](mailto:amanda.moffat@sharedcarescotland.com).

## What happens next?

### Assessment process

Once we have completed eligibility checks, applications are passed to our team of independent grants assessors. The assessor will contact you to arrange a time for a telephone assessment. They will also contact your referees.

### Grants panel

Our independent grants advisory panel will meet in September 2017 to review the assessors' recommendations and allocate funding.

### Timescales

You will be notified of the panel's decision by **15 September 2017**. Grants will be issued to successful applicants in **October 2017**. Funded projects must be completed by **30 September 2018**.

## What do we mean by...?

### Areas of multiple deprivation

The Scottish Index of Multiple Deprivation (SIMD) identifies areas affected by poverty and inequality across Scotland. For further details and to search by postcode or local area, go to: <http://www.gov.scot/Topics/Statistics/SIMD>

### Carer

Carers provide unpaid care to family members, other relatives, partners, friends and neighbours affected by physical or mental illness, disability, frailty or substance misuse. Some carers care intensively or are lifelong carers. Others care for shorter periods. The carer does not need to be living with the cared for person to be a carer.<sup>2</sup>

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<sup>2</sup> Source: Caring Together: The Carers Strategy for Scotland, 2010-2015

### **Kinship carer**

Kinship care is when a child is looked after by their extended family or close friends, if they cannot remain with their birth parents. A kinship carer is a person who is related to the child (through blood, marriage or civil partnership) or a person with whom the child has a pre-existing relationship.<sup>3</sup> PLEASE NOTE: Projects supporting kinship carers are not eligible for Creative Breaks funding as kinship carers are eligible for kinship care allowances provided by Local Authorities and, as such, are not considered unpaid carers.

### **Remote and rural**

Settlements of less than 3,000 people and with a drive time of over 30 minutes to a settlement of 10,000 people are considered 'remote and rural'.<sup>4</sup>

### **Short breaks**

A short break is quality time when carers and those they care for can recharge their batteries and catch their breath. It might be a few hours to pursue a hobby or activity, catch up with friends for lunch, or read a book. Or it might be a few days away, either together or separately. It might be having time apart, or having quality time together away from the daily routine. For the purposes of the Short Breaks Fund, time away from caring while at work or at school is not considered a short break.

### **Young carer**

A young carer is defined as a child or young person aged 18 and under who has a significant role in looking after someone else who is experiencing illness or disability.<sup>5</sup>

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<sup>3</sup> Source: Looked After Children (Scotland) Regulations 2009

<sup>4</sup> Source: Scottish Government Urban Rural Classification 2014

<sup>5</sup> Source: Getting it Right for Young Carers: The Young Carers Strategy for Scotland, 2010-2015