

Creative Breaks 2021: 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 **carers of adults** (aged 21 and over), **young carers** (caring for children or adults), and the people that they care for
- For **definitions** of all key terms (carer, short breaks, etc.) please refer to the **glossary** on page 17&18
- **12 month grants** available (October 2021 – September 2022)
- Maximum grant available **£35,000**
- **Unincorporated Groups**, Maximum grant available **£5,000**
- **Download** application form and budget template here:
<https://www.sharedcarescotland.org.uk/shortbreaksfund/creativebreaks/>
- **Deadline** for applications: **5pm Thursday 20th May 2021**
- **Submit** applications to applications@sharedcarescotland.com
- **Late or Incomplete applications will not be accepted**
- **Help available!** See page 16 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 Scottish Government. The purpose of the Short Breaks Fund is to **increase the range, availability, and choice of short breaks** for carers and those they care for across Scotland. The Short Breaks Fund aims to make a lasting positive impact to carers and the people that they care for, to funded organisations, and to wider short breaks policy and practice.

The Creative Breaks programme provides grant funding to third sector organisations to develop and deliver **short breaks projects and services** for **unpaid** carers of adults (aged 21 years and over) and **Young carers** (caring for children or adults), and the people that they care for. For the purposes of determining eligibility, the meaning of (adult) carer and young carer is defined by the Carers (Scotland) Act 2016 ¹

The Creative Breaks programme funds a wide range of different **short breaks activities** including breaks away (i.e. overnight stays, residential breaks), days out, and/or shorter sessions (i.e. regular activities). To be eligible for Creative Breaks funding, activities must be designed to **enable carers to have a life outside or alongside their caring role**, and to **support their health and wellbeing**. Short breaks should also **benefit the cared-for person** and others (e.g. family members) and **help sustain the caring relationship**.

¹ <https://www.gov.scot/publications/carers-scotland-act-2016-statutory-guidance/>

Short break activities can be for the carers, for the people they care for, or for both the carers and the cared-for people to enjoy together. To be eligible for Creative Breaks funding, projects must be able to **evidence how their activities will benefit both the carers and the people they care for**, by providing a break from their normal routine.

This applies even if only one party participates in the activity: e.g. the cared-for person attends a weekly social club. In this example, the project must demonstrate how the cared-for person attending the club provides a meaningful short break for the carer that meets their needs.

Eligibility criteria: who can apply?

If you can answer 'YES' to the following four questions about your organisation, then you are eligible to apply for a Creative Breaks grant:

- Is your organisation a third sector (voluntary) organisation operating in Scotland?
- Is your organisation a registered charity **OR** a constituted organisation that has only charitable purpose(s) and that delivers public benefit²?
- Does your organisation have all of the relevant registrations, policies and procedures required for your work in place (e.g. PVG checks, safeguarding, Care Inspectorate registration etc.)?
- Does your organisation have appropriate and effective governance and financial management arrangements, and a bank account in the name of the organisation that requires at least two signatories?

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

We welcome applications from organisations and projects that are currently or 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.

Please note that if you are an **unincorporated organisation** the **maximum grant** that you can apply for is **£5,000**. You can refer to our guidance notes for more information about unincorporated organisations. See definition in the Glossary on page 18.

² Your organisation's constitution **must** clearly state that its purposes are solely charitable and that it delivers public benefit in achieving its purpose(s). Further guidance on what is meant by "charitable purpose(s)" and "public benefit" 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>

We **cannot** 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
- **Statutory/public bodies** (such as local authorities, health boards, health and social care partnerships, etc.). 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
- **Community Interest Companies (CIC's)**
- **For-profit organisations.**

Funded activities

The Creative Breaks programme provides funding for projects and services that enable carers and the people that they care for to access **short breaks**. Short breaks give carers and the people that they care for a **much-needed break from the caring routine**. Short breaks give carers and the people that they care for the space to rest, to be themselves, and to be refreshed by engaging in outside interests and hobbies, holidays, and other fun activities.

As the name suggests, the Creative Breaks programme seeks to encourage **creative thinking** in the design and delivery of short breaks. Applicants to the Creative Breaks programme are encouraged to develop new and different ways to enable carers and the people they care for to take a break from the daily caring routine.

We welcome applications for **existing projects** and activities that are 'tried and tested', and for **new 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 the people that they care for within the funded period.

Continuation funding

Projects applying for a grant to continue previously funded work will be expected to provide clear evidence that their project is delivering strongly against the outcomes of the Fund, supported by feedback from the carers and service users involved. Please ensure you complete section 3.2 on the application form.

Currently funded projects with an extension

Due to the COVID 19 pandemic you may already have been in touch and we have agreed an extension until 31st December 2021 to help you deliver your project. If this is the case and you are applying to Creative Breaks 2021 for continuation funding, then you must not apply for any activities already covered by our 2020-2021 grant award.

We cannot fund:

- Projects that provide **general support** to carers and/or the people that they care for: the project must be designed to give carers and cared-for people a short break
- Projects supporting **kinship carers**. Please see the **glossary** on page 18 for details
- Projects supporting disabled **children or young people (aged 20 and under)** and their **parent carers or other adult carers** to access short breaks. Our [Better Breaks](#) funding programme caters for these groups. We can, however, fund projects supporting young carers, regardless of the age of the person they are caring for.

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 well-being, and supporting the caring relationship.
- **Personalisation:** all projects should ensure that carers *and* the people they care for are actively engaged in the planning and decision making about any short breaks. We would encourage projects to always aim to deliver short breaks that are genuinely personalised and providing the right break at the right time.
- **Targeted support:** all projects should seek to make a difference to people who most need support. This may include cared for people with multiple support needs and/or whose needs are not met by current models of service provision, 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 will have more opportunities to **enjoy a life outside of their caring role**
- Carers will feel **better supported to sustain their caring role**
- Carers and the people they care for will have **improved wellbeing**

How much funding is available?

A total of around £600,000 is available for the 2021 round of the Creative Breaks funding programme. Grants are for **12 months only**. The funding period is 1 October 2021 – 30 September 2022 and all funded activity must take place within this period. Grants will be awarded in September 2021. The maximum grant award is £35,000, however please be aware that the average grant award in previous years has been around £13,000. If you are an unincorporated organisation, please note that the maximum grant that you can apply for is £5,000.

What can Creative Breaks grants be used for?

Creative Breaks grants **CAN** be used for the direct costs that are clearly and directly incurred as a result of the project. For example:

- ✓ Contracted/permanent staff costs e.g. salaries, pension and National Insurance contributions, staff travel and subsistence. This can include staff involved in the delivery, management, administration, and support of the project. Please note: the Short Breaks Fund will **not** usually fully fund contracted or permanent staff posts where the costs are not associated with the delivery of the project.
- ✓ Sessional staff costs e.g. wages, pension and NI contributions, sessional staff travel and subsistence
- ✓ Volunteer costs e.g. travel expenses
- ✓ Training for staff or volunteers
- ✓ Transport costs
- ✓ Equipment required for the delivery of the project
- ✓ Office equipment or furniture required for the delivery of the project
- ✓ An appropriate and reasonable proportion of office costs directly associated with the project e.g. lighting, heating, rent, stationery, postage costs etc.
- ✓ An appropriate and reasonable proportion of indirect costs/overheads (those costs which are necessary for the organisation to operate, but do not relate specifically to one project). Typically they include overall management, administration and support and premises costs that relate to the whole organisation. These costs are often also called indirect, core, central or support costs.

Grants **CANNOT** be used...

- ✗ For any costs incurred out with the specified grant duration (1 October 2021 to 30 September 2022)
- ✗ For costs which are funded via other income or resources
- ✗ For the delivery of statutory services (services which Local Authorities/Integrated Authorities are legally bound to provide)
- ✗ For the purchase or refurbishment of large capital items, such as vehicles or buildings
- ✗ For debt repayments
- ✗ To redistribute funding for subsequent grant-making to other organisations and/or individuals e.g. funding an incorporated organisation whose purpose is to access funding to pass to a sister unincorporated organisation.

Part funding option

The Creative Breaks funding programme is always asked for more money than we have to give. We often have to partially fund requests. We have added this question to the application form so that projects have a chance to think about this before the assessment phone call. The assessor will ask you which elements of the budget are essential for us to fund.

Please ensure that you complete section 4.2 on the application form. You **must** answer **yes or no** to this question and give the additional information where prompted in this section.

This will not make it more likely that we will part fund as opposed to fully fund your grant request. It is a question that we have added at the application stage for all applicants.

Completing your application

Some general advice...

Our aim is to help you to submit the strongest possible application to Creative Breaks. The Short Breaks Fund team is here to help you, and our statistics show that applicants who make use of the support available are more likely to produce applications which score highly at assessment. If in doubt, 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 note down any questions
- Attend one of our workshops or webinars (take advantage of any online recordings)
- Call the Short Breaks Fund team with any questions during one of the phone-in sessions
- 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
- Use simple, everyday language, keeping to word limits
- 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 each section in full, providing all of the information requested
- Make sure your numbers add up
- If you are applying for continuation funding, please **do not** copy and paste from last year's application form
- 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

Organisation name (Q1.1)

Please state the name of your organisation. If your organisation is registered (e.g. with OSCR or Companies House) under a different name, please give both the registered name and the name under which you operate.

E.g. Go Outdoors Oban Ltd., operating as 'Go Oban'

Organisation summary (Q1.2)

Please tell us who you are and what you do. We may use this short description of your organisation on our website and in other Short Breaks Fund materials and publications so please make sure it is clear, straightforward, and easy to understand. Please stick to the word limit (50 words).

E.g. Go Oban is a registered charity (SCIO) that aims to improve the lives of adults with learning disabilities in Argyll & Bute. We provide a range of activities and support for adults with learning disabilities, and their carers and families, including adventure breaks, regular social clubs, and sports clubs.

Main contact for application (Q1.3)

Please provide full contact details for the main contact for the application. This must be someone who works or volunteers for your organisation. This person will be the contact for the Short Breaks Fund Team as well as the external assessor.

Project title (Q1.4)

Please provide the title of your project. Please do not just call your project 'Creative Breaks': give it a unique title.

E.g. Team Spirit

Project summary (Q1.5)

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 (100 words)!

E.g. Team Spirit Project is a fortnightly sports and social club for 25 adults with learning disabilities in Oban. It helps members to develop friendships, learn new skills, and enjoy fun activities while giving their carers a regular break.

Project finance (Q1.6)

Enter the two total figures from your completed Creative Breaks budget template (see Q4.1 below). Please give figures to the nearest £1. **Please ensure these figures match your excel budget.**

Partnership project (Q1.7)

Tick yes or no to indicate whether you will deliver the project in partnership with another organisation(s). If you select 'yes', you will need to complete questions 2.6 and 2.7.

Short Breaks Fund grants (Q1.8)

Tick yes or no to indicate whether your organisation has received a grant from any of The Short Breaks Fund programmes before.

Currently Funded by Creative Breaks (Q1.9)

If your application is for continuation funding and you answer **yes** to this question, please ensure that you complete section 3.2 on page 5 of the application form.

Section 2: About your organisation

Type of organisation (Q2.1)

Your organisation must be a registered charity **OR** a constituted organisation that has only charitable purpose(s) and that delivers public benefit. Tick one box in this section that best describes your legal structure. You'll find links to more detailed information on legal status in the glossary.

Registration numbers (Q2.2)

Please provide all relevant registration numbers. For Care Inspectorate registrations, please give the registration number for the relevant service.

Main address and phone number (Q2.3)

Please provide the main correspondence address and phone number for your organisation.

Website and social media (Q2.4)

Please give the web links or social media handles for all websites and social media accounts. Our external assessor will look at these when assessing your application.

E.g. Twitter: @Go_Oban; Facebook: /Go Oban

Supporting Statement (Q2.5)

We no longer require you to provide us with two referees. Instead, we are asking you to provide us with a short supporting statement from someone who has good knowledge of your organisation and

the project you wish to deliver and is supportive of your work. The person providing the statement should not be a service user, be directly affiliated to, or be employed by, your organisation. The supporting statement could be from someone working within a local authority or referral organisation, and they should comment on e.g. what your organisation/project will be able to contribute to the outcomes of the Creative Breaks funding programme, your ability to deliver the proposed project, why there is a need for the proposed project etc.

For examples follow this link:

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

You can copy and paste their statement into the body of your application form on page 3, or you can attach the document to your email with the other documents when submitting your application.

Project delivery partners (Q2.6)

This question only applies if you ticked 'yes' in answer to Q1.7. Please provide full contact details for your project delivery partner(s).

Partnership agreement(s) (Q2.7)

This question only applies if you ticked 'yes' in answer to Q1.7 and you already have a formal partnership agreement in place and have ticked 'yes' to this question. **Please send a copy of the partnership agreement with your application.**

Section 3: About your project

What will your project do? (Q3.1)

This is one of the most important parts of the application form. Make sure that you provide all the information requested. Use simple, everyday language to describe what you plan to do and why, and how you have developed your project plans.

We have broken down this question into sections so that you will find it easier to explain your project, **WHO, WHAT, WHERE and WHEN, WHY**. Please **do not** 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.

You need to be clear about **HOW** your project reflects the principles of the Creative Breaks programme, which are Mutual Benefit, Personalisation, Targeted Support, Adding Value and Knowledge and understanding.

In the section 'Challenges', please give as much information as you can about any challenges that you anticipate with your Creative Breaks project, and how you plan to overcome these. If you are applying for continuation funding for an existing project then please give us information about any challenges that you faced and how you are or have addressed these.

Continuation funding (Q3.2)

Projects applying for a grant to continue previously funded work will be expected to provide clear evidence that their project is delivering strongly against the outcomes of the Fund, supported by feedback from the carers and service users involved. The Grants Advisory Panel will wish to strike an appropriate balance between continued support to successful projects, whilst providing opportunities for new applicants to be funded. Please ensure you complete section 3.2 on the application form. Projects that provide us with a copy and paste from a previous application will be marked down and may be unlikely to be considered for continuation funding.

Covid-19 Plan B

We know that these next few months are going to be challenging as we learn to live with COVID-19 and any continuing restrictions that may be necessary. We have asked you to let us know if you have considered an alternative plan, in the event that your project cannot go ahead as planned. Please use this section of the form to tell us as much as you can about this.

Evidence of need (Q3.3)

In this section we ask you to give us information about your project and why it is needed. To help with this question we have broken it into four sub-sections. We are not looking for general statistics about the geographical area, people or issue, but for information that points more directly to the need for the project that is the subject of your application.

What issue, gap or need will your project address?

We are asking here for any evidence that you have gathered or sourced that supports the need for your project.

Please tell us how you identified this gap/need

We would like to know how, when and from whom you collected this information.

Consultation

In this section you should tell us how you involved carers and other beneficiaries in the planning and design of the project to ensure you are directly addressing their needs.

Our toolkit of consultation resources may be helpful to you. You can find these on our website:

<https://www.sharedcarescotland.org.uk/resources/tools/>

How does your project fit with local statutory policy and practice, for example your local Carers Strategy?

We are interested to know how your work connects to, and could support, relevant local strategies that also aim to improve outcomes for carers and cared-for people. We want the Short Breaks Fund, where possible, to be augmenting wider efforts locally to address identified needs and gaps in

provision. We would anticipate applicants will be connected into local community planning processes which are looking into these issues.

Project beneficiaries (Q3.4)

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 unpaid carers and people with different care needs.

We understand that you may count carers/cared for people in more than one category. For example, the carer may be 'new to your organisation' as well as a 'black or minority ethnic carer' or the cared for person may have multiple conditions. This may result in the total number of carers or cared for numbers not matching the totals in the categories below but that is okay.

Estimated figures are fine. If you are awarded a grant, you will be given the opportunity to revise these figures if necessary.

IMPORTANT NOTE: the table for 'Cared-for children/young people (aged 0-20)' should **only** be completed for **young carer's projects**. Creative Breaks does **not** fund projects for adult carers of children and young people aged under 20 years.

Within this section please tell us the Local Authority area(s) that the beneficiaries live in. **Please list all Local Authority area's that your project covers.**

What will success look like? (Q3.5)

Creative Breaks funding is for projects that contribute directly to the achievement of **at least two** of the programme's outcomes (see **Outcomes** on page 4). In this section, we need you to explain the contribution your project will make to achieve these high-level outcomes, and how you will monitor this. For each of the high-level outcomes that your project will contribute to, you must answer the following questions:

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 will 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 adults with learning disabilities and their carers will report feeling more relaxed and less stressed as a result of the short breaks activity*): this is your project outcome. Each project outcome should be no more than 1-2 sentences long and must clearly state what success will look like.

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 adults and their carers at the start of the project. At the event, we will use appropriate tools to capture information about their wellbeing and stress levels.*

At the end of the year, we will hold another event for families and will repeat the exercise to capture any changes in their wellbeing and stress levels).

Our toolkit of evaluation resources may be helpful to you. You can find these on our website:

<https://www.sharedcarescotland.org.uk/resources/tools/>

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 adults with learning disabilities*).

Additional outcomes (Q3.6)

Some projects may also deliver additional outcomes over and above the outcomes of the Creative Breaks programme. Use the table in Q3.5 to provide information on this. If this doesn't apply to your project, just leave this table blank.

Longer-term impacts (Q3.7)

The Short Breaks Fund aims to make a lasting impact on carers and cared-for people, on funded organisations, and on wider short breaks policy and practice.

Please tell us about the potential long-term impacts your project may have. This could include long-lasting benefits for carers and/or cared-for people, influencing changes in policy and/or practice (including local authority commissioning), lasting changes for your organisation, etc.

Section 4: Finance

Detailed project budget (Q4.1)

We have provided a separate budget template (Excel spreadsheet) for your detailed budget breakdown. This is where you will tell us how much you are requesting from Creative Breaks as well as the total cost of your project. You can download the template here:

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

Please refer to the list of eligible and ineligible costs provided on page 5 before preparing your budget. Enter your organisation name in cell D2 and your project title in cell D3. Cell D4 is for office use only.

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. However, please check that your budget adds up before submitting.

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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. **You must complete both these sections on the spreadsheet.**

The totals at the foot of the template will calculate automatically. If you have inserted additional rows, please check that these have been included in the formula. **Take time to double check that all columns add up before submitting your final budget.**

Staff costs

Creative Breaks grants can be used to part-fund contracted or permanent staff posts (salary, NI and pension contributions). Please note: The Short Breaks Fund will **not** usually fund these posts in full.

The funded period for Creative Breaks 2021 grants is 1 October 2021 – 30 September 2022. All costs must be incurred during this period. If you need to recruit new staff posts for this project, please remember to factor this into your work plan. 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 employer National Insurance and pension contributions are included in your calculations. Go to <https://www.gov.uk/browse/employing-people> for further guidance.

Overheads

Creative Breaks grants will 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 and postage. Please state (in the 'Notes' column) how this contribution was calculated.

E.g. Go Oban's total office costs (rent, utilities, phone & internet) for 2021-2022= £1,800. This project will be 10% of our total activity so we are charging 10% of these costs to the project = £180.

Creative Breaks grants will fund a contribution to the **management and organisational support costs** directly associated with your project (an appropriate proportion of the organisation's HR, IT, administration, and governance etc. costs). You **must** explain and justify how this contribution was calculated. This budget line should only be used for costs that can't easily be listed as separate line items (e.g. CEO's time to oversee the project should be listed under staff salaries). The Creative Breaks Grants Advisory Panel reserves the right not to fund overhead costs that are not clearly explained or justified.

E.g. Go Oban's total governance costs for 2021 -2022 will be £250. This project will be 10% of our total activity so we are charging 10% of these costs to the project = £25.

Once completed, **please tick the box under Q4.1** to confirm that you have completed and are submitting the budget as instructed. Please double check that you have attached the budget to the email with your application form.

Part funding option (Q4.2)

As Creative Breaks is always asked for more money than we have to give, our Grants Advisory Panel often look at ways to partially fund requests as they want to fund as many projects as possible. Please tell us which elements of your budget are absolutely essential and how, if possible, you could reduce your budget to still deliver a project that will make an impact.

We do understand that your budget may already be constrained, and it may not be possible to give a part funding amount. If this is the case, please tick **NO** on question 4.2 **and** give us an explanation as to why this is not possible. **You must answer YES or NO to this question, do not leave blank.**

However, please note that if you cannot provide a part funding figure, you will NOT be penalised. If you can give a part funding figure this does not mean that you are more likely to be awarded that figure instead of the grant requested.

Other funding for the project (Q4.3)

The budget template also contains a section for you to list all other sources of funding for your project, i.e. the specific project that is the subject of this application. In this section, please list all other sources of funding for your project (column A) e.g., grants from other grant-making organisations, donations, income from fundraising events, carer contributions, etc.

IMPORTANT NOTE: Many of the projects we fund ask participants to make a contribution towards the cost of the activities they provide. (See 'Charging policy' below.) The Short Breaks Fund understands this practice **as long as** measures are put in place to ensure that contributions are not a barrier to participation for people on low incomes. If you plan to do this, please include the anticipated income from contributions (sometimes called 'fees', 'charges' or 'donations') in the 'other funding' section of the template.

For each source of funding, state:

EITHER the amount of funding already secured (e.g., confirmed grant awards, other funds already raised, etc.) in column B

OR the amount you expect (or hope) to secure (e.g., for pending or planned grant applications, estimated income from other sources, etc.) in column C

Use column D to provide any additional information, including when you expect to hear about pending applications.

Once completed, please tick the box under Q4.3 to confirm that you have completed and are submitting the budget as instructed. Please ensure that you attach the budget to the email with your application form.

Please use the text box to provide additional information about how you will raise the other funding required for your project. You must also explain what you will do if you are unable to secure all the funding required. **Is there a Plan B?**

Charging policy (Q4.4)

If you have a charging policy, you must state clearly what this is. Please tell us how these charges have been calculated, and why you are charging for your service. Please also tell us how you deal with a situation where carers/families can't pay, as our Grants Advisory Panel need to know that charges are not a barrier to people accessing your project.

Current finances (Q4.5)

You will need to refer to your latest set of approved accounts to complete this question. You will find this information on your Income and Expenditure statement and on the Balance Sheet that make up your financial accounts. If you are uncertain about this, please **do not leave it blank**. We recommend that you speak to the person who prepares your accounts for advice.

If for any reason you are unable to submit an up-to-date set of accounts with your application, you need to explain why. You can give us this information at question 4.6.

Financial position (Q4.6)

Use this text box to give more detail about your organisation's financial position. If your organisation has particularly high or low reserves, it is important that you explain why, and outline the steps your organisation is taking to address this. You should also use this section to inform us of any recent changes to the organisation's financial position (e.g. significant funding secured or lost).

Section 5: Final steps

Declaration (Q5.1)

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 (Q5.2)

Once you have completed final checks on all of your documents, attach these to an email and send to applications@sharedcarescotland.com

- Application form
- Budget (Excel)
- Accounts
- Governing document or constitution
- Job description(s)
- Partnership Agreement if applicable
- Supporting Statement if applicable (if you are attaching separately)

IMPORTANT

We cannot accept incomplete applications so please ensure that **all** documents are submitted in an email before the deadline. **Incomplete applications will be returned to you.**

Email your documents to: applications@sharedcarescotland.com by **5pm on Thursday 20th May 2021**. **Late applications will not be accepted.**

You will receive an automated response confirming receipt of your email, and the next steps. If you do not receive this immediately, please check your 'junk' or 'clutter' folder before contacting us.

The Short Breaks Fund cannot accept responsibility for applications not received.

Help available

The Short Breaks Fund team is 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 have a range of free resources and toolkits 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:

<https://www.sharedcarescotland.org.uk/resources/tools/>

You can also read about previously funded Creative Breaks projects on our Short Breaks Stories website: <http://shortbreakstories.org.uk/type/creative-breaks-service-development/>

Applicant support workshops

Due to Covid-19, this year all workshops will be delivered on-line. For more information and to book your free place, go to: <https://www.sharedcarescotland.org.uk/shortbreaksfund/creativebreaks/>

Keep in touch with any recent developments on Covid-19 on our news page

<https://www.sharedcarescotland.org.uk/general/statement-on-covid-19/>

Phone-in sessions

We have scheduled a few phone-in sessions when you are welcome to speak to a member of the Short Breaks Fund team to discuss your application in more detail. For more information, go to:

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

Please note we are unable to comment on draft applications.

Get in touch

As the SBF team is still currently working from home, for all other questions and enquiries, please contact our Grants Officer, Amanda Moffat, on amanda.moffat@sharedcarescotland.com

What happens next?

Assessment process

Once we have completed eligibility checks, applications are passed to our team of independent external grants assessors. The assessor will contact you to arrange a time for a telephone assessment. These calls usually take between 30-60 minutes.

Grants Advisory Panel

Our independent Grants Advisory Panel will meet on **23rd September 2021** to review applications and allocate funding.

Timescales

You will be notified of the panel's decision week commencing **27th September 2021**. Grants will be issued to successful applicants in **October 2021**. Funded projects must be completed by **30th September 2022**.

Glossary: what do we mean by...?

Carer

A person who provides unpaid care to a family member, partner, friend or neighbour who needs support because of their age, physical or mental illness or disability, and could not manage without this help.

Young carer

A child or young person up to the age of 18 who provides unpaid care to a family member, partner, friend or neighbour, who needs support because of their age, physical or mental illness or disability, and could not manage without this help.

For the purposes of determining eligibility of projects to apply for Short Breaks Fund grants, the meaning of (adult) carer and young carer will be as defined by the Carers (Scotland) Act 2016 ³

³ [Carers \(Scotland\) Act Statutory Guidance](#)

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. PLEASE NOTE: Projects supporting kinship carers are not eligible for Creative Breaks funding unless the kinship carer is looking after a disabled young person over 18 years of age.

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>

⁴Remote 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'.

⁵Short breaks

A short break can take any number of forms in order to achieve the carer's desired outcomes. The purpose is for carers to have a life outside or alongside their caring role, supporting their health and wellbeing. This also benefits the cared-for person and others (e.g. family members) and sustains the caring relationship.

Voluntary or unincorporated organisation

A voluntary or unincorporated association is a group of people who have decided to work together to accomplish a common agreed non-commercial purpose, such as a club, society, local group or community association.

A voluntary association is the simplest form of legal structure and is often appropriate for small scale activities which do not involve leasing premises or employing staff.

This structure is not regulated by an external regulator or subject to specific legislation, although some case law does exist. If it is charitable it will be subject to charity law and regulated by OSCR.

If you are considering this structure and are planning to apply for charitable status, you may wish to set up as a Scottish Charitable Incorporated Organisation (SCIO). This is a corporate body which provides limited liability for its members and is suitable for organisations that want to become charities, but do not want or need the complex structure of company law.

Incorporated organisation

An incorporated organisation has a legal identity of its own. This means that it can own property, employ people in its own name, and enter into contracts.

⁴ Scottish Government Urban Rural Classification 2014

⁵ [Short Breaks Definition - Shared Care Scotland](#)

Creative Breaks 2021: Guidance for Applicants

Incorporation means the liability of the organisation to third parties is limited to the total amount of the members' guarantees. This gives protection to those running the organisation and its members in most cases. However, it also means that committee members need to take their responsibilities seriously as they are legally binding. There are also obligatory reporting duties, for example for companies to their official regulatory body – Companies House, and for Scottish Charitable Incorporated Organisations – OSCR.

Please refer to SCVO's guidance on legal structures if you require further information:

<https://scvo.org.uk/support/setting-up-a-charity/decide-on-structure/voluntary-or-unincorporated-association>