

Better Breaks 2022: 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 **disabled children and young people** (aged 20 and under), and their **carers** (adult carers and/or young carers)
- For definitions of all key terms (carer, short breaks, etc.) please refer to the **glossary** on page 18
- **12 month grants** available (April 2022 – March 2023)
- Maximum grant available is **£35,000**
- **Unincorporated organisations, maximum grant available £5,000**
- **Download** application form and budget template here:
<https://www.sharedcarescotland.org.uk/shortbreaksfund/betterbreaks/>
- **Deadline** for applications: **Thursday 18 November 2021, 5pm**
Submit applications to applications@sharedcarescotland.com
- **Help available!** See page 16 for details of the help and support available for applicants.

About this funding

Better 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 Better Breaks programme provides grant funding to **third sector organisations** to develop and deliver short breaks projects and services for **disabled children and young people (aged 20 and under)**, and their **carers** (adult carers and/or young carers).

The Better Breaks programme funds a wide range of short breaks projects and services, including activities and breaks for:

- Disabled children and young people without their carers
- families to enjoy together
- carers (adult/parent carers) without the child or young person they care for
- young/sibling carers with the person they care for.

Short breaks projects and activities can include **breaks away** (including overnight stays, residential breaks), **days out**, and/or **shorter sessions** (including regular activities). To be eligible for Better Breaks funding, projects **must** be able to evidence how their activities will benefit **both** disabled children and young people **and** their carers, by providing a break from their normal routine. These

breaks should **increase opportunities** for children and young people to engage in activities they enjoy, give carers a **break from their caring role**, and improve **wellbeing** for all.

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 Better 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 benefit¹?
- 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 oversubscribed.

We welcome applications from organisations and projects that have previously been funded by Better 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 on the Glossary on page 18.

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.

¹ 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>

- **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.
- **For-profit organisations.**

Funded activities

The Better Breaks programme provides funding for projects and services that enable disabled children and young people (aged 20 and under), and their carers, to access **short breaks**. Short breaks give disabled children and young people and their families a **much-needed break from routine**. Short breaks give families the space to rest, to be themselves, and to be refreshed by engaging in outside interests and hobbies, holidays, and other fun activities.

We fund a **wide range** of different short breaks project and activities. These can include breaks away, days out, and/or shorter, regular activities and sessions. The activities can be for the disabled children and young people, for their carers, their young sibling carers to enjoy activities with the disabled child or young person, or for families to enjoy together. To be eligible for Better Breaks funding, projects **must** be able to evidence how their activities will benefit **both** disabled children and young people **and** their carers, by providing a break from their normal routine. These breaks should **increase opportunities** for children and young people to engage in activities they enjoy, give carers **a break from their caring role**, and improve **wellbeing** for all involved.

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 disabled children and young people (aged 20 and under), and their carers (adult and/or young carers to enjoy together with the disabled child or young person) 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.

Continuation Funding

If you are applying for funding for a project that we have funded previously and/or for continuation funding you will need to explain how you have used learning from previous successes and challenges to shape and improve the project. Please ensure that 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 30th June 2022 to help you deliver your project. If this is the case and you are applying to Better Breaks 2022 for continuation funding, then we ask that you only apply for nine months of funding; the activities and budget should be designed for the period between July 2022 and March 2023.

We **cannot** fund:

- Projects that provide **general support** to disabled children and young people and/or their carers.
- Projects supporting **kinship carers**, unless they are caring for a disabled child or young person (aged under 20). Please see the **glossary** on page 18 for details.
- Projects **supporting adults (aged 21 and above) with disabilities** or other support needs, or their **carers**, to access short breaks. Our [Creative Breaks](#) funding programme caters for these groups.

Principles

The Better 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 disabled children and young people (aged 20 and under) **and** their carers, improving their quality of life and well-being, and supporting the caring relationship.
- **Personalisation:** all projects should ensure that disabled children and young people (aged 20 and under) **and** their carers 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 seek to make a difference to people who most need support. This may include children and young people (aged 20 and under) with multiple support needs² 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 Better Breaks programme seeks to achieve four 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 three** of these outcomes:

- Disabled children and young people (aged 20 and under) will have **more opportunities to have fun**, develop friendships and do activities they enjoy
- Carers of disabled children and young people (aged 20 and under) will have more opportunities to **enjoy a life outside of their caring role**

² Please see the **Glossary** on page 18 for further details on how we define 'multiple support needs'.

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- Carers of disabled children and young people (aged 20 and under) will feel better supported to **sustain their caring role**
- Disabled children and young people (aged 20 and under) and their carers will have **improved wellbeing**.

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:

- **Complex needs³**: projects designed to enable children and young people with the most complex needs and their carers to access short breaks opportunities that meet their needs. These projects will understand and seek to overcome the barriers that can prevent families from accessing appropriate short break services and activities.
- **Sports and active leisure**: projects designed to improve the wellbeing and confidence of disabled children and young people through sports and active leisure activities, especially if this also improves access to mainstream sports and leisure facilities.
- **Independence**: projects designed to enable disabled children and young people to develop their independence and enjoy a social life outside the family home.
- **Transition to adulthood**: projects designed to build the confidence and life skills of disabled young people as they transition to adulthood.
- **Diversity**: projects designed to enable disabled children and young people from less-visible and underserved communities (including black and ethnic minority and Gypsy / Traveller families, families living in remote and rural areas or areas of multiple deprivation) to access short breaks opportunities that meet their needs. These projects will understand and seek to overcome the barriers that can prevent families from accessing appropriate short break services.
- **Under 5s**: projects designed to enable families with very young disabled children to access short breaks opportunities that meet their needs.

How much funding is available?

A total of around £1,000,000 is available for the 2022 round of the Better Breaks funding programme. Grants are for **12 months only**. The funding period is 1 April 2022– 31 March 2023 and all funded activity must take place within this period. Grants will be awarded in March 2022. The maximum grant award is **£35,000**, however the average grant award in previous years has been around £15,000.

³ Please see the **Glossary** on page 18 for further details on how we define 'complex needs'.

What can Better Breaks grants be used for?

Better Breaks grants **CAN** be used for the following costs that are **directly associated with the project**:

- ✓ 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
- ✓ 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
- ✓ Office costs directly associated with the project – e.g., lighting, heating, rent, stationery, postage etc.
- ✓ Management and organisational support costs directly associated with the project– e.g., an appropriate proportion of the organisation’s HR, IT, administration, and governance costs.

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

- ✗ Any costs incurred out with the specified grant duration (1 April 2022 to 31 March 2023)
- ✗ Costs which are funded via other income or resources
- ✗ Delivery of statutory services (services which Local Authorities/Integrated Authorities are legally bound to provide)
- ✗ Purchase or refurbishment of large capital items, such as vehicles or buildings
- ✗ Debt repayments
- ✗ A contribution to an organisation’s overall general running costs.

Part funding option

The Better 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 question.

This will not make it more likely that we will a 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 Better Breaks. Simply click on the grey instructions text in the black outlined 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
- Attend one of our online workshops or webinars (take advantage of this support)
- 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
- 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 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. Your application will be marked down for this
- 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 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 disabled children and young people in Argyll & Bute. We provide a range of activities and support for children and their families, including adventure breaks, regular social clubs, and sports clubs.

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 (50 words)!

E.g., Team Spirit Project is a fortnightly sports and social club for 25 young people (aged 16-20) 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 Better 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 Better 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

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 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 beneficiary, 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 Better Breaks funding programme, your ability to deliver the proposed project, why there is a need for the proposed project etc. 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.

For examples follow this link

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

Project delivery partners (Q2.6) & Partnership agreement(s) (Q2.7)

These questions only apply if you are applying for funding for a partnership project and ticked YES in answer to Q1.7. If 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 Better 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 Better 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.

Covid-19 Plan B

We are still living in challenging times as we learn to live with the pandemic. 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 you plan. Please tell us as much as you can about your Plan B.

Continuation Funding (Q3.2)

If your application is for continuation funding, we also need you to provide us with an up-to-date picture of the performance of the project over the period it was last 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.

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.

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 also be interested to know how, when and from whom you collected this information.

Consultation

In this section you should tell us how you involved people in the planning and design of the project to ensure you are directly addressing their needs. If the application is for continuation funding you **must** provide evidence from proposed beneficiaries that there is a continued need for this project. It is not sufficient to tell us that people want this project “because we’ve always run it this way”. You need to let us know how you gathered the evidence that helped inform this year’s project plan.

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.

Better Breaks priorities (Q3.4)

We are particularly keen to fund projects that address one or more of the **priority issues** listed on page 4 of this guidance. If your project is designed to address one or more of the priorities, tick the relevant box(es) and then explain **how** your project will do this.

Applications that make a strong case (with appropriate evidence) for how the proposed project will contribute to these priorities will attract more points at assessment and be prioritised for funding.

Project beneficiaries (Q3.5)

The Scottish Government, who fund the Better 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 disabled children and young people and carers 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.

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 **Glossary** on page 18 below for guidance on 'multiple support needs', 'remote and rural areas' and 'areas of multiple deprivation'.

What will success look like? (Q3.6)

Better Breaks funding is for projects that contribute directly to the achievement of **at least three** of the programme's outcomes (see **Outcomes** on page 4). In this section, we need you to explain the contribution your project will make in delivering these outcomes and how you will achieve and monitor this.

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

The Better Breaks programme outcomes are deliberately broad and high-level (e.g., *disabled children and young people (aged 20 and under) and their carers 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 disabled young people and their carers in Oban report feeling more relaxed and less stressed as a result of the short breaks activity*).

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 young people 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*).

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 disabled young people*).

Additional outcomes (Q3.7)

Some projects may also deliver additional outcomes, over and above the outcomes of the Better Breaks programme. Use the table on page 8 to provide information on this. If this doesn't apply to your project, just leave this table blank.

Longer-term impacts (Q3.8)

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. You can download the template here:

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

Enter your organisation name in cell E2 and your project title in cell E3. Cell E4 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, however **please make sure that the totals are correct on the budget and add up correctly.**

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

Better 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.

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The funded period for Better Breaks 2022 grants is 1 April 2022 – 31 March 2023. All costs must be incurred during this period. 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.

Overheads

Better 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, postage, IT, and internet costs etc. Please state (in the 'Notes' column) how this contribution was calculated.

e.g., Go Oban's total office costs (rent, utilities, phone & internet) for 2022-23 = £1,800. This project will be 10% of our total activity so we are charging 10% of these costs to the project = £180.

Better 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, 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. The Better Breaks grants 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 2022-23 will be £250. This project will be 10% of our total activity so we are charging 10% of these costs to the project = £25.

Part Funding Option (Q4.2)

As Better 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.

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)

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).

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 B) 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 contribute towards the cost of the activities they provide. 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 C

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 D

Use column E 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 of 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 there is a need to charge your service/activities. Please also tell us how you deal with a situation where carers/families can't pay, as our Grants Allocation Panel need to know that charges are not a barrier to people accessing your project.

Real Living Wage (Q4.5)

Scottish Government funds the real living wage for adult social carer staff providing direct carer and support and are keen that this is applied across all sectors. Please let us know if you are paying the

real living wage or above. If you are not paying this please note that you **will not** be penalised for this but we would be keen to find out why you don't pay the real living wage.

Current finances (Q4.6)

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 (Q4.7)

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. We ask you to tell us about your **restricted** and **unrestricted** reserves and tell us what your reserves policy is e.g. three – six months operating costs and what this equates to.

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 a single email before the deadline. **Incomplete applications will be returned to you.**

Email your documents to: applications@sharedcarescotland.com by **5pm on Thursday 18th November 2021**. **Late applications will not be accepted.**

You will receive an automated response confirming receipt of your email. 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 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:

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

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

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

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/betterbreaks/>

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

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

Call in days

We have scheduled a number of 'call in' days when you are welcome to ring the Short Breaks Fund team to discuss your application in more detail. For more information, go to:

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

Please note we are **unable** to comment on draft applications.

Get in touch

For all other questions and enquiries, please contact our grants officer, Amanda Moffat,

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. Please make sure that the person (s) who will be talking to the assessor can speak knowledgeably about the organisation and the project for which you are seeking funding.

Grants panel

Our independent grants allocation panel will meet in March 2022 to review the assessors' recommendations and allocate funding.

Timescales

You will be notified of the panel's decision by **mid-March 2022**. Grants will be issued to successful applicants in **April 2022**. Funded projects must be completed by **31 March 2023**.

Glossary: 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.⁴

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.⁵ **PLEASE NOTE:** Projects supporting kinship carers are not eligible for Better Breaks funding as kinship carers are eligible for kinship care allowances provided by Local Authorities and, as such, are not considered unpaid carers. The only exception is if the kinship carer is caring for a disabled child or young person (aged 20 and under).

Multiple support needs / complex needs

This term refers to children and young people with a long-term (lasting 12 months or more) or life-limiting disability, who require a high level of support in three or more of the following areas:

- The physical environment
- Education
- Communication / social interaction
- Access to social activities
- Personal care and supervision / vigilance
- Specialist resources, i.e. information and communications technology
- Medical or therapeutic treatment and condition management

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'.⁶

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

⁴ Source: Caring Together: The Carers Strategy for Scotland, 2010-2015

⁵ Source: The Looked After Children (Scotland) Regulations 2009

⁶ Source: Scottish Government Urban Rural Classification 2014

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.⁷

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.

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>

⁷ Source: Getting it Right for Young Carers: The Young Carers Strategy for Scotland, 2010-2015