# Carers Support Fund - South East Wales

## Application Form

Please refer to the **guidance notes** when completing this form

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| **Section 1:** **Contact details** |
| Organisation name: |  |
| Contact name and role: |  |
| Contact email: |  | Contact phone number: |  |
| Finance contact:Please provide a key point of contact in your Finance department.Contact name and role: |  |
| Contact email: |  | Contact phone number: |  |

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| **Section 2:** **About your organisation** |
| Organisation type: |  |
| Charity No (if applicable): |  |
| Company No (if applicable): |  |
| If your organisation is neither a charity or a company, please provide details of your structure: |  |
| Please list any quality standards currently held by your organisation and the date achieved. |  |
| Please provide statements of your organisations mission, vision and values. |
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| Please give a brief description of your organisation. Please summarise the range of services your organisation provides and what you do on a daily basis (max 500 words). |
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**Documents required to be submitted with your application.**

Please provide the following documents to support your application:

1. If your organisation is not a registered charity, please attach a copy of your constitution
2. A copy of your latest audited accounts
3. List of up-to-date insurance certificates
4. Copies of your Safeguarding policies for vulnerable adults and children
5. Equal Opportunities or Diversity & Inclusion (or equivalent) Policy
6. General Data Protection & Confidentiality Policies & Procedures
7. Complaints Policy & Procedure
8. Financial Policy & Procedure
9. Health & Safety Policy & Procedure.

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| **Section 3:** **Funding areas** |
| Please specify the Local Authority areas you are proposing to deliver the project in. |  |
| **Section 4:** **Please provide an overview of your experience working with and for unpaid carers in Wales (max 500 words)** |
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| **Section 5:** **Project proposal** |
| Please provide a summary of what you plan to deliver for carers over the 12-month period. This should provide a high-level overview of what the project is, who it will target (e.g., any specific carer communities), how the need has been identified (e.g., carer consultation), what services carers will receive/experience and how your proposal will achieve the programme outcomes (max 500 words). |
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| **Section 6 :****Carer support services** |
| Please provide a more detailed breakdown of the services you would like to provide with the grant over the 12-month funding period (max 500 words). |
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| Please explain how carers will be made aware of the proposed services. This should include a brief overview of how expectations will be managed. |
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| Total number of carers you anticipate services will reach between November 2022 and 31 October 2023: |  |
| Total number of carers new to your organisation you anticipate services will reach: |  |

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| **Section 7:****Direct grant awards**  |
| Please provide a brief description of the type of awards you would like to provide with this grant including whether you will be targeting specific carer communities with the awards? (Max 300 words). |
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| Please list the Local Authority areas you will deliver the small grant awards in and the planned breakdown of distribution in each area (please add rows if required): |
| **Area** | **Amount** |
|  | **£** |
|  | **£** |
|  | **£** |
| **TOTAL** | **£** |
| How will you ensure that carers will know about the direct grants available? This should include a brief overview of how expectations will be managed (max 200 words). |
|  |
| Please state the total number of carers you anticipate the direct grants will reach between November 2022 and 31 October 2023: |  |
| Please state the total number of carers new to your organisation you anticipate the direct grants will reach: |  |
| Please outline the decision-making and authorisation process for direct grant awards (max 200 words). |
|  |
| Please outline the award distribution method to carers (aged 18+) and young carers (aged 5-17) . |
| Carers aged 18+ (max 100 words). | Young carers aged 5-17 (max 100 words). |
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| **Section 8:****Budget: November 2022 to 31 October 2023** |
| Please outline below the itemised breakdown of costs: | **Allocation (£)** |
| **Carer Support Services** |  |
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| **Direct Grant Awards** |  |
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| Overheads (10% max) |  |
| **TOTAL** | **£** |

**Appendix One: Carers Support Services activity timetable** Please complete the table below to outline the key milestones and outputs that would be delivered between November 2022 – 31 October 2023. **Please note** the different budget allocation across the two financial years as detailed in the guidance notes.

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| --- | --- | --- |
| **Month** | **Carers support services milestones and outputs** | **Planned monthly expenditure**  |
| November |  | £ |
| December |  | £ |
| January |  | £ |
| February  |  | £ |
| March |  | £ |
| April |  | £ |
| May |  | £ |
| June |  | £ |
| July |  | £ |
| August |  | £ |
| September |  | £ |
| October |  | £ |

**Appendix Two: Direct grant awards activity timetable** Please complete the table below to outline the key milestones and outputs that would be delivered between November 2022 – 31 October 2023. **Please note** the different budget allocation across the two financial years as detailed in the guidance notes.

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| --- | --- | --- |
| **Month** | **Direct carer awards milestones and outputs** | **Planned monthly expenditure** |
| November |  | £ |
| December |  | £ |
| January |  | £ |
| February  |  | £ |
| March |  | £ |
| April |  | £ |
| May |  | £ |
| June |  | £ |
| July |  | £ |
| August |  | £ |
| September |  | £ |
| October |  | £ |

**General Data Protection Regulations**

Carers Trust complies with the General Data Protection Regulations in the processing and storage of data. For further details on how we protect and use personal data please read our Privacy Policy at [www.carers.org/privacy-policy](http://www.carers.org/privacy-policy). If you need to contact us regarding the use of personal data or information, please email dpo@carers.org or call 0300 772 9600.

**Declaration**

In signing this form, I confirm that the information provided is true and accurate and consent to providing full information on how the grant has been spent if requested by Carers Trust.

I understand that the information provided in this report may be circulated and discussed with any person or organisation helping Carers Trust to assess, deliver and evaluate the Carers Support Fund Wales.

**Authorised Signatory**:

**Title:**

**Date:**