

# Carers Support Fund – South East Wales

## Guidance Notes

Carers Trust is delighted to offer an opportunity to Carers Trust Network Partners, Third Sector organisations and Local Authorities to take part in the Carers Support Fund programme between 1 September 2024 and 31 March 2025.

Carers Trust is inviting organisations to submit proposals on how to utilise the Carers Support Fund Wales to support all unpaid carers of all ages across South East Wales. Proposals should be focused on supporting carers who are experiencing financial hardship due to the cost-of-living crisis and ongoing impact of the pandemic.

Detailed below is information on the Carers Support Fund Wales and information needed to apply for funds.

### Key Information

By March 2025, Carers Support Fund Wales will create immediate and sustainable services to reduce the effects and impact of financial hardship for 15,000 unpaid carers across every Local Authority Area across Wales. This will be achieved through the provision of:

- Direct grant awards to buy basic essential items, such as food, household items and white goods
- Support services such as benefits and financial advice, peer support and counselling

Through local delivery, the Carers Support Fund will achieve the following outcomes for unpaid carers across Wales:

- Reduce financial hardship
- Improve quality of life
- Improve mental wellbeing
- Improve knowledge and awareness of where to access support in future
- Improve support for carers to continue in their caring role.

We are particularly interested in applications that that are focussed on ensuring that carers from underrepresented groups/communities can access the funding. This includes:

- Male carers
- Carers from LGBTQ+ communities
- Carers from minoritised ethnic communities
- Carers not currently accessing your services.

Detailed in the table below is the maximum amount of Carers Support Fund Wales grant funding available to support unpaid carers in South East Wales (1 September 2024 to 31 March 2025).

<b>Local Authority</b>	<b>Maximum Grant Level</b>
Caerphilly	£98,000
Cardiff	£125,000
Merthyr Tydfil	£30,000
Monmouthshire	£36,000
Rhondda Cynon Taf	£120,000
Vale of Glamorgan	£40,000

Applications are invited from an organisation or partnership of different organisations to deliver services/activities and grants either in one or a number of the Local Authority areas listed above.

**Please note: A minimum of 40% of the total award must be allocated to direct grants.**

### **1. Carer Support Services**

The Carers Support Fund grant can be used to fund services that meet the needs of carers in your local area. Due to the limited timescale this is likely to be an extension or enhancement of an existing service. Examples include but are not limited to:

- The development of peer support groups to support resilience
- Benefits advice and support for carers living with financial challenges.

**Delivery costs** - Budgets can include:

- Direct project delivery staff costs
- Venue hire, refreshments and project materials
- Purchase of equipment directly linked to the delivery of the project
- Overheads at a maximum of 10% of the requested amount.

### **2. Direct Carer Grant Awards**

A minimum of **40% of the total requested** budget (before overheads are added) must be used to provide direct grants/vouchers to carers experiencing

specific financial challenges. Individual awards must not exceed £300.

Examples of eligible items includes, but is not limited to:

- Purchase of household items (including cookers, fridges, beds, washing machines etc) and home repairs, food and clothing
- Purchase of IT and mobile phone equipment, software, and data allowances
- Transport costs (bus, train, taxi fares, fuel costs, driving lessons and tests)
- Tutoring costs to support carers struggling with education
- Educational or employment related equipment.

Ineligible items:

- Due to restrictions applied by the Welsh Government, **awards cannot be provided in cash or cash equivalents** such as pre-paid credit cards
- Costs associated with debt repayments
- Any costs associated with the purchase of motor vehicles
- The maintenance of motor vehicles by non-certified providers
- Any planned expenditure outside of the financial year to which it has been awarded.

Grant awards can be distributed in a range of ways including:

- The direct purchase of white goods/activities by your organisation from a retailer/supplier
- The provision of a voucher to be spent in selected shops for the purchase of specific items e.g., food, clothing, bedding etc.

Vouchers can be purchased in advance for individual retailers/outlets related to the specific needs of the carer.

Where funding is being provided to support **young carers aged 5-17**, please ensure that parental/guardian consent is obtained and recorded. The item/activity of benefit must be clearly centred around the identified needs of the young carer.

The funding must be available to carers across the Local Authority area(s) for which funding has been allocated and promoted via appropriate activity and/or partnership working with organisations working with carers in the area.

### **Monitoring expectations**

Monitoring and evaluation will be crucial in delivering this fund to ensure maximum reach and impact for unpaid carers and to evidence good value for money. It is also

an opportunity to collect data regarding diversity, accessibility and to collect insights directly from carers, highlighting impact, need and, in turn, potentially informing future strategic direction.

The following monitoring and evaluation expectations will be a condition of award:

- Organisations will complete quarterly online reach and spend reports via Survey Monkey. This will provide an opportunity for funded organisations to report on the number of carers accessing services/grant awards and details of expenditure.
- A mid project monitoring phone call or visit will be completed.
- An end of year narrative report where the successes, challenges, impact, case studies, quotes and other pertinent issues can be captured. Template monitoring forms will be provided by Carers Trust.

Carers Trust may also work with organisations post award to ensure appropriate tools are used, e.g. sending a short evaluation survey to recipients of the fund, to measure impact.

A programme meeting will take place once funding has been awarded to confirm monitoring expectations, payments and respond to any queries.

### **What you should include when completing your application**

The application form has been designed to capture all the information required to understand your project and enable a thorough assessment of your proposal.

Please ensure:

- Full contact information has been provided
- You provide clear responses to all the questions
- You have considered how all carers will be able to access support in the area you will be targeting
- The declaration has been e-signed by a suitably authorised person.

### **Guidance on what to include in specific sections of the application form**

**Section 1: Contact details:** Please provide the contact details for a person who has been involved in the development of the application and can answer any queries relating to the proposal.

Please also provide the contact details of a designated appropriate member of staff in your Finance department who can be contacted to deal with any financial queries.

**Section 2 does not need to be completed by Carers Trust Network Partners or organisations currently in receipt of funding from Carers Trust.**

**Section 2: About your organisation:** A due diligence exercise will be completed ahead of any confirmation of grant award. This section of the application seeks information to clarify the structure, vision, mission, values, financial position and legal entity of your organisation. Copies/links to key documents must be provided with the submission of your application form. Failure to provide these documents will lead to your application not being considered. Confirmation is required that other policies and procedures are held by the organisation.

**Section 3: Overview of experience:** Please provide a summary of work you have undertaken that supports unpaid carers in Wales, particularly in the Local Authority areas you propose to target as detailed in your application.

**Section 4: Project proposal:** Please provide a summary of what you plan to deliver for carers over the 7-month funding period (1 September 2024 to 31 March 2025). This should include:

- A description of the proposed project
- Specific carer communities to be targeted
- How the need to be addressed has been identified
- What services and grants carers will receive/be able to access
- How your proposal will achieve the programme outcomes.

### **Section 5: Carers Support Services**

**Summary of services to be delivered:** Please provide details of the services to be provided in the 7 months including the number of sessions to be delivered and any specific groups/communities of carers to be targeted and the rationale for this.

E.g.,

- 50 1:1 support sessions will be provided to support carers (open to all carers)
- 10 peer support sessions will be provided for carers from minoritised ethnic communities etc

**Carer reach:** Please provide an estimate of how many carers will be supported through **support services** during the seven-month period across the local authority areas you propose to deliver your project in. Please also provide details of the anticipated **total** expenditure in each local authority area you are intending to target (this should include management and overhead costs).

**Appendix One: Activity timetable.** Please detail the timeline for project delivery in the table provided including anticipated monthly expenditure.

### **Section 6: Direct Carer Grant Awards**

**Summary of direct carers grants to be delivered:** Please provide an overview of the type of small grants you are proposing to award and whether you are targeting any specific carer groups. E.g.,

- 50 grants for food vouchers (open to all carers)
- 20 grants for white goods (open to carers who are new to the organisation)
- 20 grants to support young carers in education.

**Accessible Direct Carer Grant Awards:** Please outline the approach you will take, including marketing and partnership work, to ensure that carers across the Local Authority regions are aware grants are available while also managing expectations. We are particularly interested in your approach to ensuring that carers from underrepresented groups/communities can access the funding. This includes male carers, LGBTQ+ and ethnic minority carers, carers not currently registered with your services.

**Decision-making and authorisation:** Please outline how your organisation will prioritise which carers will be awarded grants and the authorisation and decision-making process you will follow. E.g., A grants panel involving a minimum of two members of staff will meet on a weekly basis to review all applications and make recommendations to be signed off by an authorised member of staff or individual members of staff will assess applications which will be reviewed and signed off by a manager.

**Award distribution method:** A strict, funder driven condition is that carers **cannot** be given their awards in cash (or equivalent). They may be provided with vouchers or allocations from specific outlets, items/activities that have been directly purchased by the organisation or another non-cash method. Please outline how your organisation plans to distribute funds. If a different method will be used for carers aged 18+ and young carers (aged 5-17) please provide details.

### **Carer reach:**

Please state the Local Authority areas your organisation plans to distribute the grant awards in and the planned percentage split of award distribution.

Please provide an estimate of how many carers will be supported through services during the 7-month period. This should include a target for reaching carers who are new to your services.

**Appendix Two: Activity timetable.** Please detail the timeline for direct grant award delivery in the table provided including anticipated monthly expenditure.

### **Section 6: Outcomes**

Please explain how your proposed project will address the programme outcomes. Please be clear about how the activities you propose to deliver will improve carer wellbeing and resilience.

**Section 7: Marketing:** Please outline the approach you will take, including marketing and partnership work, to ensure that carers across the Local Authority area/s you are targeting are aware of services/activities and grants available. We are particularly interested in your approach to ensuring that carers from underrepresented groups/communities can access the funding. This includes:

- Male carers
- Carers from LGBTQ+ communities
- Carers from minoritised ethnic communities
- Carers not currently accessing your services.

Please also outline your approach to managing carer expectations around the delivery of services and grants.

### **Section 9: Risk assessment**

Please identify the main risks that could hinder the delivery of your project in the timescale proposed and what action you could take to reduce the chance of the risks happening. E.g., A common risk is unplanned staff absence - to mitigate against this risk you may have a register of sessional workers who could deliver services at short notice.

### **Section 10: Budget 2024/25:**

Please provide a detailed breakdown, in the template provided, of expenditure from 1 September 2024 to 31 March 2025. The maximum amount allowable for overheads is 10% of the funded project e.g. Carers support services £20,000, direct grants £30,000 Total £50,000. Plus, overheads at 10% £5,000. Total requested £55,000.

### **Next Steps**

Please send completed applications by email to: [csfw@carers.org](mailto:csfw@carers.org) by **10am Wednesday 24 July 2024.**

Representatives from Carers Trust will contact you on the week commencing **19 August 2024** to discuss any queries on your application and/or confirm the outcome of your application.

If successful, following clarification of any queries and e-mail confirmation of acceptance of the grant award, a Grant Agreement will be issued via DocuSign which will need to be signed by two authorised signatories in your organisation. If you have not been previously funded by Carers Trust a 'New Supplier Form' will also need to be completed. On receipt of this information, the first instalment of your grant will be released via BACS transfer.

Subsequent grant payments will be released subject to satisfactory receipt of monitoring reports.

If you require any further information on this programme, please email:  
[csfw@carers.org](mailto:csfw@carers.org) and we will respond within two working days.