



Down's
Syndrome
Scotland

helping people realise their potential

Short
breaks fund

Creative Breaks Fund

Opens 14th November 2016

Are you living with and caring for **an adult with Down's syndrome?**

Are you in need of a **break?**

If you answered 'yes' to the above, you can apply for a grant to

Creative Breaks Fund

which is run in conjunction with **Shared Care Scotland** on behalf of the

Short Breaks Fund.

Down's Syndrome Scotland is

delighted to announce that for another year we will be offering carers the opportunity to be as creative as possible when applying for funding to support a break from their caring role.

The Creative Breaks Fund will offer grants of up to £300 to parents/unpaid carers who have a significant caring role for an adult with Down's syndrome living with them.

Our goal is to help improve the well-being of carers and the people they care for by supporting the financial aspects behind a relaxing break, or an activity outwith the conventional care role.

Application packs can also be downloaded from www.dsscotland.org.uk



CHOOSE THE BREAK THAT'S RIGHT FOR YOU e.g. :

- **a short break away** for the family,
- **Pay for carers to allow you an overnight stay** away from your caring responsibilities,
- **a music concert or sports season tickets,**
- **taxi fares** to social clubs or activities for the person you care for,
- **annual cinema passes or day trips together**

BE CREATIVE

Riverside House, 502 Gorgie Road, Edinburgh, EH11 3AF

Tel: 0131 442 8840 E-mail: info@dsscotland.org.uk Web: www.dsscotland.org.uk

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INVESTOR IN PEOPLE

helping people realise their potential

Creative Breaks Fund

Helpful Hints on completing the application form

- **Introduction**

This funding is for carers in Scotland who are living with and caring for an adult who has Down's syndrome. Although grants are offered primarily to provide the carer with a break from their caring role, the grants panel will prioritise applications which will benefit both the carer and the person receiving care.

All applications must be submitted using the appropriate form, either via e-mail or post. Applications should be sent to Louise Watt at Down's Syndrome Scotland Riverside House, 502 Gorgie Road, Edinburgh EH11 3AF or Louise@dsscotland.org.uk.

The Fund opens on 14th November 2016 and will remain open until all funds have been granted, or until the 30th September 2017 whichever is earlier.

All applications will be assessed by a panel who will meet regularly throughout the year. The panel will be made up of a member of staff from Down's Syndrome Scotland, a parent or grandparent of a person who has Down's syndrome, and a representative from another charity. Our Grants panel will normally meet monthly. Depending on the number of forms received, and prioritisation, applications will usually be considered within 6-8 weeks. Applicants will be informed of the panel's decision no later than 10 days after the meeting where panel considers their grant request. Carers who are granted funding will be asked to complete a questionnaire before and after they have used the funds so that we can see the difference the grant has made to them. Down's Syndrome Scotland will report this information to Shared Care Scotland in order for them to assess the effectiveness of this funding. Successful applicants will also be required to show proof of spending.

- **Eligibility Criteria**

All applicants for grants from the fund must be caring for an adult who has Down's syndrome. Eligible Carers provide unpaid care to a family member, partner, relative or friend who lives with them and who could not manage their life without that care.

The following eligibility criteria should also be met by anyone wishing to make an application:

- The carer should live and care in Scotland
- Carers who apply will usually be providing 20 or more hours of practical or other support in an average week
- The health and wellbeing of the carer or the person receiving care is under strain and is likely to be improved by a break
- The relationship between the carer and the person receiving care or the wider family is under strain and relationships are likely to be improved by a break
- The carer is able, possibly with support, to make the necessary arrangements for the break.

- **Aims & Priorities**

Creative Breaks funding has the following aims:

- Carers and those they care for will have improved physical and emotional wellbeing
- Carers will have more opportunity to live a life outside of caring
- Carers will be better able to keep going with their caring roles
- Carers with little support will have more opportunity to access breaks

The funding can help with a range of costs associated with breaks, including transport, accommodation, leisure activities and supported holidays, but you are encouraged to think widely of creative possibilities. Applications can be for any amount relevant to your application request and up to £300. Payment will usually be made by Down's Syndrome Scotland directly into the carers bank account.

Depending on demand, the panel may prioritise applications that feature the following elements:

- Both the carer, and the individual they care for will be involved in the break
- The focus of the break is to address a health issue of the carer
- There is little or no immediate support for the carer and the person they are caring for
- The carer is finding it difficult to cope and the caring role is under threat

Please complete the application as fully as you can to give the panel the opportunity to properly assess your application. The panel will be happy to consider applications which the carer has had some help to complete from someone in a supportive role. If you require help with completion of the application form and the questionnaire please contact our Family Support Service on 0131 313 4225.

- **Terms & Conditions**

The Creative Breaks Fund is sourced from public funds. Down's Syndrome Scotland is responsible for ensuring that the funding is used responsibly for the purposes intended. The following Terms & Conditions apply to all applicants:

- Only one award per carer across the twelve month period of the fund
- All information provided on the application form must be accurate at the time of signing
- The panel reserves the right to ask for additional information as part of the assessment process if required
- Carers agree to take part in evaluation should they be successful with an application. This involves the carer completing a short questionnaire before and after they use their award to help us assess the impact of the grant
- Carers must provide proof of purchase, e.g. receipts or invoices
- Down's Syndrome Scotland may use anonymised information given by carers for the purposes of reporting to Shared Care Scotland, and promotion of the fund
- Any photographs that are sent to Down's Syndrome Scotland as part of the evaluation process by individuals who have received grants may be used for the purposes of promoting the fund or for reporting to Shared Care Scotland.

Hints and Tips on completing the Application Form

Note: Please be as specific as possible when completing each question. Giving details of times and locations will help the panel assess your application. If in doubt as to whether something is relevant please include it.

Question 1: The application form asks for information on your date of birth and ethnicity to help us to track trends with regard to what groups of people are making applications. We will not share your individual personal information with anyone without your permission.

Question 2: The purpose of this question is to give the panel some understanding of your relationship with the person you care for, and their care and support needs which you attend to. N.B. To be eligible to apply for a grant from the Creative Breaks Fund you must be living with an adult who has Down's Syndrome and you must be performing a significant caring role in their lives.

Question 3: This question is designed to give the panel some background information on what support (if any) you receive at the moment in relation to your caring role. Please specify exact times and locations and the other individuals or organisations involved.

Question 4: Please tell us why you are looking for a break. Keep in mind the aims of the funding and try to write your answer in a way that shows the links between your reasons for applying for funding and these aims. In this section, we also want to know what you think the benefits of the break will be, for you and the person you care for.

Question 5: Please tell us about the type of break you would like to organise. If you are not sure, remember that Shared Care Scotland has a directory on its website (www.sharedcarescotland.org.uk) providing information on a wide range of short break services. If you are not sure what you could apply for funding for, or you have not planned a break before, Down's Syndrome Scotland can provide ideas (call Louise on 0131 442 8850). Please be as detailed as possible with specific costs that the funding will cover.

Please note that the panel will not fund breaks provided by a person getting paid cash in hand – whoever provides the break or gets paid for their service must be registered for tax purposes.

The panel recommends that providers have public liability insurance, and if providing support to the cared for person, are in the position to provide disclosure information.

Question 6: It is important to plan ahead to make sure your break is a success. In this question, we are asking you to demonstrate that you have thought about any issues which may arise and have plans in place to deal with those issues.

Question 7: Please provide us with details of someone who can confirm your identity and role as a carer. This should be someone you know in a professional capacity (GP, district nurse, care assistant, social worker etc).

Question 8: Remember to sign and date the form. If someone has helped you to complete the form, please ask that person to sign and date the form too.

Creative Breaks Fund Application Form

Please answer the questions as fully as you can to help the **Down's Syndrome Scotland grants panel** make its assessment. **Down's Syndrome Scotland** will not share your personal information without your permission.

1. Carer's Details

Title: (delete as appropriate) Mr/Mrs/Ms/Miss

Full Name:

Address:

Postcode:

Telephone Number:

Email address (if any):

Date of Birth:

Ethnicity:

2. Information about the caring situation

Please tell us what the relationship is between you and the person you care for:

What is the Date of Birth of the person with Down's syndrome you care for?

Please give brief details of the health and/or support needs of the person receiving care and brief details of your role as carer:

How do health/support issues affect the day-to-day life of the person receiving care?

How long have you been providing care?

Does the person you care for live with you? YES NO

N.B. if you have answered 'No' to the question above, you are not eligible to apply for a grant from the Creative Breaks Fund.

3. Help with the caring task

What support with day to day caring do you get at the moment?

What formal breaks/support do you get, who helps you to get a break and how often?

(e.g. Private or home care agencies; charities, social and recreational activities)

What informal breaks/ support do you access, and how often?

(e.g. help from neighbours or family)

Have you received financial support to access a break in the last twelve months? YES/NO

If you answered yes to the question above, which organisation did you receive support from and what type of break did you have?

4. Reason for break

Why are you, the carer, in need of a break? Please write (in the box below) reasons why the Creative Breaks Fund would be beneficial to you. Remember to link your answer to the aims of the Fund stated here:

- Carers will benefit from improved physical and emotional well being
- The person receiving care will also benefit from improved physical and emotional well-being
- Carers will have a better chance of coping with their caring role
- Carers will have more opportunity to live a life outside of caring
- Carers with little or no support will be able to access breaks

5. What would you like us to fund?

What kind of 'break' are you looking for? (e.g. overnight stay; short break; show or recreational tickets; gym memberships; a special occasion etc.) Please give as much detail as possible about how you plan to spend the time created by the grant and how will you benefit? (e.g. by attending the break; by sharing a common interest with the person you care for; or to attend to your own health issues; working; relaxing; etc.)

What is the proposed date/timescales for you break?

What is the estimated cost of your plan? Please give as much detail as possible.

How much funding will you be looking for from the Creative Breaks Fund to support your plan? (Most grants will be in the region of £300.) Please give a specific breakdown of costs.

6. Ensuring your break is a success

a. Have you discussed the plan with the person you care for?	YES	NO
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b. If not, please explain why

c. Will the cared for person co-operate with proposed arrangements?	YES	NO
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d. What do you, the carer, need to do to ensure the proposed plan is successful for the person you care for?

e. What has to be considered to ensure that the proposed plan is successful for you?

f. Are there any possible problems that might get in the way?

g. What steps can be taken to overcome them?

7. Referee

The panel reserves the right to contact a referee. Please provide the name and contact details of someone who can confirm your caring role and the need for a short break. The referee should be someone who you know in a professional capacity.

Name

Address

Postcode

Telephone Number

Email Address

How do you know the referee?

8. Signatures

I confirm that all of the information provided on this form is accurate at the time of writing. I accept that the panel may seek additional information in support of this application. I am aware that I can only receive one funding award in a twelve month period. I agree to complete an evaluation form if I am successful and to submit proof of expenditure with regard to the amount granted towards the costs of my break.

Carer's Signature

Date

If a supporter (**formal** or **informal**) has helped the carer to complete this form please acknowledge this below.

Supporter's name

Supporter's Signature

Date

9. Additional Information

Please tell us where you found out about the Short Breaks Funding for carers. (e.g. Down's Syndrome Scotland, Internet etc.)

All applications must be submitted using this form, either via email or post. Applications must be sent for the attention of **Louise Watt** at **Down's Syndrome Scotland Riverside House, 502 Gorgie Road, Edinburgh, EH11 3AF** or **Louise@dsscotland.org.uk** .

Applications can be submitted until **30th September 2017** or until all funds have been allocated, if earlier. The Down's Syndrome Scotland panel will meet regularly during this period and applicants will be informed of decisions no later than 10 working days after the relevant panel meeting. N.B. Depending on the number of applications received and the priorities set, applications may take 6-8 weeks to be considered.

Note regarding Payment: - if your application is approved the grant will be paid directly into your bank account by Down's Syndrome Scotland.

Successful applicants cannot change the use of the money granted without agreement from Down's Syndrome Scotland. If you wish to change your planned break/plan you should contact Down's Syndrome Scotland explaining the reason for the change and details of what you now wish to spend the grant on. We understand that things change and arranging a suitable alternative plan will be considered sympathetically by the panel.

Evaluation

Attached to this application form is a '**Creative Breaks Fund: Before Your Break Questionnaire**'. We are asking every applicant to consider different aspects of their life as a carer (e.g. free time, physical activity, health, confidence). Please answer questions 1. to 5. in this confidential questionnaire and return it with your completed application form.

If you are successful and receive a grant from the Fund you will be required to complete another evaluation form after you have taken your break. The information you give to us before and afterwards will help us to assess the impact of the grant on your situation. When taken together with the information given by other carers who receive grants from the Fund this also enables us to report back to Shared Care Scotland on how successful the funding is towards its goal of improving the lives of carers and the people they care for, and helps build the case for similar funding from the Scottish Government for future years.

Please note, this information is used strictly for evaluation purposes and will not be used in the assessment of your application.



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Parent/Carers Name:

Date:

Creative Breaks Fund : Before your Break Questionnaire

It is important that we gather information from you before and after being granted funding for a break because:

- We want to know the difference that having a break makes to you.
- Your input will help us make improvements to the way we run the Fund.
- We are required to report back to Shared Care Scotland on how effective the Fund has been in supporting carers to take a break.

QUESTIONS ABOUT YOU BEFORE YOUR BREAK

1. How would you rate your sense of wellbeing in your caring role ?

Please tick the statement which best matches how you feel:

- | | | |
|---|---------------------|--------------------------|
| 1 | Not coping | <input type="checkbox"/> |
| 2 | Very Stressed | <input type="checkbox"/> |
| 3 | Stressed but coping | <input type="checkbox"/> |
| 4 | OK | <input type="checkbox"/> |
| 5 | Managing well | <input type="checkbox"/> |

