**Carers Choice Grant Guidance 2020-2021**

If you have any queries regarding this guidance, please contact Dawn Brown,

Carers’ Services Lead on 07736 621786

or email grants@cheshireeastcarershub.co.uk

**CARERS CHOICE GRANT GUIDANCE**

Cheshire East Carers’ Hub recognises the important role Carers undertake and we work to ensure that Carers who choose can fulfil their caring role whilst maintaining their own health and wellbeing. An opportunity has presented itself that enables the Hub to work with and enhance the ability of other community groups/organisations in Cheshire East to provide Carers with breaks from their caring role through the disbursement of Carers Choice Grants.

**How much is available**

A maximum grant of up to £8,000 is available through an application process for projects to be delivered in the 2020/21 financial year. The Hub has a limited amount of funding and we expect there to be more applications than we can fund. This is a competitive process therefore we request bidders consider very carefully the amount they request and only ask for what they need, value for money will be a key consideration in whether a grant application is successful.

**Target group**

# To be eligible for a Carers Choice Grant projects should be targeted at supporting Carers who live in Cheshire East or those who live outside the area but care for a Cheshire East resident. Carers are individuals of any age who care for a friend, family member or neighbour who cannot manage without support whether they require care because of a mental illness, disability, health condition and age or substance misuse issues.

# Who can apply?

* 1. A not-for-profit organisation i.e. registered Charity
	2. A Community Group with a constitution (grants cannot be awarded to non-constituted groups)
	3. A Social Enterprise or Community Interest Company
	4. A Town or Parish Council
	5. A school or other educational institution applying for non-curricular funding

**Applicants must be**

* Be based in Cheshire East and/or currently delivering services for community benefit in Cheshire East
* Provide a service or support Carers who live in Cheshire East or those who live outside the area but who care for a Cheshire East resident
* Apply for funding up to a maximum limit of £8,000
* Demonstrate that a project provides Carers with a break from their caring role
* Achieve one or more of the required outcomes listed below
* Demonstrate the project will have a lasting impact
* Demonstrate how a project will recognise and utilise the strengths and assets within the community
* Demonstrate how they will empower communities to take charge and help themselves
* Organisations who apply for funding will have to demonstrate why the funding is essential to enable them to deliver the project (i.e. demonstrate that they are unable to undertake the project activity with existing resources)

Complete the application form (Phase 1) and submit it to the address provided by the closing date (Monday 3rd February 2020)

* Be available to attend video recording to support your application project (Phase 2) on either Tuesday 18th or Wednesday 19th February 2020
* Be available to attend an information event for Carers (Phase 3) on Wednesday 29th April 2020 from 10.00am until 1.00pm to raise awareness of your project
* Spend the funding within 12 months of award
* Comply with the monitoring and evaluation process

# Required outcomes

Outcomes are the difference a project makes to the lives of other Carers who benefit from the project. It is important that the applicants are clear about the difference the project is going to make. The primary outcome we are intending to achieve through such projects is to enable people with caring responsibilities to be able to take a break from their caring role enabling them to;

* Reduce reliance on more intensive support
* Reduce the likelihood of Carer breakdown
* Carers can enjoy a life outside of caring
* Carers feel less isolated and better supported
* Carers experience improved overall health and wellbeing

# Examples of eligible projects

All bids are welcome for existing or new projects. Examples include;

* Projects which help Carers to cope with their caring role and balance this with having a life outside of caring
* Projects which support both the Carer and the cared for
* Projects that develop and promote peer support and self-help amongst Carers
* Projects and activities that enable greater participation of Carers in the community
* Projects that help Carers to maintain their own health and wellbeing

**We would particularly welcome applications for**

* Befriending support i.e. accessing community groups/assets or hobbies/interests
* Practical help and support i.e. help with shopping/gardening or accessing health and wellbeing appointments and services for self
* Breaks for Carers living in rural/isolated communities
* Residential/full day breaks for Carers
* Support for working Carers
* Support for Carers caring for someone because of mental health and substance misuse
* Support through transition from being Young Carers to being Adult Carers

Note – We can offer funding towards the cost of delivering projects such as staffing costs (directly linked to the project), overheads/core costs (capped at 10% of the overall project cost) venue hire, equipment and materials.

# Examples of non-eligible projects

* Projects and activities designed only for the individual with care and support needs (respite provision)
* Projects and activities which are led by or benefit only an individual person
* Funds to build up reserves or a surplus
* Cost for any activities that have already taken place before acceptance of any offer
* Projects/services which are already being commissioned/funded in the areas in which you are applying therefore duplicating provision
* Costs relating to delivering activities which are for general community benefit i.e. not specifically targeted at carers
* Repairs, new buildings or extensions to community buildings
* Staff salaries which are not related specifically to the project for which funding is being requested
* General running costs other than those associated directly with the project

# Finance requirements

Applicants need to have a bank account with at least two un-related signatories. If awarded, as part of due diligence checks, applicants will also need to supply;

# 3 months bank statements or audited accounts

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# Proof of insurance cover

# Constitution/governing document

# Copies of policies such as Information Governance covering GDPR, Safeguarding Policies, Safer Recruitment

# Two satisfactory references Applications will not be accepted from -

# Private, profit making business/companies/commercial enterprises

# Individuals (unless it can be clearly evidenced that the individual is running a social enterprise where any income generated is reinvested into the project)

# Local Authorities or other statutory/public sector agencies e.g. District Councils, NHS, Police etc.

# Application process

* Applications for the Carers Choice Grant may be completed on paper or electronically
* Applications can be returned by email to grants@cheshireeastcarershub.co.uk or by post to FREEPOST CHESHIRE EAST CARERS HUB
* If you have any queries regarding this guidance or the application form, please contact Dawn Brown, Carers’ Services Lead on 07736 621786 or email grants@cheshireeastcarershub.co.uk

# Shortlisting

* Once we have received your application, we will acknowledge receipt and advise you on any initial clarification/additional information required
* Your application will be reviewed by an Evaluation Panel who will assess your application against the criteria laid out in this document. The Evaluation Panel is made up of Carers, Cheshire East Carers’ Hub and Cheshire East Council
* The Evaluation panel will document all decisions and correspondence will be sent to all applicants informing them if their project has been shortlisted

**Unsuccessfully shortlisted applications**

Unsuccessful applicants will receive information and advice about further support. Some of the main reasons why applications will be unsuccessful at this stage include;

# The project does not meet all the criteria

* The information contained within the application is poorly explained and lacks the required detail
* Unclear information about the outcomes which are going to be achieved by the project

**Video recording for Carers voting**

Shortlisted projects will be invited to present their project to the evaluation panel and for recording on

Tuesday 18th or Wednesday 19th February 2020. The date and time will be guided by the number of shortlisted applicants. Details and venues will be clarified in an invite letter should your project be invited to attend.

# Carers voting

Carers who are registered with Cheshire East Carers’ Hub will each be provided with;

* An information booklet giving details of the shortlisted projects and information as to how the recorded presentations can be accessed
* A voting form

These will be sent to Carers by post. Each Carer will be asked to vote for each shortlisted project in order of preference. Only one voting form from each registered Carer will be accepted.

# How the grant will be paid

If you are successful following the counting of the votes by the Evaluation Panel, you will receive a letter from Cheshire East Carers’ Hub confirming the funding offer along with a Grant Conditions and Reporting Requirements Form. You will need to sign and return the Grant Conditions and Reporting Requirements Form and complete and return a form providing your organisations bank details. Grant payments are paid up front usually within two weeks of you returning the required forms.

# Monitoring and evaluation

Successful applicants will be required to complete two monitoring and evaluation reports during the project and may have monitoring and evaluation visits. You will also be required to complete an end of project evaluation report including financial evidence, case studies, interviews, feedback, quotes, photos and videos etc.

If projects fail to deliver and/or fail to comply with the monitoring and evaluation process, we may ask for all or some of the funding to be returned, and this may affect any further funding that may become available.

All money must be spent in a way outlined within the application form. Any changes must be agreed with the fund management. If your end of project evaluation report shows that your project costs are less than originally estimated, unspent monies must be returned.

# Timelines

**Application launch:** Thursday 2nd January 2020

**Application deadline:** Monday 3rd February 2020

**Shortlisting:** Wednesday 5th February 2020

**Video recording dates:** Tuesday 18th or Wednesday 19th February 2020

**Carers voting deadline:** Friday 20th March 2020

**Successful applications informed:** Friday 27th March 2020

**Information event for Carers:** Wednesday 29th April 2020