



## Guidance on Small Grants for Carers Support Groups Applications

The purpose of the Small Grants for Carers Support Groups is to enable carers to start and maintain carers / peer support groups that provide regular breaks from caring, opportunities for mutual support and leisure activities for carers.

A carer is someone who provides support to a relative, partner or friend with a physical or mental illness or learning disability, someone with a substance misuse problem, or an older person with care needs, who is not paid to care as part of a Contract of Employment.

Applications **must** be completed by a **group member**.

Will my group be able to get a grant?

A new group must intend to meet, and an existing group must meet, **ALL** the criteria listed below to be successful.

1. Cater for **carers aged 16 and over** who are living in Norfolk and caring for people over 18. (The group may include carers from neighbouring counties if this is the nearest/most convenient group for them to attend however the majority of carers will be from Norfolk).
2. Consist of at least **6 people who are carers over the age of 16. At least 50% of regular attendees must be over 16.**
3. If the group is a mixture of cared for people and ex carers, **at least 50% of regular attendees should be people who are currently caring.**
4. Give **carers** a break from caring.
5. **Meet** together face to face, or using telephone conferencing, social networking, or other electronic media.
6. Be prepared to provide evidence that the group **offers places to new members.** Inclusion of new members will be taken into account in assessing future grants.

## 7. Provide **carers** with **one or more** of the following:

- Information
- Outings
- Training
- Advice
- Leisure activities
- Other activities
- Promoting carers health and well-being
- Sporting activities
- Peer support

### How much money is available?

- Up to £300 per annum for existing groups **OR**
- Up to £500 for the first year of a new carers group

### Rules and Regulations

1. The group must have a designated bank account in its name and payment will be made via the Bank transfer system (BACS). New carers groups without a separate community group bank account are able to receive a grant if a CAP partner (or if necessary an incorporated carers organisation in Norfolk) is able and willing to hold the monies in a separate bank account on their behalf. However, we would not expect to see a charge made for this facility, and would not accept costs for this facility being deducted from any grant awarded.
2. Each application will be assessed against the criteria by Norfolk Carers Support and additional information may be requested if necessary.
3. If applicants are unhappy with the outcome, they should contact Norfolk Carers Support in the first instance. If the matter cannot be resolved it will be passed to the Carers Agency Partnership Manager for resolution. In the event that the applicant remains unhappy with the outcome then this will be referred to the relevant Commissioner at Norfolk County Council for a final decision.

### If your group is awarded a grant you will be asked:

- To sign two copies of a Service Agreement to support carers in the way described in your application; this allows payment to be released.
- To complete a Review Form. This will be sent through to you and will require certain group details, including how many new members have joined and how this grant has been spent on **current carers only in your group** (if your group includes cared for people and ex-carers).

### Who can I ask if I have a problem about filling in this form?

If you have any queries about completing this form, please contact Norfolk Carers Support on 01603 219924 or [admin@norfolkcarerssupport.org](mailto:admin@norfolkcarerssupport.org)