

Application Form

Please refer to the guidance notes which accompany the application form. Please note there is also a Short Breaks Award Agreement form which needs to be signed and returned with the application form. If you require any of these forms please call 01224 **212021** or you can download all forms from www.vsa.org.uk

1) Information about you, the carer (Please see also guidance document G1)

Full Name	
Address	
Postcode	Telephone Number
Email address (if any)	
Age of the carer (date of birth)	Ethnicity

2) Proposed break for which you seek funding (Please see also guidance document G2)

<p>What type of break are you looking for? (e.g. dates and prices of activity, travel and accommodation. Please include printed quotes from travel agents or the internet.</p>
<p>How do you intend to spend the time created by the break? (e.g. by following a personal interest; attending a social event; recovering from operation or attending to own medical issues; working; relaxing; etc.)</p>

3) Reason for break (Please see also guidance document G3)

<p>Please tell us briefly why you are in need of a break</p>
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4) Making arrangements for the break (Please see also guidance document G4)

If your break involves going away overnight, are you able to make your own arrangements? Yes/No		
If you already know which service you would like, and can make your own arrangements, please give some information.		
Hours of daytime break (9am-5pm)	Hours of evening break (5-12midnight)	Hours of overnight break (12 midnight-9am)
Total number of hours sought		
Proposed service provider		
Estimated total cost		
Funding sought - if this is not the full cost of the break how will you make up the short fall?		
If your application is not successful how will you get a break?		

5) Break outcomes (Please see also guidance document G5)

Please tell us how the short break you require would:

Improve <u>your</u> physical and emotional wellbeing
Improve the physical and emotional wellbeing of <u>the person you care</u> for
Help you to sustain your caring role
Help you to better balance the caring role with a life outside of caring
Improve your confidence to deal with the impact of the caring role on other relationships
Please describe any other benefits you would receive from the break
Please describe any benefits that the person cared for will be receiving from the break

6) Information about the caring situation (Please see also guidance document G6)

Please give the age & date of birth of the person you care for	
What is your relationship to the person you care for?	
What are the health issues of the person you care for?	
How do health issues affect them?	
Does the person you care for have the mobility to go out on their own?	Yes/No
Can the person you care for be left on their own in the house (for any length of time)?	Yes/No
Have they been in hospital in the last 12 months?	Yes/No
How long have you cared for the person?	
Does the person receiving care have mental capacity? Can they make, remember and communicate decisions?	
If the person receiving care does not have capacity, how are decisions managed? (i.e. informal arrangements, Power of Attorney, etc)	
On average, how many hours do you spend with the person, providing care or support?	
<input type="checkbox"/> 1 – 19 hours a week	<input type="checkbox"/> 20 - 49 hours a week
<input type="checkbox"/> 50+ hours a week	<input type="checkbox"/> It varies, due to the nature of the condition or addiction
Please give us any other information which may be relevant to your need for a break (e.g. disrupted sleep patterns ...)	

7) Help with the caring task (Please see also guidance document G7)

What support with day to day tasks do you get at the moment?
What formal breaks do you get, who helps you to get a break, and how often? (e.g. private or home care agencies; charities)

What informal breaks/support do you access, and how often? (e.g. help from neighbours or family)	
Have you had a holiday (overnight stay of one or more night) in the last year?	Yes/No
Have you accessed a break through VSA in the last six months?	Yes/No
Have you received support to access a break from another organisation in the last six months?	Yes/No
If answering yes to either question above, please describe briefly	

8) Finances task (Please see also guidance document G8)

Short breaks fund resources are limited and should support those in **greatest need**, we therefore have to ask you to give us some financial information.

Are you and/or your partner working? If so please describe	
Do you receive a state pension?	Yes/No

Please tick which, if any, benefits you or the person you care for are in receipt of	You	Cared For	
	<input type="checkbox"/>	<input type="checkbox"/>	Carers Allowance
	<input type="checkbox"/>	<input type="checkbox"/>	Attendance Allowance
	<input type="checkbox"/>	<input type="checkbox"/>	Disability Living Allowance
	<input type="checkbox"/>	<input type="checkbox"/>	Income Support
	<input type="checkbox"/>	<input type="checkbox"/>	Housing Benefit
	<input type="checkbox"/>	<input type="checkbox"/>	Council Tax Benefit
	<input type="checkbox"/>	<input type="checkbox"/>	Employment Support Allowance
	<input type="checkbox"/>	<input type="checkbox"/>	Income based Jobseekers Allowance
	<input type="checkbox"/>	<input type="checkbox"/>	Pension Credit
	<input type="checkbox"/>	<input type="checkbox"/>	Working Tax Credits
	<input type="checkbox"/>	<input type="checkbox"/>	Other
Please provide any other financial information that you feel would be useful			

9) Ensuring the break is a success (Please see also guidance document G9)

Have you discussed the proposed break with the cared for person?	Yes/No
If not, please explain why	
Will the cared for person cooperate with proposed arrangements?	Yes/No
What do you need to do to ensure that the break is successful for you?	
What has to be considered to ensure that the break is successful for the person receiving care?	
What possible problems might arise? What steps can be taken to overcome them?	

10) After the break (Please see also guidance document G10)

The Short Breaks Fund is a short term intervention. The panel is keen to ensure that consideration is given to longer term solutions and future needs.

	Yes	No
Have you heard about a Carer's Assessment		
Have you had a Carer's Assessment in the last 12 months?		
Would you like support to access a Carer's Assessment?		
Would you like information on (VSA) Carer's Support?		
Has the person receiving care been assessed in the last 12 months?		
Would you like support to help the person receiving care access an assessment?		

11) Referee (Please see also guidance document G11)

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 your need for a short break. Referees will only be contacted if we feel further information is required.

Name	
Address Postcode	
Telephone Nos	
Email address	
How does the referee know the carer?	

12) Signatures

Carer's signature		Date
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If a supporter (formal or informal) has helped the carer to complete this form please complete

Supporter's name		Date
Supporter's signature		Date

13) Application process

All applications must be submitted in writing, using the specific Short Breaks Application Form, in paper form or electronically. Applications must be addressed to VSA Carers Service, 38 Castle Street, Aberdeen, AB11 5YU or email your completed application to: carers.info@vsa.org.uk.

All applications received will be checked to ensure they meet with the criteria detailed in the guidelines. Once checked, applications will be considered by a Panel which will meet monthly. (Applications that do not meet the criteria will not be considered so please refer to guidelines when completing your application).

You will be informed of the panel's decision within two weeks of the application being considered.

Applicants will be informed if their application has to be carried forward to the next panel meeting.

Please contact Lesley Gray or Chris Sojka on 01224 212021 if you have any queries.

Short Breaks Award Agreement

Short Breaks are funded from public funds. VSA is accountable for ensuring that funds are spent responsibly and for the purpose allocated. The following terms and conditions seek to ensure that the fund is fairly administered and that individual carers receive maximum benefit from funding allocations

Terms and conditions

1 General

- Only one award will be made to an individual carer or to multiple carers sharing a caring role in any 12 months period.

2 Application process

- All information provided on the application form must be true and accurate at the time of signing.
- The panel reserves the right to ask for additional information.
- The panel reserves the right to take up a reference if they wish to have the opinion of a third party, to gain additional information or if they have concerns of any nature about the information provided.

3 Decision making

- The panel reserve the right to amend or adjust the amount of funding awarded as they feel appropriate or as funds allow.
- The panel’s decision is final.
- Concerns about the conduct or decisions of the panel may be raised with VSA’s Carers Service Manager.

4 Arranging a break

- The panel cannot provide funding for cash in hand payments.
- If the carer does not have a bank account the provider of the break will be paid directly
- If the break is a holiday then the carer must have insurance so all monies can be refunded if the holiday is cancelled for any reason.
- If the carer does not go on their break they must refund the full amount awarded no later than 28 days after the date of the original break.

5 Following a break

- Carers must participate in an outcomes focussed evaluation of the service.
- Carers purchasing services directly must provide proof of purchase at the latest 28 days after the break.
- VSA will under no circumstances be liable for any damage, injury or loss of any kind whatsoever to any property or person occurring as a result of activities undertaken with this grant.

I have read and agree to the conditions above.

Name.....
Signature Date.....