

Guidance on Small Grants for Carers Groups

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

A Carer is anyone who cares, unpaid, for a friend or family member who due to illness, disability, frailty, a mental health problem or an addiction cannot cope without their support.

Grants and Support for Carers Groups

Small Grants for Carers Groups are administered by Carers Voice Norfolk and Waveney. Carers Voice provide Carers with the opportunity to directly feed into the design and delivery of services and support for Carers. Carers Voice is a partner of Carers Matter Norfolk. Carers Matter Norfolk is a county-wide service that supports adults (18+) caring for other adults who live in Norfolk.

Small Grants for Groups will be distributed to Carers Groups across **Norfolk only**, for 2023 subject to sufficient funds being available. Bid for grants will be invited quarterly. Small Grants for Carers Groups should be seen as a contribution towards running a Carers Group and may not cover all associated costs.

The outcome of all grant applications will be decided on by a panel of Carers and allocation will be based on need and actual costs incurred. In order to avoid double funding and ensure funding is allocated based on greatest need, groups are required to disclose any funding received from other sources, as well as whether their members contribute financially. This could include funding in kind, i.e. provision of a free meeting room.

In the event available funding is oversubscribed, applications will be prioritised as follows:

- Volunteer facilitated Carers Groups
- Carers Groups with attached organisational support
- Top Up Grants (awarded to groups with existing grants who have identified additional funding need)

We will also look closely at the value for money your grant request represents by dividing the overall amount asked for by the number of Carers it will benefit. We may not be able to fund full amounts where significant sums are being asked for by a small group.

Funding deadlines will be advertised on the website and social media or available by contacting#- sophielittle@carersvoice.org 07932095260

Eligibility Criteria

A group must meet all the criteria below to be eligible for a grant:

1. Consist of Carers aged 16 and over who are living in Norfolk and caring for people over 18. (The group may include Carers from neighbouring counties; however, the majority of Carers must be from Norfolk.)
2. Consist of at least 4 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 Carers, cared for and past Carers, at least 50% of regular attendees must be people who are currently caring.
4. Meet together a minimum of 4 times a year. This could be face to face, or using telephone conferencing, social networking, or other electronic media.
5. Groups must be open to new members and actively recruiting in their local community.
6. Give Carers a break from caring.
7. Provide Carers with one or more of the following: peer support; access to information; advice and guidance; access to education and training; leisure/sport activities; promoting Carers health and well-being.
8. All members of the group are encouraged to register with Carers Matter Norfolk and Carers Voice Norfolk and Waveney in order to access the benefits of membership.

What the grant can be used for (subject to review by the Grants Panel)

- Room hire
- Meeting expenses (for example refreshments and craft materials)
- One off speaker costs
- One off outings (including meals, day trips and activities such as bowling)

Requests for funding for transport will be reviewed on a case by case basis.

Please email sophielittle@carersvoice.org if there is something you wish to apply for that is not listed above.

Filling out the application form

Our application process was decided upon by Carers themselves and is designed to be as simple as possible. We ask that you read this guidance in full before filling out the form.

Please complete all of the form in as much detail as possible, as this makes it easier for the panel to make a clear decision on how much funding to award.

You will have to assign amounts of money for each item request otherwise we cannot award funding. The panel will also not approve costs such as 'other' or 'miscellaneous'. Where possible, please show how you have arrived at overall figures. e.g. instead of writing "room rental £300", add detail such as "room rental £25pcm x 12 months = £300".

There is no formal limit on the amount that can be applied for, however the panel of Carers have to be even-handed with all applications and receipts/evidence of spending must be submitted.

Procedures and Regulations

All successful applicants will be required to sign a Service User Agreement before any payment is released. Groups will also be required to fill in a form to show how the grant has made a difference.

Payments will be transferred by BACS into a designated bank account in the name of the Carers Group. If a group does not hold their own bank account and this is a barrier to applying for a grant, please contact Carers Voice for advice.

Groups will be required to keep receipts to evidence all spending and these must be submitted to Carers Voice at the end of the funded year. The funded year for your group starts from when you receive your first payment.

On receipt of funding, groups should be willing to supply updates and good news stories – these will be used to publicise the groups and evidence the benefit of grant provision. Groups should also promote Carers Voice membership by encouraging individuals to join Carers Voice, and (where possible) providing a Carer to represent their group at Carers Locality Network meetings.

If an applicant is unhappy with the outcome of their grant application, they should contact Sharon Brooks, Chief Officer, Carers Voice Norfolk and Waveney.
Email: sharonbrooks@carersvoice.org

Accessing support for Carers **Carers Matter Norfolk**

Carers Matter Norfolk is a county-wide service that supports adults (18+) caring for other adults who live in Norfolk.

They offer the following support:

- Advice Line
- One-on-one community support
- Carers assessments
- Carers breaks
- Health and wellbeing fund
- Community Outreach Team
- Follow up service
- Volunteer service
- Education and training

For more information, please call 0800 083 1148 or email <https://carersmatternorfolk.org.uk/>

Carers Voice Norfolk & Waveney

Membership of Carers Voice Norfolk & Waveney is free and enables Carers to have their voice heard on the design and delivery of support services for Carers in Norfolk. We have meetings throughout Norfolk & Waveney where Carers and people working with Carers come together to discuss services, identify what works well, what could be improved and co-develop local solutions to gaps in support. We also have a newsletter which is sent out every two months that contains service updates and information relevant to Carers, such as free events.

If you have any queries about Small Grants for Carers Groups, please contact:

Sophie Little

Carers Voice Co-Production and Project Officer

Email: sophielittle@carersvoice.org Tel: 07932095260