

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.

NHS definition of a Carer:

“A Carer is anyone, including children and adults who look after a family member, partner or friend who needs help because of their illness, frailty, disability, a mental health problem or an addiction and cannot cope without their support. The care they give is unpaid. (This includes whether you receive Carers Allowance or any other benefits)”

Grants and Support for Carers Groups

Small Grants for Carers Groups are administered by Carers Voice Norfolk and Waveney.

[Carers Voice](#) is an independent charity representing Carers in Norfolk and Waveney. Our mission is to improve the health and wellbeing of all Carers in Norfolk and Waveney. Through partnership working we ensure that the voice of Carers is heard and listened to, enabling support and services to be designed and delivered that reflect Carers’ needs and interests. Carers are ‘experts’ through their lived experience of caring and Carers Voice works to ensure Carers are able to influence change regarding the services, policies and decisions that affect them and the people they care for.

Small Grants for Carers Groups will be distributed to Carers Groups across **Norfolk only**, for 2026 subject to sufficient funds being available. *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 by a panel of Carers and allocation will be based on need and actual costs incurred. In order to avoid duplication of 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:

- Carers Group facilitated by a volunteer working independently
- Carers Groups facilitated by a volunteer, provided by an organisation
- Carers Groups facilitated and provide by an organisation
- 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 shared via email, advertised on the [Carers Voice website](#) 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.) Parent Carers of children aged under 18 may attend but they will not be counted for the allocation of funds.
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, people being cared for and past Carers, at least 50% of regular attendees must be people who are currently caring. Funding will be based on the number of members of the group who are current Carers.
4. Give Carers a break from caring, and an opportunity for peer support. If the group is for Carers and the people they look after, Carers must be provided with the opportunity to talk to each other and access peer support separately or in confidence.
5. Provide Carers with access to information about support, advice and guidance, and promoting Carers health and wellbeing.
6. Meet together a minimum of 4 times a year. This could be face to face or online.
7. Groups must be open to new members and actively recruiting in their local community.
8. All members of the group are requested to sign up to Carers Voice Norfolk and Waveney. (More information can be found on page 4)

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

- Room hire
- One-off speaker/ activity costs.
- One-off outing (for example a meal, day trip or activity such as bowling)

Key points to note:

- The grant is not able to support regular activities and ongoing facilitation costs.
- Requests for funding for transport will be reviewed on a case by case basis.
- **Funding is limited, so priority will be given to grant applications to enable a group to continue, such as room rent.**

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.

Priority is given to volunteer led groups and funding that enables a group to continue such as room hire.

Procedures and Regulations

All successful applicants will be required to sign a Service User Agreement and complete a Bank Details form before any payment is released. Groups will also be required to complete a feedback survey to detail 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) a representative/s of the group should attend the Carers Wellness and Information Sessions.

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

Carers Voice Norfolk & Waveney:

Carers Voice provides FREE membership! By signing up, you'll receive a monthly newsletter, regular involvement opportunities to have your voice heard and local and national information relevant to Carers. You will also be invited to our monthly Carers Wellness and Information sessions. These meetings are an opportunity for Carers and practitioners working with Carers to come together to share feedback about services and gain valuable information about support and activities. In addition, there will be a speaker on a topic requested by Carers as well as a wellness session.

You can sign up here: www.carersvoice.org/carer-voice-membership

All Age Carers Handbook:

Carers Voice have co-produced a Carers Handbook which provides unpaid Carers, looking after someone in Norfolk, the information they need to help in their caring role. Understanding Carers rights, practical help, Carers health and wellbeing, planning ahead and much more. The handbook also includes specific sections for Parent Carers and Young Carers.

The digital version of the Carers Handbook is available here: <https://www.carersvoice.org/carers-handbook/>

Carers Identity Passport

Carers Voice co-produced the Carers Identity Passport with Carers and staff working across health and social care. The Carers Identity Passport was co-produced to ensure Carers of all ages, including Young Carers and Parent Carers in Norfolk & Waveney are recognised, valued and respected in their caring role. Carers can apply for a FREE Carers Identity Passport by visiting: www.carersvoice.org/carers-identity-passport



Carers Support Organisations in Norfolk:

Adults

<https://carersmatternorfolk.org.uk/>

0800 083 1148

Young Carers

<https://www.youngcarersmatternorfolk.org/>

0800 083 1148

Parent Carers

<https://www.youngcarersmatternorfolk.org/parent-carers/>

0800 083 1148

More information about support for Carers of all ages in Norfolk and Waveney can be found here:

<https://improvinglivesnw.org.uk/our-work/healthier-communities/carers-support/>

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