

Small Grants Scheme - Guidance

This summary guidance should be read in conjunction with the application form.

The four grant fund categories are:

Essentials	Maximum Award £300 (2 items can be applied for if interdependent (e.g. Bed Frame and Mattress))
Time Out	Maximum Award £300
Access	Maximum award £250 and £500 for driving lessons only
Skills	Maximum Award £300 (educational or vocational courses, laptop, tablet)

Grant Key Information:

- The Small Grant Scheme is available within these 5 Gwent areas only: Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen.
- A maximum of **£700 during a 12-month period and any 2 different categories** can be awarded per household or between all the Carers caring for the same person regardless of where they live.
- If applications are successful, the same category can only be applied for again after a 12-month period (from the date of the award).
- Holidays are available within the UK only with one application per household every 24 months.
- Grants will be made via e-gift voucher and delivered by email only. It is the applicant's responsibility to ensure the e-gift voucher can be used for the applied for item.
- Driving lessons, courses and other lessons can be awarded via invoice, if supplied.

Application Key Information:

- The Carer and cared for's details must be provided.
- Sufficient information for the panel to understand the **caring role** of the carer.
- Sufficient information for the panel to understand the **benefit** of the grant to the carer.
- A full **quote** including a website link must be provided.
- The **professional email address** of the independent professional verifier must be provided.
- All persons mentioned aged 16 or above must **sign** the application unless the appropriate box is ticked.

Item Cap Limits Explained

- The panel has discretion to fully award, partially award or decline to award.
- The below tables give an indication of the amounts panel are likely to award.
- This list is not exhaustive, and items will be discussed by Panel Members.

Essentials		Time Out	
Microwave	£85	Netflix Subscription 12 months	£216
Air fryer	£150	Chromebook	£250
Washing machine	£300	Tablet / iPad	£150
Washer Dryer	£300	Cloudbook	£200
Tumble dryer	£250	BBQ – Charcoal only	£125
Corded vacuum	£125	Garden swing seat	£125
Cordless vacuum	£150	Garden gravity chairs (each)	£45
Printer (inkjet)	£60	Garden sofa seating 4+ seats	£300
Printer laser	£125	Garden patio set 4+ seats	£250
Bed frame (depending on size)	£100 - £300	Garden egg chair	£150
Mattress (depending on size)	£150 - £300	Garden bistro set	£150
Bed frame and mattress	£300	Gym Membership	£300
Heated airer	£125	Holiday UK ONLY (Hotel/Cottage etc).	£300

Heated blanket (per blanket)	£65	Spa Day	£100
Fridge freezer	£300	Overnight spa break	£250
Fridge or Freezer	£200	Flights to visit family abroad	£300
Laptop	£275	Exercise Equipment	£300
Access		Skills	
Driving Lessons	£500	Laptop	£275
Specialist Buggy	£250	Course (Educational/Vocational)	£300
Electric Bike	£250	Lessons (Musical/Sport/Hobby)	£300

Important Information:

- Grants are discretionary and Grant funding is limited. Each application will be assessed on an individual basis by a Panel. The misuse of grants including: Submitting false, inaccurate or misleading information to obtain grant funds is unlawful.
- No reimbursement of payments already made by the Carer can be made by the Small Grants. If the Carer purchases the item or service they have applied for a grant to fund, they will void their grant award.
- Unsigned or incomplete applications will not be processed for panel. All information relevant to your application should be included in the form. We are unable to accept additional information.
- Driving lesson grants must have:
 - A valid current provisional license:
 - Provided by a fully qualified ADI instructor, where we may ask for their ID as confirmation. Please check their availability and ability to provide and invoice, before applying for a driving lesson grant as we are unable to get involved with any driving school's/instructor's. Any unused funds will be returned to ourselves.
- The applicant should answer all questions as fully as possible. Failure to provide enough information for panel to fully understand the caring role and situation is likely to result in an unsuccessful application. Applications that do not provide full information regarding the item/service being applied for are likely to be rejected or unsuccessful.
- All individuals referenced in the application form (age 16 years and over) must provide a signature in section 8 (Carer's Declaration). Electronic signatures must be provided as a typed signature/full name. Missing signatures will result in a rejected application due to GDPR regulations.
- A supporting statement or verification of your status as an unpaid Carer must be provided by an independent professional (not a family member). If a supporting statement is being provided the individual making the statement should complete the application and provide all contact information for us to process the application.
- There is often a wait list in operation for Small Grants, therefore we recommend checking dates if applying for a break away. Small Grants are not emergency grants, therefore, urgent requests are not able to be met.
- If your application is successful, the grant award is valid for a maximum of 6 months from the date you are awarded. If after this period the grant award has not been spent, it becomes void and the funds will be returned to 'Small Grants funding pot' and reused. At the end of the financial year there may be a requirement for grant funds awarded to be spent earlier than the six-month period to ensure the funding is available. A Small Grant Officer will advise if this is the case.
- Receipts are required for all purchases made using the egift voucher. Receipts should clearly show the supplier, date of purchase, item purchased, amount paid and e-voucher used.

- Feedback is required for **all** grants awarded. A link to a feedback form will be sent via email.
- Failure to provide a receipt (where applicable) and feedback for Small Grants received, will result in future applications being rejected whilst the required information is outstanding, or declined.
- We are not able to become involved in refunds, complaints or disputes regarding missing / undelivered / faulty/damaged goods or personal accounts/contracts with suppliers. • We are not able to become involved in rebooking's or cancellation of breaks / spa days / hotels/experience days/travel etc.

Accepted Suppliers (These are the popular choices. It is up to the carer to check others)	
Amazon	Wayfair
Argos	Lakeland
Curry's	Ikea
Hobbycraft	Forest Holidays
Lady's Mile	Air Bnb
Hotelgift.com	Village Hotel

We cannot provide grants for the following:

Excluded Items	
Holidays Abroad are excluded	Items/holiday where a deposit or full payment has been paid
Cookers/Ovens/Hobs (Gas and Electric)	Any items that require professional installation
Mobile Phones Including Data	Fixtures/Integrated appliances
General/Living Costs e.g. food, bills, rent, clothing and debt repayment.	Home Adaptations E.g. Hand/grab rails, Ramp, Stairlift, Security Systems etc.
Purchase and Maintenance of Vehicles including fuel costs and insurance	Statutory services and items E.g. equipment for school work
Funding for on-going payments E.g. Direct Debits	Any gift card that is postal delivery

Excluded Suppliers	
Hoseasons – Holiday-voucher.com	Hotels.com
Butlins	Giftcards.co.uk
Prezzee	Amazon Prime