

## Small Grants Scheme - Guidance

This guidance must be read in conjunction with the application form.

The four grant fund categories are:

|                   |  |
|-------------------|--|
| <b>Essentials</b> | Maximum Award £300 (2 items can be applied for if interdependent (e.g. Bed Frame and Mattress, tumble dryer and airer) |
| <b>Time Out</b>   | Maximum Award £300   |
| <b>Access</b>     | Maximum award £250 and £500 for driving lessons only   |
| <b>Skills</b>     | Maximum Award £300 (educational or vocational courses, laptop)   |

### 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).
- 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 Eligibility Information to be included

- Both the carer and cared for must live in one of the 5 local authorities in Gwent.
- The Carer and cared for's details must be provided.
- A clear **caring role** must be provided for the panel to make an informed decision.
- A clear **benefit to the carer** must be provided for the panel to make an informed decision.
- A full quote including a **website link** must be provided from a supplier that offer e gift vouchers.
- The full name and **professional email address** must be provided of the independent professional person who can verify your status as an unpaid carer.
- All persons mentioned **aged 16 or above** must **sign** the application unless the appropriate **box is ticked**.

### Process

- Application is checked for eligibility.
- Application is added to the wait list for a panel.
- Application is presented to a panel and a decision is made.
- The carer will be emailed whether they are successful or unsuccessful.

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

### Item Cap Limits

- The panel has discretion to fully award, partially award or decline to award.
- This list is not exhaustive, and it is up to the carer to check their items and supplier they wish to apply for. (See supplier table above)

| <b>Essentials</b>                               | <b>MAX</b>  | <b>Time Out</b>                             | <b>MAX</b> |
|---|-------------|---|------------|
| Microwave                                       | £80         | Netflix Subscription 12 months              | £215.88    |
| Air fryer                                       | £150        | Tablet                                      | £150       |
| Washing machine                                 | £300        | Television                                  | £250       |
| Washer Dryer                                    | £300        | BBQ – Charcoal only                         | £125       |
| Tumble dryer                                    | £300        | Garden gravity chairs (each)                | £50        |
| Corded vacuum                                   | £150        | Garden sofa seating 4+ seats                | £300       |
| Cordless vacuum                                 | £200        | Garden patio set 4+ seats                   | £250       |
| Television                                      | £250        | Garden egg chair                            | £150       |
| Dishwasher                                      | £300        | Garden bistro set                           | £150       |
| Bed frame or Mattress                           | £100 - £300 | Shed  | £300       |
| Bed frame and mattress                          | £100 - £300 | Gym Membership                              | £300       |
| Heated ailer                                    | £100        | Exercise Equipment                          | £300       |
| Heated blanket (per blanket)                    | £45         | Flights to visit family abroad              | £300       |
| Fridge freezer                                  | £300        | Spa Treatment                               | £100       |
| Fridge or Freezer                               | £200        | Spa Day                                     | £100-£150  |
| Laptop  | £280        | Overnight spa break                         | £250       |
| Electronic Aids (Echo Show, Ring Doorbell etc.) | £250        | Holiday <b>UK ONLY</b> (Hotel/Cottage etc). | £300       |
| <b>Access</b>                                   | <b>MAX</b>  | <b>Skills</b>                               | <b>MAX</b> |
| Driving Lessons                                 | £500        | Laptop                                      | £280       |
| Specialist Buggy                                | £250        | Course (Educational/Vocational)             | £300       |
| 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 an 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 an electronic signature as a typed full name in section 8 (Carer's Declaration). 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 3 months from the date you are awarded under extenuating circumstances. If after this period the grant award has not been spent, the grant will become void. At the end of the financial year there may be a requirement for grants awarded to be spent earlier than the 3 month period to ensure the funding is available. A Small Grant Officer will advise if this is the case.
- Receipts are required for **all** grants provided via e-gift voucher. Receipts should clearly show the supplier, date of purchase, item purchased, amount paid and e-voucher usage.
- 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 grants received, will result in future applications being rejected whilst the required information is outstanding.
- 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.

**We cannot provide grants for the following:**

| <b>Excluded Items</b>   |   |
|---|---|
| Holidays Abroad are excluded  | Items/holiday where a deposit or 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 and work               |
| Funding for on-going payments E.g. Direct Debits                                | Any gift card that is postal delivery   |
| Motorised/Electric vehicles including Mobility Scooters and Electric Bikes etc. | Items that would deem a safety concern  |

| <b>Excluded Suppliers</b>       |                 |
|---------------------------------|-----------------|
| Hoseasons – Holiday-voucher.com | Hotels.com      |
| Butlins                         | Giftcards.co.uk |
| Prezzee                         | Amazon Prime    |