

## Small Grants Scheme - Guidance

This summary guidance should 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))
<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, 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 Eligibility 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.

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

### Item Cap Limits Explained

- 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)

Essentials		Time Out	
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 airer	£100	Exercise Equipment	£300
Heated blanket (per blanket)	£45	Spa Treatment	£100
Fridge freezer	£300	Spa Day	£100-£150
Fridge or Freezer	£200	Overnight spa break	£250
Laptop	£280	Flights to visit family abroad	£300
Electronic Aids (Echo Show, Ring Doorbell etc.)	250	Holiday <b>UK ONLY</b> (Hotel/Cottage etc).	£300
Access		Skills	
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 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 3 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 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** purchases made using the 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 Small 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 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
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