

## Small Grants Scheme - Guidance

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

Small Grants are not emergency grants; therefore, urgent requests are not able to be met.

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, equipment for skills)

### Grant Key Information

- The Small Grant Scheme is available within these 5 Gwent areas only: Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen.
- You can apply for a grant every 6 months.
- You can receive grants from up to two different categories within 12 months.
- If your application is successful, you must wait 12 months before applying for the same category again.
- The maximum amount awarded is £700 in any 12-month period (per household and between all the Carers caring for the same person regardless of where they live).
- 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 item applied for.
- 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 of the item or service 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. This professional will be contacted about your grant so you must inform them of this and obtain consent to use their contact details.
- 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 to process.
- 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	Air Bnb
Argos	Lady's Mile
Curry's	Forest Holidays

**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.

<b>Essentials</b>	<b>MAX</b>	<b>Time Out</b>	<b>MAX</b>
Microwave	£80	Netflix Subscription 12 months	£227.88
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 (each)
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 and/or Mattress	£100 - £300	Shed (Not for storage purposes)	£100-£300
Wardrobe Set and/or Chest of Drawers	£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-£300
Fridge or Freezer	£200	Spa Day	£100-£200
Laptop	£280	Overnight 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	Equipment for skills	£300
Specialist Buggy	£250	Course (Educational/Vocational)	£300
Bike	£250	Lessons (Musical/Sport/Hobby)	£300
Uber (For help with transport)	£250	Laptop	£280

**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.
- The Grant scheme can only provide a certain amount of grants per month, therefore, there is often a wait list in operation for Small Grants, we recommend checking dates if applying for a break away.
- If the Carer purchases or obtains the item or service they have applied for a grant to fund before or after the voucher has been provided, they will void their grant award. (This includes items being gifted to the carer). Funds may be asked to be returned. No reimbursement of payments already made by the Carer can be made by the Small Grants. Grants are the responsibility of the carer.
- 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 and unsigned signatures will result in a rejected application due to GDPR regulations.

- Driving lesson grants must:
  - Have a valid current provisional license:
  - Be aged 17 at time of applying.
  - Be 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.
- Incomplete applications will not be processed for panel. All information relevant to your application should be included in the form, with all questions answered as fully as possible. Failure to provide enough information for panel to fully understand the caring role, benefit to the carer and item/service being applied for is likely to result in an unsuccessful application.
- Your status as an unpaid carer must be verified by either providing:
  - A supporting statement in the application form. If a supporting statement is being provided the individual making the statement should complete the application.
  - Or by providing the professional contact details of an independent professional (not a family member) for us to contact.
- If your application is successful, the grant award is valid for a maximum of 3 months from the date you are awarded only under extenuating circumstances which you must inform us of. 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 to be spent earlier than the 3 month period to ensure funding is available. A Grant Coordinator will advise if this is the case.
- Receipts are required for **all** grants provided via E-gift voucher. Receipts should clearly show the name, address, supplier, date, item purchased, amount 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 cannot become involved in refunds, complaints or disputes regarding missing/ undelivered/ faulty/ damaged goods, personal accounts/contracts, rebooking's or cancellation of breaks / spa days / hotels/ experience days/ travel etc. with suppliers.

**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 a 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	Giftcards.co.uk
Butlins and Legoland	Premier Inn Hotel
Prezzee	Village Hotel

