

## Group Application Form and Guidance Notes

### What is the Young Carers Activity Fund?

This fund is to give groups or individual young carers\* aged under 18 a break from their caring role and to give them a choice about how they take this break. The fund is currently administered by Sheffield Young Carers (SYC) on behalf of Sheffield City Council.

*\*A young carer provides substantial unpaid care for a relative who has disabilities, long-term physical illnesses, mental health difficulties and/or drug or alcohol issues.*

**PLEASE NOTE:** To avoid disappointing people, we want to make you aware that this fund is VERY limited and can only pay for **36** x £300 group or individual grants this year. Please consider this when deciding whether to make an application. Please provide as much information as possible and complete **all** sections of this form. Failure to do this may mean the application is unsuccessful. If you are not successful this time, you **can** apply again in the future.

### Who can complete this form?

**This form MUST be completed by a professional** in discussion with young carers who want to apply for a grant for a group activity that will give them a break from their caring role.

### Who can apply for a grant?

Your organisation can be considered for a grant if:

- Your organisation has not received this grant for the 12 months\*\*
- Your organisation will use the funding within the next six months (activities cannot be funded after they have happened)
- You can provide a copy of your organisation's safeguarding policy and a risk assessment for the activity you are applying for

*(\*\*If we have too many applications, priority will be given to groups who have not had a grant before)*

### What kind of activities can be applied for?

We will consider any application which will give young carers a **break from their caring**. Examples include:

- Cost of activities to have a break (e.g. entrance fees, refreshments, resources etc.)
- Transport to get to an activity
- Equipment for young carers' groups that will help them get a break (e.g. games, art equipment etc.)

Please note: Applications **must** make it clear how the young carers will be safe and well looked-after whilst the breaks are taking place.

### We cannot fund grants to pay for:

- School/college equipment that will be used by all pupils, not just young carers
- School/college trips that are open to all young people, not just young carers

### **How do decisions get made?**

Three times per year, all applications are reviewed by a panel of trained young carers. These panels are held in June, October and February. You can apply at any time and we will keep your application until the next panel date.

The **last application date** before each panel are available on our website:

[www.sheffieldyoungcarers.org.uk/syc-activity-fund](http://www.sheffieldyoungcarers.org.uk/syc-activity-fund)

### **How do I apply?**

1. Please read these notes carefully to ensure you are eligible to apply for a grant (see p.1).
2. Please return the following documents to us by post:
  - a. a completed copy of this form
  - b. your activity quotes
  - c. your safeguarding policy
  - d. your risk assessment.
3. We will email you to let you know we have received it and keep the form on file until the next panel takes place. **We recommend you keep a photocopy of this form, in case it gets lost in the post.**
4. We will contact you to let you know if you have been successful or not within three weeks of the application deadline.

### **What happens next?**

Payments are made from Sheffield Young Carers via BACS straight into the school / organisation bank account.

You must return all receipts to Sheffield Young Carers (to the same address as applications) within **10 days** of finishing your activity, along with some anonymised feedback from the young carers who benefited from the grant.

Please note: You can apply to the Young Carers Activity Fund every year but, if we do not get your receipts after your activity, **you will not be able to apply again**. If you lose any receipts, please call us as soon as possible to talk this through.

Please return this form to:

SHEFFIELD YOUNG CARERS: Young Carers Activity Fund

For SYC Office use only

Application number:

Date received:

Date of panel:

Amount awarded (if any):

BACS payment date:

BACS ref:

## Young Carers Activity Fund: Group Application Form

Please write clearly

**THE INFORMATION ON THIS PAGE WILL NOT BE SEEN BY THE PANEL**

### Your contact details

Name		Job role	
Organisation			
Work address			
Work telephone number			
Work email address			

### ELIGIBILITY – to apply for the grant you must meet the following (please tick):

- Has your organisation had a Group Young Carers Activity Fund grant in the last 12 months? (You must tick 'No' to be eligible)
- Will the fund be used for school/college equipment or trips open to pupils other than young carers? (You must tick 'No' to be eligible)
- All the young carers who will benefit live in Sheffield (please call us to discuss if you cover an area that crosses local authorities)
- The grant will be used within six months
- I have attached our safeguarding policy and the risk assessment for this activity
- I can return all receipts and feedback within 10 days of finishing the activity
- For office use only: If the organisation has previously received the Young Carers Activity Fund, have they returned their receipts?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

### PAYMENT:

Please provide us with details of how we can make a payment to you if your application is successful.

Name of Account Holder	
Name of Bank/ Building Society	
Roll number (if applicable)	
Sort Code	
Account number	

Please return this form to:

Young Carers Activity Fund, Sheffield Young Carers, Sheaf Bank Business Park, Unit R7b, 20 Prospect Rd, Sheffield, S2 3EN  
 Any questions? ☎ 0114 258 4595 ✉ [information@sheffieldyoungcarers.org.uk](mailto:information@sheffieldyoungcarers.org.uk) 🌐 [www.sheffieldyoungcarers.org.uk](http://www.sheffieldyoungcarers.org.uk)

**PLEASE LEAVE THIS PAGE BLANK**

Please return this form to:

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Any questions? ☎ 0114 258 4595 ✉ [information@sheffieldyoungcarers.org.uk](mailto:information@sheffieldyoungcarers.org.uk) 🌐 [www.sheffieldyoungcarers.org.uk](http://www.sheffieldyoungcarers.org.uk)

For SYC Office use only

Application no:

**From this point forward until the last page, please do not include any names of young people or your organisation as these pages will be seen by the panel.**

<b>Type of organisation applying for this activity</b> (e.g. school, youth club etc.)	
<b>Has your group ever had a Group Young Carers Activity Fund before? If yes, please write the date you received it.</b> (Please note: if we have too many applications, we will prioritise groups who have not have not had one before/recently)	

**ABOUT THE PROPOSED ACTIVITY**

Describe the proposed activity answering all the questions below:

1. **What** will be provided and by whom?
2. **Where** will the break / activity take place?
3. **When** will it happen and how often / long is it for?

**How many young carers will benefit from this activity? What ages will they be?**

**Expected number of participants:** \_\_\_\_\_

**Ages:** \_\_\_\_\_

Please return this form to:

**How do you know young carers want and will benefit from this activity? (please explain how you have involved young carers in planning for or writing this application)**

**How will you ensure the safety of young carers on this activity?**

**How will young carers find out about this activity?**

**How will you make sure this activity is accessible to all young carers in your organisation?**

Please return this form to:

**COSTINGS AND QUOTES**

Please give a breakdown of the cost of the various elements of the break being requested.

We need quotes of prices e.g. printed pages from shop or transport websites.

**We cannot consider your application without these quotes.**

Description (e.g. accommodation, travel, activities, equipment, agency care etc.)	Cost in £ <b>Please attach written quotes or printouts of prices</b>

Total amount requested from the Young Carers Activity Fund:

*Remember that the **maximum** grant is £300*

Please return this form to:

**THE INFORMATION ON THIS PAGE WILL NOT BE SEEN BY THE PANEL**

**CONSENT SECTION - To be signed by the professional completing this form**

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**I confirm that:**

- Young carers have helped me plan this application and the activity reflects their wishes for a break.
- I will use this fund only for the activities detailed above.
- This break/activity will not cause any unacceptable level of risk to young carers or staff/volunteers.
- I know that SYC cannot be held responsible for any accident or loss which occurs during our activity.
- I will produce all receipts to show how I have spent the grant.
- If I do not spend any or all of the grant I will return any unspent money to SYC.
- I will return anonymised evaluation / feedback about the impact of this grant along with my receipts (e.g. number of young carers that attended, quotes from participants etc.).

Signed:

Print Name:

Role:

Organisation:

Date:


Please return this form to: