

## TIME TO LIVE FUND GUIDANCE NOTES & ELIGIBILITY CRITERIA

Time to Live is a funding programme of the Short Breaks Fund, operated by Shared Care Scotland on behalf of the National Carers Organisations and the Scottish Government. The project enables Stirling Carers Centre to provide local Carers with funds and support to help them take a short break that meets their needs.

Applications received for the Time to Live Fund will be reviewed and assessed by a funding panel who will make the final decision on the allocation of funding. A member of the Stirling Carers Centre Operational Team will attend panel meetings purely to support and assist the panel, and aid discussion, however, the panel will have the ultimate decision.

The panel will meet between monthly - all applications to be considered at the meeting must be received at least 1 week before the meeting date (any applications received after this date will be considered at the following panel meeting).

To ensure a fair and transparent decision-making process we will adhere to the Eligibility Criteria (outlined below) which will form the basis of the panel's decision.

### ELIGIBILITY CRITERIA

In order to apply for a Time to Live grant from Stirling Carers Centre, Carers will have to meet the following criteria:

- The applicant must have a caring role and live in the Stirling Council area
- In line with the criteria set by The Short Breaks Fund, the fund is available to all Carers, including Adult Carers, Parent Carers and Young Carers.
- The grant must be for a short break or items/equipment that allows the Carer a break from their caring role (this will be in line with the definition used by Shared Care Scotland).
- The Carer has not received funding in the past 18 months from any Time to Live grant (**18 months is from the date on the receipt received from previous application**). In times of high demand, Carers who have not received funding from Time to live previously will be given priority.
- The short break or items/equipment should not have already taken place or been previously purchased
- The grant can be used to part fund a break or purchase. If there are any additional costs associated with the break/item/equipment the Carer must be confident that they can meet this cost)

- The item/short break being purchased must be within 3 months of receiving money and the break must be taken within the reporting period. All money received through the fund must be fully used, or any unused monies must be returned to Stirling Carers Centre.

## ALLOCATION OF FUNDING

There is a maximum grant limit of £300 per applicant. Should all eligibility criteria be met then grants will be distributed on a first come first served basis – therefore should the fund be exhausted before the end of the reporting year, the fund will be closed and no further applications will be accepted and processed. In this instance, we will support Carers wherever possible to access short break opportunities/groups available through Stirling Carers Centre and external partners, and/or advise on any additional funding streams which may support the Carer.

The panel may decide that overall the application does meet the eligibility criteria but that there are some elements out-with its scope. In this instance, they may make the decision not to grant the full amount requested, but instead could decide to fund a particular element of the application. In addition, if there are more applications considered at a panel meeting than funds available, the panel will award funding to the applications which, in their opinion, best fit the intended outcomes of the fund.

The panel's decision is final.

## NOTIFICATION OF APPLICATION SUCCESS

Carers will be contacted by email (if an email address was provided) to be informed on the decision regarding their application. Alternatively, a letter will be sent if no email address is provided or at Carer's request.

- If successful – the email/letter will outline the terms of the grant and arrange payment.
- If unsuccessful – we will ensure that Carers are aware of why their application has been unsuccessful in line with the Eligibility Criteria, and that discussions take place as to how best to meet their needs out-with this programme.