



Are you living with and caring for an adult or child with a learning disability?  
Are you in need of a break?

If you answered **yes** to all of the above, you can apply for a grant to the ENABLE Scotland **Keys to Life, Time for You fund** - which is run in conjunction with Shared Care Scotland, on behalf of the Short Breaks Fund.

ENABLE Scotland is delighted to announce that **The Keys to Life, Time for You fund** will open from **December 2013**. The Fund will offer you, as an individual carer, the opportunity to apply for financial support to help fund a trip or an activity which will help give you a break from your caring role.

The Keys to Life, Time for You fund will offer grants of up to £500 to parents/unpaid carers who have a significant caring role for a child or adult with learning disabilities living with them.

Our goal is to help improve the well-being of carers and the people they care for by supporting the financial aspects behind a relaxing break, or an activity outwith the conventional care role.

The best part yet - **YOU** get to be as creative as you want when you apply for funding! Breaks can last a few hours at a time, take place over the course of a day or in the evening, or on an overnight or residential basis. They might be one-off events or be a couple of hours on a regular basis. It may involve a family having the break together, perhaps with additional support, or having time apart.

Applications open from December 2013. Packs can be downloaded by visiting [www.enable.org.uk/families/timeforyou](http://www.enable.org.uk/families/timeforyou) or by emailing [Keystolife@enable.org.uk](mailto:Keystolife@enable.org.uk)

### **Be Creative**

ENABLE Scotland encourages carers to be as creative as possible to ensure that they get the very most out of their short break/ activity. Examples of activities you may wish to consider in your application

- To fund a **short break away** for the family.
- To pay for carers to allow you an **overnight stay** away from your caring responsibilities.
- To pay for a **music concert or sports season tickets**.
- To cover **taxi fares** to social clubs or independent activities, if this gives you a break.



- To fund **annual cinema passes** for the individual and carer.
- To pay for a **gym membership or purchase sports equipment**.
- To cover the cost of **day trips** away together (i.e. transport fees, entry & passes.)

## Keys to Life, Time for You Fund Application Helpful Hints

### Introduction

This funding is for carers living and caring for someone in Scotland, it should benefit the carer and the person receiving care.

All applications must be submitted using the appropriate form, either via email or post. Applications can be sent to [keystolife@enable.org.uk](mailto:keystolife@enable.org.uk) or for the attention of Jonathan Jack at ENABLE Scotland, Inspire House, 3 Renshaw Place, Eurocentral, ML1 4UF. Applications can be submitted from December 2013.

All applications will be assessed by a panel who will meet regularly throughout the year. The panel will be made up of members of ENABLE Scotland staff and a parent.

Applicants will be informed of the panel's decision regarding their application no later than 10 days after the relevant meeting. Carers who are granted funding will be asked to complete a questionnaire before and after they have used the funds so that we can see the difference the grant has made to them. They will also be required to show proof of spending.

### Eligibility Criteria

All applicants for Keys to Life funding must be carers for children or adults who have learning disabilities. Eligible Carers provide unpaid care to a family member, partner, relative or friend who could not manage their life without that care.

The following eligibility criteria should also be met by anyone wishing to make an application:

- The carer should live and care in Scotland
- Carers who apply will usually be providing 20 or more hours of practical or other support in an average week
- The health and wellbeing of the carer or the person receiving care is under strain and is likely to be improved by a break
- The relationship between the carer and the person receiving care or the wider family is under strain, and relationships are likely to be improved by a break



- The carer (and/or the person receiving care) is able, possibly with support, to make the necessary arrangements for the break

## Aims & Priorities

**The Keys to Life, Time for You Fund has the following aims:**

- Carers and those they care for will have improved physical and emotional wellbeing
- Carers will have more opportunity to live a life outside of caring
- Carers will be better able to keep going with their caring roles
- Carers with little support will have more opportunity to access breaks

The funding can help with a range of costs associated with taking a break, including transport, accommodation, leisure activities and supported holidays (see the website for further suggestions, but you are encouraged to think widely of creative possibilities). Applications can be for any amount, relevant to your application request and up to £500. Payment will usually be made by ENABLE Scotland directly into the carer's bank account.

Depending on demand, the panel may prioritise applications which feature the following elements:

- The focus of the break is to address a health issue of the carer
- There is little or no immediate support for the carer and the person they are caring for
- The carer is finding it difficult to cope and the caring role is under threat

Please complete the application as fully as you can to give the panel the opportunity to properly assess your application. The panel will accept applications where the carer has had some help from someone in a supportive role.



## Hints and Tips on Completing the Application Form

**Note:** Please be as specific as possible when completing each question. Giving details of times and locations will help the panel assess your application. If in doubt as to whether something is relevant please include it.

**Question 1:** The application form asks for information on your date of birth and ethnicity to help us to track trends with regard to what groups of people are making applications. We will not share your individual personal information with anyone without your permission.

**Question 2:** The purpose of this question is to give the panel some understanding of your relationship with the person you care for, and their care and support needs which you attend to.

**Question 3:** This question is designed to give the panel some background information on what support (if any) you receive at the moment in relation to your caring role. Please specify exact times and locations and the other individuals or organisations involved.

**Question 4:** Please tell us why you are looking for a break. Keep in mind the aims of the Keys to Life, Time for You fund, and try to write your answer in a way that shows the links between your reasons for applying for Keys to Life and these aims. In this section, we also want to know what you think the benefits of the break will be, for you and the person you care for.

**Question 5:** Please tell us about the type of break you would like to organise. If you are not sure, remember that Shared Care Scotland has a directory on its website ([www.sharedcarescotland.org.uk](http://www.sharedcarescotland.org.uk)) providing information on a wide range of short break services. Please be as detailed as possible with specific costs that the Keys to Life, Time for You fund will cover.

**Question 6:** It is important to plan ahead to make sure your break is a success. In this question, we are asking you to demonstrate that you have thought about any issues which may arise and have plans in place to deal with those issues.

**Question 7:** Please provide us with details of someone who can confirm your identity and role as a carer. This can be someone you know in a professional capacity (GP, District Nurse, Care Assistant, Social Worker etc) or a neighbour/friend.

**Question 8:** Remember to sign and date the form. If someone has helped you to complete the form, please ask that person to sign and date the form too.



## Terms & Conditions

Keys to Life, Time for You is funded from public funds. ENABLE Scotland is responsible for ensuring that the funding in Scotland is used responsibly. The following Terms & Conditions apply to all applicants:

- Only one award per carer across the twelve month period of the fund
- All information provided on the application form must be accurate at the time of signing
- The panel reserves the right to ask for additional information as part of the assessment process if required.
- Carers agree to take part in evaluation if they are successful with an application. This involves the carer completing a short questionnaire before and after the use their grant to help us assess the impact of the grant.
- Carers must provide proof of purchase, e.g. receipts or invoices

Applications to the Keys to Life, Time for You fund have to be written by parents/carers or by one of their representatives. In order for ENABLE Scotland to remain impartial, parents requiring help with writing their application should seek support from their natural networks and contact their local carers centre, local area co-ordinator or social work department. If help has been given by a supporter, please ensure to fill out their details in section 8 of the application form.

## Data Protection

ENABLE Scotland may use anonymous information given by carers in the application form for the purposes of reporting to Shared Care Scotland and to generate case studies for future Keys to Life funding programs. In addition, information may be shared with our Shared Care Scotland partners, PAMIS and Down's Syndrome Scotland for the purposes of evaluation of the fund and to ensure that strictly one application per carer is granted.

All applications and relating documentation will be securely stored and will not be shared with any other third parties other than those stated in these terms.

Any photographs that are sent to ENABLE Scotland as part of the evaluation process by individuals who have received grants may be used for the purposes of promoting the Fund or for reporting to Shared Care Scotland.

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## Keys to Life, Time for You Application Form

Please answer the questions as fully as you can to help the ENABLE Scotland panel make its assessment. ENABLE Scotland will not share your personal information without your permission.

### 1. Carer's Details

Title: (delete as appropriate) Mr/Mrs/Ms/Miss

Full Name:

Address:

Postcode:

Telephone Number:

Email address (if any):

Date of Birth:

Ethnicity:

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### 2. Information about the caring situation

Please answer the questions as fully as you can to help the ENABLE Scotland panel make its assessment. ENABLE Scotland will not share your personal information without your permission.

Please tell us what the relationship is between you, the carer and the person you care for:

What is the Date of birth of the person with a learning disability you care for?



Please give brief details of the health and/or support needs of the person receiving care:

How do health/support issues affect the day-to-day life of the person receiving care?

Does the person you care for live with you?

YES

NO

On average, how many hours a week do you spend caring or providing support?

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### 3. Help with the caring task

What support with day to day caring do you get at the moment?

What formal breaks/support do you get, who helps you to get a break and how often?

(e.g. Private or home care agencies; charities, social and recreational activities)

What informal breaks/ support do you access, and how often?

(e.g. help from neighbours or family)





Have you, the carer, received support to access a break in the last twelve months?

**YES**      **NO**

If you answered yes to the question above, please describe briefly?

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Have you, the carer, been awarded a grant to pay for a break within the last 12 months?

**YES**      **NO**

If so which organisation provided the grant?

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#### **4. Reason for break**

Why are you, the carer, in need of a break? Please write (in the box below) reasons why the Keys to Life fund would be beneficial to you, remember to link your answer to the aims of the Keys to Life fund as stated here:

- Carers will benefit from improved physical and emotional well being
- The person receiving care will also benefit from improved physical and emotional well-being
- Carers will have a better chance of coping with their caring role
- Carers will have more opportunity to live a life outside of caring
- Carers with little or no support will be able to access breaks



## 5. What Keys to Life can fund

What kind of 'break' are you looking for? (e.g. overnight stay; short break; recreational tickets; gym memberships; a special occasion etc.)

How do you plan to spend the time created by the grant and how will you benefit?

(e.g. by attending the break; by sharing a common interest with the person you care for; or to attend your own health issues; working; relaxing; etc.)

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What is the proposed date/ timescales for your break?

What is the estimated cost of your plan? Please give as much detail as possible, see hints and tips for examples or appendix.

How much funding will you be looking for from the Keys to Life Fund to support your plan? (Funds can be given up to £500) Please give a specific breakdown of costs.

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## 6. Ensuring Keys to Life plan is a success

Have you discussed the plan with the person you care for?

**YES**

**NO**

If not, please explain why



Will the cared for person cooperate with proposed arrangements? YES NO

What do you, the carer, need to do to ensure the proposed plan is successful for you?

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What has to be considered to ensure that the proposed plan is successful for the person you care for?

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Are there any possible problems that might get in the way?

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What steps can be taken to overcome them?

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What is the proposed date/timescales for you break?

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## 7. Referee

The panel reserves the right to contact a referee. Please provide the name and contact details of someone who can confirm your caring role and the need for a short break.

**Name:**

**Address:**

**Postcode:**

**Telephone Number:**

**Email Address:**

How do you know the referee?

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## 8. Signatures

I confirm that all information provided on this form is accurate at the time of writing. I accept that the panel may seek additional information in support of this application. I am aware that I can only receive one funding award in a twelve month period. I agree to complete an evaluation form if I am successful and to submit proof of purchase with regard to my break.

**Carer's Signature**

**Date:**

If a supporter (formal or informal) has helped the carer to complete this form please acknowledge this below.

**Supporter's name**

**Supporter's Signature**



Date:

## 9) Additional Information

Please tell us where you found out about the Short Breaks Funding for carers. (e.g. ENABLE Scotland website)

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All applications must be submitted using this form, either via email or by post. Applications must be sent for the attention of Jonathan Jack at the Keys to Life team on [KeysToLife@enable.org.uk](mailto:KeysToLife@enable.org.uk) or to INSPIRE House, 3 Renshaw Place, Eurocentral, Motherwell, ML1 4UF.

**Applications can be submitted from December 2013 until December 2014. The ENABLE Scotland panel will meet regularly during this period and applicants will be informed of decisions no later than 10 days after the relevant panel meeting.**

Successful applicants cannot change the use of the money granted without agreement from ENABLE Scotland. If you wish to change your planned break/plan you should contact ENABLE Scotland explaining the reason for the change and details as to what you now wish to spend the grant on. We understand that things change and arranging a suitable alternative plan will be considered sympathetically by the panel.

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## 10) Evaluation

Attached to this application form is a compulsory 'Keys to Life: Before Your Break' questionnaire. We are asking every applicant to consider different aspects of their life as a carer (e.g. free time, physical activity, health, confidence) by completing the two evaluations before, and after funding.

If you are successful and receive a grant from The Keys to Life fund you will be required to complete another evaluation form after you have taken your break. The information you give to us before and afterwards will help us to assess the impact of the grant on your situation. When taken together with the information given by other carers who receive grants from Keys to Life, this enables us to report back to Shared Care Scotland on how successful the funding is towards its goal of improving the lives of carers and the people they care for. This also helps to protect Keys to Life funding from the Scottish Government for future years.

**Please note, this information is used strictly for evaluation purposes and will not be used in the assessment of your application.**



## Data Protection, Terms and Conditions

ENABLE Scotland may use anonymous information given by carers in the application form for the purposes of reporting to Shared Care Scotland and to generate case studies for future Keys to Life funding programs. In addition, information may be shared with our Shared Care Scotland partners, PAMIS and Down's Syndrome Scotland for the purposes of evaluation of the fund and to ensure that strictly one application per carer is granted.

All applications and relating documentation will be securely stored and will not be shared with any other third parties other than those stated in these terms.

Successful applicants will be required to fill out and return their bank account details form to allow ENABLE Scotland to transfer funds. This payment will be transferred within ten days of the details being received. Once funds are transferred, bank account details will be securely stored on our computer system for only for financial audit purposes for seven years, after which point they will be destroyed.

Any photographs that are sent to ENABLE Scotland as part of the evaluation process by individuals who have received grants may be used for the purposes of promoting the fund or for reporting to Shared Care Scotland.

Please date, print and sign your name below to agree that you have read, understand and agree to these terms and conditions.

**Name:**

**Date:**

**Signature:**

INSPIRE House, 3 Renshaw Place, Eurocentral, Motherwell, ML1 4UF

Tel: 01698 737 000 Email: [KeysToLife@enable.org.uk](mailto:KeysToLife@enable.org.uk) Web: [www.enable.org.uk](http://www.enable.org.uk)

ENABLE Scotland is a charity registered in Scotland no SCO09024. ENABLE Scotland (Leading the Way) is a charity registered in Scotland no SCO21731.



**Parent/ Carers Name:**

**Date:**

### **Keys to Life, Time for You: Before Your Questionnaire**

It is important that we gather information from you before and after being granted funding for a break because:

- We want to know the difference that having a break makes to you.
- Your input will help us make improvements to the way we run Keys to Life.
- We are required to report back to Shared Care Scotland on how effective the Fund has been in supporting carers to take a break.

#### **QUESTIONS ABOUT YOU BEFORE YOUR BREAK**

##### **1. How would you rate your sense of wellbeing in your caring role?**

Please tick the statement which best matches how you feel:

- 1 Not coping
- 2 Very Stressed
- 3 Stressed but coping
- 4 OK
- 5 Managing well

##### **2. On a scale of 1-5, please indicate how much you feel your own health is being affected by your caring role.**

1 Indicates: "Caring has had a significant affect on my own health"

5 indicates: "I feel well enough to continue caring" **Please circle only one.**

