



# ISLINGTON

**Islington Carers Centre  
Unit 1, 53 Hargrave Road, London N19 5SH**

Date as postmark

Dear Carer,

**Re: Treat Yourself Carers Breaks Fund**

Thank you very much for requesting a Treat Yourself Carers Breaks Fund application form. This fund is for unpaid carers to give them a break from caring.

Please read the attached guidelines carefully.

Please complete the application form and monitoring form and return them to us at Islington Carers Centre, Unit 1, 53, Hargrave Road, London N19 5SH.

**The deadline for applications and supporting documents is the 14<sup>th</sup> of each month and a decision will be made on the first week of the following month.** If your application is received after this date then your application will not be processed until the following month.

Applications are assessed by a panel, which meets once a month (in the first week of the month). It could therefore be up to 4 weeks before a decision is made.

**Cheques will only be issued to a travel / booking agent or another agreed company. A quote for costs from the travel company will be required before payment can be made.**

If you are travelling with the person you care for or other members please give full names of everyone travelling. It is very important that you include all travelling cost for example transport cost and travel insurance. Islington Carers Centre cannot accept responsibility whilst carers are away.

We recognise that all carers need a break, however the fund is limited and applications will be assessed on the level of caring responsibilities, financial situation and how long it is since you last had a break. **No payments should be made prior to the panel meeting as this will not be reimbursed and will automatically disqualify you.**

Please get in touch if you have any questions about this letter or the application form.

Yours sincerely,

Paulo Mata  
Manager

**Islington Carers Centre is an equal opportunity organisation that welcomes and offers all sections of the community access to our services.**