



ISLINGTON

CRITERIA & INFORMATION SHEET



Treat Yourself Carers Breaks Fund Criteria Guidelines

Applications for breaks or activities already taken will not be considered; neither will applications for breaks or activities already paid for in full in advance.

1. The 'Treat Yourself Carers Breaks' Fund is for people who care for someone in Islington such as a relative, partner, friend or a child with a disability or chronic illness. If you are a carer you are eligible to apply for a grant, towards paying for a holiday, a short break, day trip or activity e.g. to attend a Gym or towards the cost of a training course. Please aim where possible to plan your trip at least three months in advance to allow for time to process through the panel. We are trying to make this easy, but have limited funds. **Our aim is to reach carers with excessive caring responsibilities.**
2. Former carers can apply, on condition that they became former carers within the last **SIX** months.
3. All applications must be submitted with the following **supporting documents**:
 - copy of benefit award letters, disability or attendance allowance,
 - support letter from a professional describing your caring situation
4. Priority is given to applicants that have not benefited from the fund before.
5. Grants may only be applied for once every two years.
6. There is a limit on the amount of money you can apply for: We provide **a contribution** only.
 - **If you are a carer then you can apply for up to £200.** You can use this to go on a short break, a holiday or to pay towards an activity of your choice with or without the person you care for.
 - **If the person/s you care for is/are going with you, you can apply for an additional grant towards their cost (up to £200) per person. Maximum of £600.00 per family.**
7. All applications should be made directly on the Fund's application form, which is available from Islington Carers Centre. The form needs to be fully completed before being returned.

Phone: 020 7263 9080

Email: islingtoncarers@btconnect.com

Fax: 020 7263 0907

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8. On Section 14 of the form, there is a box that **must** be signed by someone who knows about your situation. This could be, for example, someone from Social Services a Care Manager / Social Worker, Doctor/Health Professionals, Head Teacher/Special Needs Teacher or someone from a voluntary organization. If you have any problem completing this section please let us know and we will be able to help you. The form will not be processed until this part has been signed.
9. We request that you complete and return the enclosed monitoring form. This form is to help us make sure that we are reaching carers from all sections of Islington's diverse communities. The monitoring forms will be kept separately from the Application forms.
10. A panel will meet once a month to decide on the application. The panel can include a former carer, representatives from Islington Council, Islington Carers Centre, Centre 404 and Highbury New Park Day Centre. The 'Treat Yourself Carers Breaks' Fund is part of the Government Carers Grant that is managed and administered by Islington Carers Centre on behalf of Islington Council.
11. The panel needs to have a copy of the cost involved i.e. a quotation, travel costs or the cost of the activity before considering your application. Please note that the panel cannot be responsible for any deposits paid prior to a decision being made. We only ask at this stage for the cost involved (quotation) and the name of the agency.
12. We will need copies of any outstanding receipts e.g. travel expenses, within a month of your return from your break in order for us to reimburse you with any unspent money from your award. Unclaimed funds will be returned to the main fund.
13. **Applications for holidays or activities paid for in advance or prior to a decision being made by the panel will not be considered or reimbursed.**
14. We will only **write cheques payable to travel agencies or other companies or agencies** to do with providing your break or activity. There is a space on the application form for you to inform us about this.
15. Please note that Islington Carers Centre cannot be held responsible for any situation that arises in respect of the short break or holiday arranged.
16. If you are not satisfied with a decision the panel has made, you can appeal within 28 days of the decision, in writing, to the appeals panel at Islington Carers Centre at the address below.
17. The deadline for applications and supporting documents is the **14th 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.
18. Please note that awards must be claimed within 3 months of the date it was awarded. Grants not claimed will be returned back to the main fund and the applicant can reapply in the future.
19. Please return applications and supporting documents to **Islington Carers Centre Unit 1, 53 Hargrave Road, London N19 5SH**