

# 2023-24 Time 4 Me – Guidance for Applicants Adult, Parent and Young Adult Carers

## 1. General Information

The Time4Me fund seeks to support unpaid carers by providing them with the opportunity to enjoy quality time outside of their caring role, creating a meaningful experience that will have a positive impact on their health and wellbeing. Awards are currently set at a maximum of £300.

Applications are accepted from 1<sup>st</sup> April 2023 to 31 March 2024 (funds permitting).

Grants must be spent and receipts provided within 90 days of the award agreement. Feedback must be submitted within 4 weeks of completing the break. Failure to do so will result in you being unable to re-apply to the scheme for an extended period of time.

Kinship carers are **not eligible** for Time4Me grants. They are eligible for [kinship care allowances](#) from the local authority and therefore not considered unpaid carers.

## 2. Eligibility Criteria

The panel is keen to support as many carers as possible, but due to limited funding, applicants must meet the following eligibility criteria before applying for a Time4Me award:

- The applicant must live in Perth and Kinross.
- The carer has not received Time4Me funding in the past 12 months (for example, if payment was received in April 2022, the carer cannot reapply until May 2023.)
- All receipts and feedback were provided for any previous awards.
- Only one application per household/cared for in a 12 month period.
- The short break must allow the unpaid carer a break from their caring role.
- The short break must not already have been booked, purchased or have taken place previously.
- Applications will not be considered where the break, or any component of the said break, has already been booked or purchased.
- Due to strict time constraints you must spend your award within 90 days of your award agreement.
- If there are additional costs associated with the break/item/equipment the carer must be confident that they can meet this cost.
- If you are not registered as an unpaid carer with PKAVS, applications must be supported by an independent professional who has supported the carer and/or the cared for. *Eg* District Nurse, Community Psychiatric Nurse, Occupational Therapist, Social Worker, Carers Support Worker, Teacher, Community Worker. **They cannot be related to the Carer or Cared For.** If you do not have a professional working with you, please call the Short Breaks Team who will be happy to discuss how best we can support you to apply.
- Breaks should not take place in less than 6 weeks to allow time to process successful awards.

### 3. What Can be Funded?

The panel is keen that the fund is used as creatively and flexibly as possible to ensure unpaid carers achieve the kind of break that is most beneficial to them. A list at the end of this guidance provides some examples of how other carers have utilised their awards.

Please note: the fund **CANNOT** be used to pay for:

- General living expenses e.g. food, clothing, bill payments, Wi-Fi, beds, mattresses.
- Cosmetic (plastic/aesthetic) surgery or procedures, including tattoos.
- Household and kitchen appliances ie white goods/electrical items.
- Housing rent/arrears, debt, loan or mortgage repayments.
- A short break, item or equipment which has already taken place, been booked, paid for or purchased.

### 4. Applying

Time4Me applications are accepted from 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 (funds permitting).

You must ensure that you meet the eligibility criteria in Section 2 of these notes.

The application form can be downloaded from our website: <https://www.pkavs.org.uk/carers/adult-carers/info-support/short-breaks/time4me/>. Email us at [carersshortbreaks@pkavs.org.uk](mailto:carersshortbreaks@pkavs.org.uk) or telephone The Carers Centre on 01738 567076, option 2 for an application form to be sent to you.

All sections of the application should be completed fully with appropriate detail as required.

**Completed applications should be sent to** - Time4Me, PKAVS Carers Centre, Lewis Place, Perth PH1 3BD or emailed to [carersshortbreaks@pkavs.org.uk](mailto:carersshortbreaks@pkavs.org.uk)

### 5. What happens next?

On receipt of your application we will:

- Check that you are eligible for a T4Me grant.
- Check that we have all the information required.
- Where appropriate, contact the person who has supported your application for more information
- Present your application to the Time 4 Me award panel.

Applications received will be reviewed by the award panel which meets fortnightly. The panel reserves the right to ask for additional information as part of this process.

Carers will be informed of the panel's decision no later than 14 days after the panel.

Successful applicants will be sent a letter with an 'Award Agreement Form' which must be completed, signed and returned. Once received, payments will be made directly to the nominated bank account.

Unsuccessful applicants will be provided with an explanation for refusal of the application. The decision of the panel is final.

## 6. After you receive your award

It is a **requirement** of receiving Time4Me funding that carers must provide receipts evidencing the full spend of their grant. You are also required to submit feedback on your short break.

- Applicants have **90 days** from the date of their award agreement to spend the grant on their chosen short break and provide receipts (evidencing the full spend) to the Short Breaks Team.
- Feedback must be supplied within 4 weeks of completing your break.

**Receipts:** You can take a photograph of your receipts and email them to us at [carersshortbreaks@pkavs.org.uk](mailto:carersshortbreaks@pkavs.org.uk) or you can pop them in an envelope and send them to: Time 4 Me, PKAVS Carers Hub, Lewis Place, Perth, PH1 3BD.

**Feedback:** The feedback form can be found at: <https://forms.gle/ooLoxs91UsTxuqPbA> or we can send you a paper copy if you prefer.

Failure to comply with these steps, will result in you being unable to re-apply to the scheme for an extended period of time.

## 7. Need to change your plans?

Please be aware that whilst we are flexible and understand that plans can change, any amendment to the original break approved by the panel must be advised to the Short Breaks Team immediately. Failure to do so may require that the funds be returned to the Carers Hub.

If you have any questions or wish to discuss your application please contact the Carers Centre on 01738 567076, option 2 or email us at [carersshortbreaks@pkavs.org.uk](mailto:carersshortbreaks@pkavs.org.uk)

Time4Me, PKAVS Carers Centre, Lewis Place, North Muirton, Perth PH1 3BD

Tel: 01738 567076, option 2

[carersshortbreaks@pkavs.org.uk](mailto:carersshortbreaks@pkavs.org.uk)

## Examples of Previous Carers Breaks

Live Active Gym Membership	Sewing Machine
Tablet Computer	French Lessons
Spa Break	Swing Dance Classes
Driving Lessons	Rail Card
Garden Chair	Poly Tunnel
Short Hotel Break	Art Classes
Walking boots	TV streaming service
Complimentary Therapies	Bicycle
Cinema Pass	Caravan Stay
Garden Centre Voucher	Flying Lesson
Glasgow Theatre Break	Kindle
Fishing Permit	Museum Pass
Crafting Retreat	Tent
Audio books	Magazine Subscriptions

*As stated previously, these are only examples of how some carers have used their Time4Me grant. You do not need to restrict yourself to these examples, we actively encourage carers to be as creative as possible when considering what would be the ideal break for them.*

*If you would like advice about your idea for a short break, please get in touch with the Short Breaks Team at the Carers Centre.*