

Rewild Play Caru Ti ~ Love You Project

Guidance Notes for Applications

A carer is defined as:

'A person who provides or intends to provide care for an adult or disabled child'

Social Services and Well-being (Wales) Act 2014

Rewild Play is able to provide breaks to individual unpaid carers, through Carers and is funded by the Welsh Government.

Awards are discretionary and funding is limited. Each application will be assessed on an individual basis. You will be informed within 21 days of submitting your application whether it has been successful or unsuccessful.

Throughout this guidance you will find all the information you need regarding applying for or helping someone else to apply for the Caru Ti ~ Love You Project.

Please read this guidance and pay particular attention to the 'Important points to remember' sections and the 'Award Categories - Detailed information sections.'

The application form also provides information regarding the type and nature of information required for your application to be assessed. Please read the questions fully and provide details responses with all the information that is requested.

The three awards available are:

- Family breaks - for Young Carers
- Overnight breaks - for Adults
- Microbreaks - for Young Carers and Adults

When funding is limited, priority will be given to carers who have not previously been awarded.

We cannot fund breaks retrospectively where the break has already been purchased or a deposit paid.

Rewild Play reserves the right to fully award, partially award or decline applications. Each application is considered individually based on the information provided within the application form. Rewild Play's decision is final.

Receipt of purchases is required for all services purchased when a gift voucher was supplied to the Carer by Rewild Play.

Feedback is required for ALL awards.

Failure to provide receipts (where applicable) and feedback for awards received is likely to result in any future applications being delayed or declined.

Submitting false, inaccurate, or misleading information on an application form to obtain awards is unlawful.

You are applying for an award as a Carer and the application should clearly show how the award being applied for will benefit the Carer in their caring role.

Misuse of Awards

The misuse of awards is strictly prohibited. All fraudulent, misuse or abuse of the award awarded to Carer's will be taken seriously. Parties involved with the award service will be notified and the incident will be investigated as soon as identified. The misuse will be reported to the relevant authorities to take action if required.

Examples of misuse are not limited to but may include:

- Selling the break to someone else
- Applying for the break for someone else to attend, who is not defined as an unpaid carer
- Giving the gift voucher to someone else

Misuse of the award will lead to future award applications being declined, and any award provided that has been used inappropriately will be required to be repaid to Rewild Play.

What do you need to know when completing this application?

The application form has been designed to provide all the information that Rewild Play needs to enable a fair assessment of all the applications. All information should be included in the application form as additional information via an alternative method of communication is not accepted. Please use this guidance **and** the information provided in the application form to assist you in completing a high-quality application.

Important points to remember - completing the application

- Incomplete applications or applications that do not meet criteria **will not** be processed.
- Only one award can be applied for on an application form. You can only apply for one award per round.
- You can apply for a maximum of two awards up until 31st March 2024. One family or overnight break and one microbreak.
- Please ensure that **all** sections of the application form have been completed to a satisfactory standard before it is submitted. Applications should be **fully** completed including all contact information required.
- Applications that do not fully explain the caring role and situation, do not provide full information about what is being applied for, don't demonstrate a clear benefit to the Carer or a link to the caring role are unlikely to be funded.
- A supporting statement or verification of your status as an unpaid Carer must be provided by an independent professional (section 14 or 17 of the application form).
- Applications without verification of the caring role in either section 14 or 17 will not be processed by Rewild Play as they do not meet the required criteria.
- The Carers Declaration (section 22) must be completed and signed by the Carer and all individuals (age 16 years and old) referenced in the application. A handwritten signature is not required if completing the online application form.
- Rewild Play will not store or process any application that does not include a fully complete and signed Carers Declaration (Section 22).



Important points to remember – completing the application

- **It is possible that a wait list will be in place.** The award process can take between 2 - 10 weeks. This can be affected by the length of wait list, number of applications, staffing, Carer responses.
- Urgent requests will not be considered.
- Caru Ti ~ Love You project is funded by public money and may be audited independently. Your application and any subsequent verification provided may be included and scrutinised as part of any audit process.
- An award application is a legal application for monetary assistance, therefore submitting false, inaccurate, or misleading information on an application form to obtain award funds is unlawful.
- Payments cannot be made retrospectively. No reimbursement of payments already made by the carer can be made by Rewild Play. If the Carer purchases the service that they have applied for an award for, they will void their award.
- Payments can only be made to the supplier or purchased direct by Rewild Play on behalf of the Carer. No payment will be made direct to the Carer.
- Where a gift voucher has been provided, a receipt will be required for the service/items purchased with the gift voucher. If no receipt is provided any further applications are likely to be significantly delayed whilst the information is outstanding or declined.
- **Feedback is required for all awards.**
- Failure to provide feedback for awards is likely to result in any future applications being significantly delayed or declined.
- Rewild Play can partially award, and in the instance that the break exceeds the total of the award provided or a Carer wishes to stay for 2 nights, then Rewild Play will provide you with bank details for a BAC's transfer before the purchase can be made on your behalf.
- Up until the 31st March 2024, two awards can be provided to a Carer. These awards can be either a Family or Overnight Break and a Microbreak.
- If your application is successful, the award is **valid for 6 months only from the date you are notified.** If after this period, the award has not been spent it will become void and the funds set aside will be returned to the 'award pot' to be reused. At the end of the financial year there may

be a requirement for the award to be completed earlier than 6 months to ensure the funding is available. We will advise you if that is the case.

- We are not able to become involved in complaints, refunds, rebooking, cancellations - this list is not exclusive.

Verification and supporting statements

Who can complete the application form?

- A Carer
- A parent of a young Carer
- A professional

Who can provide verification of your caring status?

- An independent professional who has supported you in your caring role
- An independent professional who is able to verify you as an unpaid Carer

By providing contact information for the professional you are confirming you have obtained consent from them to share their information and that they have confirmed to you they will provide verification when requested. If the professional does not respond to the verification request your application will not be processed.

Please note: Some professionals are unable to provide verification or supporting statements due to confidentiality and data protection remits within their professional role. Many counsellors fall into this category. If you provide details of a GP to verify your unpaid Carer status, they are often unable to do this for us. They usually require a fee to obtain written verification of your unpaid Carer status. This will usually not provide any information over the phone due to GDPR legislation. If you choose to use a GP and we are unable to obtain verification without a fee then your application will not be processed for consideration.

Who can provide a supporting statement?

A **professional** can complete an application on behalf of the Carer and also provide a supporting statement.

- Social Worker
- Young Carer Support Worker
- Teacher / Learning Support Assistant
- Representative of Rewild Play
- Carer's Support Worker
- Community Support Worker
- Healthcare Professional
- Other person in a professional capacity

Supporting Statement

Please provide us with as much relevant detail as possible including; how you know the Carer and in what capacity, information that may have not been highlighted fully in the previous sections e.g. extent of caring role, the benefit the award would have on the Carer, what difference the award would make to the Carer.

Please contact us if you need further guidance on who is able to complete this form.

We cannot provide awards for the following:

- Respite breaks which should always be provided via statutory provision.

Please note: You should always keep receipts, order or booking confirmations for all purchases with award funding provided to you. If receipts are not provided then any further applications are likely to be delayed whilst information is outstanding or declined.

Award Categories - detailed information

Family Breaks

Young Carers have priority for Family Breaks.

Only **one** Family Break award can be applied for in each round. If an award is successful you cannot apply again in this current financial year (up until 31st March 2024).

If you are not a Young Carer and feel that a Family Break is best suited for you, then please contact us for further guidance.

Breaks can be taken in the UK. We do **NOT** fund travel costs only the accommodation.

If you are awarded a Family Break, we will discuss your specific requirements and dates.

Overnight Breaks

Overnight Breaks are for adult Carers only.

Only **one** Overnight Break award can be applied for in each round. If an award is successful you cannot apply again in this current financial year (up until 31st March 2024).

Breaks can be taken in the UK. We do **NOT** fund travel costs only the accommodation.

Overnight Breaks can include the cost of the person in receipt of care and/or a family member, partner, or friend to accompany the carer. They can also be for multiple nights (costings depending and if it exceeds the maximum amount we have available to fund each break and the Carer is willing to pay the difference).

If you are awarded an Overnight Break, we will discuss your specific requirements and dates.

Microbreaks:

Microbreaks are for both young Carers and adults.

Only one Microbreak can be applied for in each round, if an award is successful you cannot apply again in this current financial year (up until 31st March 2024). You can apply for a microbreak if you have already been awarded a family or overnight break.

Microbreaks can be up to £25 and for the Carer and/or one other. There are suggestions on the application form, but we encourage the Carer to ask for something that will benefit them and allow to take a break from their caring role.

Tips for writing a good application:

It is very important to show how the need for a break is related to the caring role.

Other factors that would support an application being awarded could be:

- How long it has been since the Carer had a break.
- Demonstrating the emotional impact of caring and the benefit that a break would have on their mental health, enabling them to continue in their caring role.
- If the person in receipt of care is going on the break also, **it is important to demonstrate how the Carer will have a break from their caring role.**

Data Protection Statement

Please take a moment to read through this as it highlights the legal obligations of us to handle the information provided in a sensitive and secure manner and the declaration that the information provided is true and accurate.

- Considering the changes required regarding General Data Protection Regulations (GDPR) legislation, Rewild Play requires all adults referenced in the application forms to sign the application form to consent to Rewild Play sharing their data and for the funder to store it (Carers Declaration Form).
- As stipulated above the funder will require the person in receipt of care to sign the form as there is personal data relating to them required. The



only exception to this would be where referenced adult/s are not able to do so due to mental incapacity, or their condition means they are unable to sign. If you think this is the case, please outline this in your response and provide relevant details. If the person in receipt of care is under the age of 13 years old a signature is not required.

- The Carer **must** sign the form in order for us to process the application. Without this signature we are unable to keep any of the details on the database, they will be deleted and therefore unable to be assessed. If you are emailing an application to us please ensure you have kept a copy of the form with the Carers original signature on it.

You can read more about our privacy policy here

Age appropriate children's privacy policy here

How to return completed applications

The easiest way is to complete the online form. You can find the professionals form here and the Carers form here.

If you are returning a downloaded version of the application please email with any relevant attachments in **one** email to loveyouproject@rewildplay.org.uk

If you need to post the application, please send it to

Love You Project
Rewild Play
c/o 15 Tudor Crescent
Newport
NP10 9BS

We encourage you to use the online application form whenever possible as this will ensure the application is processed as quickly as possible.

All applications submitted using the downloaded document version **must** have **handwritten** signatures for all referenced adults.

Outstanding Information

Due to the volume of applications we are expecting, we will not be able to accept any additional information via email, post, telephone, or social media. If there is missing information the application will not be processed and you will be notified which information was missing or inaccurate. If the word document applications are being submitted via email/post all the information relevant to the application should be provided in one email/envelope.

What happens next?

Complete applications:

Applications will be processed and then assessed by Rewild Play. Anonymised applications will be presented for consideration at a meeting which will be held every 2 weeks where possible, at Rewild Play's discretion. Complete applications will be submitted to the next available meeting. During busy periods there may be a wait list in operations.

Applicants will be informed of decisions on all applications within 1 week of the meeting via email or in some circumstances by telephone call or letter.

If successful:

A confirmation email will be sent to provide further details of how Rewild Play will proceed with the award. Where total costs of the break exceeds the total award provided by Rewild Play, if appropriate, Rewild Play will provide you with bank details for a BACs transfer before the purchase will be made on your behalf. On receipt of the break you will be required to provide feedback.

If unsuccessful:

You will receive brief information explaining the reason(s) why the application was considered to be unsuccessful. This does not prevent the Carer from reapplying in the next round and providing more information to address the feedback provided by Rewild Play.