



## Carers Grant Criteria *(updated September 2016)*

**Carer to keep this copy (please read this before applying)**

Carers in Bedfordshire administer Carers Grants on behalf of NHS Bedfordshire Clinical Commissioning Group to enable unpaid carers, who provide substantial care, to access a break, activity, service or training, to improve their health or wellbeing. Carers must be registered with *Carers in Bedfordshire* to access the Carers Grant.

**We offer a 'Full Carers Grant' and a 'Fast Track Carers Grant'**

	<b>Full Carers Grant</b> <b>Fast Track Carers Grant</b>
<b>Who can apply?</b>	<p><b>In order to apply, a carer must fulfil <u>ALL</u> of the following:</b></p> <ul style="list-style-type: none"> <li>✓ Be a carer, including young/sibling carer aged 4 years and above, who provides substantial, unpaid care (excluding benefits) to a partner, child, relative, friend or neighbour.</li> <li>✓ Be a carer who is <b>registered with an NHS Bedfordshire Clinical Commissioning Group surgery</b> <i>(please see page 3 to find out if your surgery is a member of NHS Bedfordshire Clinical Commissioning Group).</i></li> <li>✓ Be a carer who has a <b>long term health condition OR whose health or wellbeing is affected</b> by their caring role.</li> </ul>
<b>What can I apply for?</b>	<p>A break, activity, service or training which will improve your health or wellbeing as a carer.</p> <p>E.g. day trips, health treatments, training, gym membership, a holiday break <i>(10 years old and over only)</i>, driving lessons.</p>
<b>When is the deadline for applications?</b>	<p><b>Full Grant: 4:30pm on the 15<sup>th</sup> of each month.</b> When the 15<sup>th</sup> falls on the weekend or a bank holiday, the deadline will be the working day before the 15<sup>th</sup>.</p> <p>If your application is received after this date then your application will be considered the following month.</p> <p><i>Please note-There are no full panel meetings in December, Full Grant applications will be assessed at the January panel.</i></p> <p><b>Fast Track Grant:</b> We accept applications at any time and aim to give you a decision within two weeks.</p> <p><i>Please note: Fast Track applications received after 15<sup>th</sup> December may not be considered until January.</i></p>
<b>How often can I apply?</b>	<p>Carers may re-apply for a grant 12 months from their last Full Grant application, if they still meet the criteria.</p> <p>Carers may apply for two Fast Track grants in any 12 month period, if they still meet the criteria. One person can only have one grant open at a time.</p>
<b>How many people in my family can apply for a Carers Grant?</b>	<p>We can only accept a <b>maximum of 3 applications per household/family</b>, per year.</p> <p>i.e. one Full Grant and one Fast Track Grant or up to three Fast Track Grants per household/family per year</p>



## **Frequently asked questions:**

### **Can I use the grant for a holiday that I have already been on, or something that I have already purchased?**

Carers Grants **cannot** be used to fund an activity or event that has already taken place, or will have taken place before the panel sits, or an item purchased before the panel has taken place. Carers are advised not to book their break/activity/service/training before it has been agreed by the panel, if you choose to do this, please be aware that there is no guarantee that the application will be successful and there is no guarantee that the full grant amount will be awarded.

### **In months where we receive a high volume of applications, there is a possibility that your application may be 'deferred' to be assessed the following month.**

*Carers in Bedfordshire will not be held responsible if you book your activity or event based on the assumption that you will be awarded.*

### **Can I use the grant to fund something that I receive direct payments for?**

No, Carers Grants cannot be used to fund something that you already receive direct payments for.

### **Who can endorse my grant application?**

Your application needs to be endorsed by a professional who knows that you are a carer, this **must not** be a friend or family member or an individual or representative of an organisation who will benefit directly from your Carers Grant award.

Examples of professionals who can endorse your application include a GP, Nurse, Social Worker, Support Worker, Teacher, Teaching Assistant or Family Support Worker.

### **Can I make changes to my grant request?**

Once an application has been submitted, it **should not be changed**, unless there are exceptional circumstances. Changes and alterations made to a grant application form need to be initialled by the endorsing professional to show that they are in agreement with these changes, this may delay your application. Once awarded, you **cannot change** your grant request, unless there are exceptional circumstances. In this case, your application will need to go back to the panel for consideration.

### **How do the panel assess applications?**

The panel assesses each application based on a number of factors e.g. whether the carer has had a grant before, the carer's own health condition/health and wellbeing, the level of substantial care that the carer provides and the effectiveness of what the grant will be used for in relation to the carer's health and wellbeing. The panel considers a very high number of applications each month and allocates the grant funds available based on how closely each application meets these criteria. Once a grant has been awarded, the panel's decision is final.

### **If I am awarded a Full Grant, how will I access my grant fund?**

If awarded, you will have **three months** from the date you were awarded to **access your Full Carers Grant**, or your grant will be invalid and you will need to re-apply 12 months from your original award date.

### **If I am awarded a Fast Track Grant, how will I access my grant fund?**

If awarded, you will have **one month** from the date you were awarded to **access your Fast Track Carers Grant**, or your grant will be invalid, and you will need to re-apply. You can only make two applications in a 12 month period.

Please note, if awarded, we **cannot make any payment to you without a valid receipt**, if you are unable to pay for the break/service in advance, please request that the service invoices Carers in Bedfordshire direct for the amount awarded.

*In exceptional circumstances, Carers in Bedfordshire may be able to help you to order items online, however, we cannot order any items that cost more than your grant award, even if you are going to pay the difference. Online orders may take up to 5 working days to process.*

**Please note: Carers in Bedfordshire cannot process incomplete forms, they will be sent back to you, and this may delay your application.**



## NHS Bedfordshire GP Surgeries

<b>Bedford (26 GP Practices)</b>	<b>Chiltern Vale (10 GP Practices)</b>	<b>Ivel Valley (9 GP Practices)</b>	<b>West Mid Bedfordshire (6 GP Practices)</b>
<ul style="list-style-type: none"> <li>- Dr Basra, Ashburnham Road Surgery (Amphill Road)</li> <li>- Cater Street Surgery</li> <li>- Clapham Road Surgery</li> <li>- Cranfield and Marston Surgery</li> <li>- De Parys Medical Centre (Bedford and Bromham)</li> <li>- Dr Das, 12 Goldington Road Surgery</li> <li>- Dr Fenske, 2 Goldington Road</li> <li>- Goldington Avenue Surgery</li> <li>- Great Barford Surgery</li> <li>- Harrold Medical Centre</li> <li>- King Street Surgery, Kempston</li> <li>- Lansdowne Road Surgery</li> <li>- Linden Road Surgery (Tyne Crescent Surgery and Bromham Surgery)</li> <li>- Dr Kedward and Partners, London Road Health Centre (Bedford and Elstow Medical Centre)</li> <li>- Pemberley Surgery</li> <li>- Priory Medical Practice</li> <li>- Putnoe Medical Centre</li> <li>- Riverfield Drive and Queens Park Surgery</li> <li>- Rothesay Surgery</li> <li>- Shakespeare Road Surgery</li> <li>- Sharnbrook Surgery</li> <li>- Shortstown Surgery</li> <li>- St John's Surgery</li> <li>- The Village Medical Centre, Great Denham</li> <li>- Victoria Road Medical Practice</li> <li>- Wootton Vale Healthy Living Centre</li> </ul>	<ul style="list-style-type: none"> <li>- Caddington Surgery</li> <li>- Chiltern Hills Medical Practice</li> <li>- Eastgate Surgery</li> <li>- Houghton Regis Medical Centre</li> <li>- Kingsbury Court Surgery</li> <li>- Kirby Road Surgery</li> <li>- Priory Gardens Surgery</li> <li>- Toddington Medical Centre</li> <li>- West Street Surgery</li> <li>- Wheatfield Road Surgery</li> </ul>	<ul style="list-style-type: none"> <li>- Arlesey Medical Centre</li> <li>- Dr Kirkham and Partners (Biggleswade Health Centre and Langford Surgery)</li> <li>- Dr Cakebread and Partners, Shefford Health Centre</li> <li>- Ivel Medical Centre, Biggleswade</li> <li>- Larksfield Surgery, Stotfold</li> <li>- Greensands Medical Practice (Potton and Gamlingay)</li> <li>- Dr Gledhill and Partners, Kings Road Surgery, Sandy</li> <li>- Dr Collins and Partners, Lower Stondon Surgery</li> <li>- Dr Kapur and Partners, Sandy Health Centre</li> </ul>	<ul style="list-style-type: none"> <li>- Asplands Medical Centre and Woburn Surgery</li> <li>- Greensand Surgery, Amphill</li> <li>- Flitwick Surgery, Highlands</li> <li>- Dr Glaze and Partners, The Surgery, Barton-le-Clay and The Health Centre, Luton</li> <li>- Houghton Close Surgery</li> <li>- Oliver Street Surgery, Amphill and Oliver Street Branch Surgery, Wilstead</li> </ul>
	<b>Leighton Buzzard (4 GP Practices)</b>		
	<ul style="list-style-type: none"> <li>- Bassett Road Surgery</li> <li>- Grovebury Road Surgery</li> <li>- Leighton Road Surgery</li> <li>- Salisbury House Surgery</li> </ul>		

**This list was updated in September 2016**

Please see [www.bedfordshireccg.nhs.uk](http://www.bedfordshireccg.nhs.uk) for the most recent list of Bedfordshire Clinical Commissioning Group GP surgeries