

# Completion Checklist

## Before returning this form:

### 1. Do you meet ALL the criteria?

If not, your application will be rejected.

If you are not registered you can either access our web site and complete the on-line form or telephone us on 0300 111 1919 and we can send you a registration form or register over the phone.

You must be registered before we can consider your application.

### 2. Have you answered all the questions fully?

This includes the quality of life questionnaire on page 7.

Please ensure you explain fully how the grant could improve **YOUR** health & wellbeing.

### 3. Have you signed the form?

### 4. Is the form endorsed by a professional person who knows your role as a carer and understands the impact the grant could have on your health and wellbeing?

If your application has not been endorsed by an appropriate professional, it will be rejected.

### 5. If you are applying for over £120, you must enclose your quote.

## **If your application is incomplete it will be returned.**

If you need help completing your application please call us on 0300 111 1919 and ask for the Grants Team.

Funds are restricted so applications will be assessed and prioritised against the defined criteria and how the grant could improve the health and wellbeing of the applicant.



## About the person(s) you care for

Name of the person(s) you care for:	Their relationship to you:
Does s/he/they live with you?    Yes/ No	

## About your family

Who in your family is the main carer?	Does anyone else help to care for this person? Yes/ No
	If yes, please name them below:

## About the grant that you would like to apply for

**I would like the grant for:**  
Please give details about the item or service you would like the grant for, along with costs.  
**For applications requesting more than £120 please attach a quote.**

The amount I would like to apply for is:

If the panel cannot award the full amount would a part award be useful?    **Yes/No**

Please explain how this grant could improve YOUR health & wellbeing. How would this help in your role as a carer?

## Correspondence

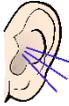
**If you are awarded or declined how would you like to be informed?**

Email  (Please make sure you have provided your email in the "About you" section)

Post

## About the care that you provide (please tick)

Please think about Substantial Care (10 hours a week or more). This is care given to a person who, due to an illness or disability, cannot carry out the majority of personal and/or daily living skills without help and has only partial choice and control over their immediate environment.

Type of care	Yes (Please Tick)	If yes, please provide more information (E.g. How often)
Dealing with unpredictable /resistant behaviours 		
Personal care (such as toileting, bath & showering) 		
Give medication/medical care/managing & ordering medical supplies 		
Do you handle and maintain equipment (e.g. Wheelchair or oxygen tanks) 		
Help with daily activities (Such as cleaning, shopping, cooking & laundry) 		
Moving and handling the person you care for 		
Deal with finances of the person you care for 		
Listen to someone's worries and concerns 		
Push the person you care for in a wheelchair 		
Take the person you care for to medical appointments 		
Help with getting dressed 		

## About the care that you provide (continued)

Is there anything else that you do to help the person you care for?

Approximately, how many hours a week do you spend caring for this person? *(please tick)*

Under 10 hrs a week       10-24 hrs a week       25-39 hrs a week       40+ hrs a week

Do you have to provide care during the night?    Yes/ No

If yes, what care do you provide?

Can the person you care for be left unattended?      Yes/ No

If yes, approximately how long for?

Less than 2 hours       More than 2 hours

If no, please state why?

*(for example, too young, risk of falls, unaware of danger, wanders)*

## Professional endorsement

**This page should be completed by a professional who understands your role as a carer. This must not be a friend or family member or someone who will benefit directly from your Carers Grant award. This could include a GP, Nurse, Social Worker, Support Worker, Teacher, Teaching Assistant or Family Support Worker.**

*If you choose to use the GP, we would hope that this signature would be free of charge, but it is down to each GP to make this decision. Please do not feel obliged to pay for this signature.*

*We recommend you ask the person endorsing your request to comment on how they think the grant could improve **YOUR** health and wellbeing and how this would help your role as a carer.*

Name of professional endorsing this application: .....

Professional role: .....

Team/ Surgery: .....

Telephone number: .....

Email address: .....

I confirm that :

- The person requesting a grant is an unpaid carer (excluding benefits) providing substantial care for a relative or friend.
- That the information included in this application is correct to the best of my knowledge.
- The carer has a health problem, or their health and wellbeing is affected by their caring role. **(Please circle)**

Disagree

Agree

Strongly agree

Very strongly agree

- I agree that the service chosen will benefit this carer's health and wellbeing. **(Please circle)**

Disagree

Agree

Strongly agree

Very strongly agree

Any other comments you would like to make?

Signature .....

Date.....



### Carers Grants Terms and Conditions/Data Protection/Disclaimer

In order for *Carers in Bedfordshire* to process your application, please read the information below and sign and date this page to show that you understand and are in agreement with the following statements.

- I understand that I must be registered with *Carers in Bedfordshire* to access the Carers Grants scheme and that I will be added to *Carers in Bedfordshire's* secure database and allocated to a support worker.
- I understand that under the Data Protection Act (1998) *Carers in Bedfordshire* has a legal responsibility to keep my personal information secure and confidential.
- I understand that I should tell the person I care for that I am sharing some of their personal information with *Carers in Bedfordshire*, unless there is a good reason not to.
- As *Carers in Bedfordshire* administer the Carers Grants scheme on behalf of Bedfordshire Clinical Commissioning Group, I understand that *Carers in Bedfordshire* have an obligation to provide statistics and feedback to BCCG and that I will be included in these statistics.
- I understand that the Carers Grants scheme is discretionary and that the panel's decision on whether an award is granted is final.
- I agree to use the grant specifically for the purpose that I agree with *Carers in Bedfordshire*, which will be detailed in the award letter that I will receive if my application is successful. I understand that I cannot change my grant request once it has been awarded.
- I have read and understood the Carers Grants criteria.
- I am responsible for any choices I make and should any services that I choose fall short of my expectations, *Carers in Bedfordshire* cannot be held responsible.
- I will complete the 'Quality of Life' questionnaire when submitting my grant application form and after I have accessed my Carers Grant award.

Signature of carer\*.....  
(Signature of Parent/ Guardian for young carers)

Date.....

\* This **MUST** be hand signed by the carer who is applying for a Carers Grant, or their parent/guardian if the carer is under the age of 18 years.

