THE YOUNG CARERS GRANT PROGRAMME 2010/11
GUIDELINES FOR APPLICANTS

Introduction
The Princess Royal Trust for Carers has been contracted by Comic Relief to deliver a third grants programme open to Third Sector organisations who wish to develop services and/or activities for young carers, under the age of 24, across the UK. Due to the success of the approach in the second programme in 2008, the funding will continue to be focused on supporting the delivery of outcome focused work that clearly meets specific aims and applicants will be provided with an opportunity to attend training events to support successful applications. Successful projects will be those that clearly demonstrate how the proposed project will work towards improving the life chances of the most isolated and vulnerable young carers across the UK. The maximum grant available is £72,500 over three years from July 2010.

Background
Young carers are young people who carry out significant caring tasks and may assume levels of responsibility for other people which would ordinarily be taken on by an adult. For some young carers these responsibilities include undertaking the majority of household chores, taking care of siblings and financial management of the family budget. Unfortunately for others, these responsibilities may also include roles which are inappropriate to their age (i.e. personal and intimate care for an adult/parent, significant emotional care for a parent/guardian with mental health issues). Overall, the impact can be demonstrated in young carers missing school, experiencing physical and/or mental ill health. The Princess Royal Trust for Carers believes that no child should have to take on caring roles that may be more appropriate for an adult. A clear aim of the programme and the Trust’s continued partnership with Comic Relief is that many young people will be supported to be children as well as carers.

Previously funded projects have delivered strong outcomes with positive impacts being clearly evident in the lives of the young carers and their families who came into contact with the funded intervention. Independent evaluations from the previous programmes have identified several broad themes including the identification of some groups in society who are less likely to be the target group for receipt of services. This can exacerbate the difficulties of ‘reaching’ traditionally ‘hard to reach’ community groups and further exclude already isolated and vulnerable sections of society from receiving support. The Trust is well placed as the leading provider of young carers support and has used its contact with 85 young carers services and its membership within the National Young Carers Coalition* (NYCC) to estimate that the level of unmet need

* The National Young Carers Coalition is made up of leading voluntary sector organisations that work with young carers and their families. Members include The Princess Royal Trust for Carers (Chair), Crossroads Care, Disabled Parents Network, The Children’s Society, Family Action, Action for Children and Barnardo’s, Young Carers International at The University of Nottingham and YMCA Fairthorne Manor are also involved in the coalition.
remains high. Some organisations are already developing and delivering innovative approaches to working with young carers from isolated communities, including partnership working with statutory and other third sector specialist agencies, to offer holistic and sustainable positive outcomes for the young people. This programme will enable more organisations to do so in order to increase the evidence base of effective work with a wider range of community groups.

Taking this into account, the Trust will continue to target funding at effectively reaching:

- The most isolated and vulnerable young carers
- Young carers from potentially excluded communities – this includes those from black and minority ethnic communities, those newly arrived to the UK, refugee community members or young carers who may be socially excluded due to the stigma attached to the cared for person
- Young carers experiencing a significant negative impact (emotional and/or physical) as a direct result of their caring role.

**Programme aims**

In order to address the continuing need identified by national and local research and the young carers sector, the aim of the Young Carers Grant Programme 2010 is:

“to improve the life chances of the most isolated and vulnerable young carers under the age of 24 across the UK”.

To ensure that funded projects are clearly focused on addressing this overall aim, a steering committee, which included colleagues from the NYCC and across the Trust, have developed three key programme specific aims. At the expression of interest stage applicants will need to demonstrate, through the use of a project planning table, how their proposed project will meet each of the following specific aims:

1. **Reduce the extent of inappropriate caring roles for the most isolated and vulnerable young carers.**
   All funded projects must be working towards the reduction of inappropriate caring responsibilities taken on by children and young people with caring responsibilities. Applicants will also need to demonstrate how the targeted group can be identified as isolated and vulnerable by providing comprehensive evidence of the recognised need. The outcome measurement tool, specifically designed for work with young carers, will help funded projects to establish a baseline and progression towards this aim for each young carer in receipt of the funded intervention. Progression towards this aim could be measured by a reported reduction in the level of inappropriate caring being undertaken by targeted young carers.

2. **Increase the support available for the most isolated and vulnerable young carers.**
   This could be measured by increasing the range of services currently available to young carers and/or increased involvement of other agencies in providing stronger models of support for the wider family which in turn may reduce the
impact of caring onto the young carer. In this context, other agencies could include condition specific voluntary agencies, care agencies, drug and alcohol action teams. This list is not exhaustive and the assessment team will be examining how applicants have demonstrated the relevance of the named agency in helping achieve this aim.

3. Increase knowledge and resources to develop replicable models of support for the most isolated and vulnerable young carers.

Applicants must be able to demonstrate that other organisations within the sector will be able to learn from the proposed project. This can be demonstrated through the production of information, materials, presentations or methods that will support funded projects in sharing any lessons learnt, methods of working with specific groups or communities or in the delivery of a specific intervention.

It is recognised that some applicants will have a stronger resonance to particular aims but all must demonstrate some level of alignment to each specific aim. In order to do this, applicants will need to list up to three objectives that show a clear association between their proposed project and the specific programme aim. Examples of relevant objectives include:

- Delivering a range of activities focusing on developing young carers emotional support.
- Providing models of support for wider family to build strengths, relationships and links.
- Developing strong peer networks between young carers (face to face, online etc.)
- Providing information, support and advocacy for the person with care needs.
- Linking with mainstream statutory services (e.g. schools, local authorities etc.)
- Production of materials and resources.
- Providing opportunities for young carers to access emotional support (e.g. counselling).

Capacity building training events

The Trust is keen to receive applications that demonstrate a clear resonance with the programme specific aims described above. Amongst other information submitted, the assessment team will use the project information to assess the planning and programme management that would be associated with the project (if funded). To facilitate this and generally develop the sector’s knowledge of outcome focused project development, the Trust, working alongside the Charities Evaluation Service, will be holding a series of regional workshops in February 2010. The workshops will take attendees through a step by step approach to aligning objectives, outputs and outcomes with specified aims, alike to the approach taken by this programme. The workshops will be held in the following areas:

- **Glasgow** – Tues 2\(^{nd}\) February 2010
- **Manchester** – Fri 12\(^{th}\) February 2010
- **London** – Tues 16\(^{th}\) February 2010
- **Birmingham** – Thurs 18\(^{th}\) February 2010
There are limited places available for these free workshops so please go to the Trust’s website (www.carers.org) to download the booking form for the workshop you would like to attend and return to the Trust by the date indicated.

Evaluation and monitoring

It is crucial to the success of the programme that funded projects are able to generate clear evidence of effectiveness. To this end, all funded projects will be required to make an explicit commitment to actively use the tools found within ‘The Manual for Measures of Caring Activities and Outcomes for Children and Young People’, a Comic Relief funded tool. The tools have been developed and piloted by Professor Saul Becker and his colleagues at the University of Nottingham who have significant academic research and sector specific experience. It has been in use by the young carers sector, including the projects funded via the Young Carers Grant Programme in 2008, for over 12 months.

Projects will make use of the tools within the manual to specifically measure the impacts of the funded intervention and outcomes for the young carers the project will aim to work with. This is particularly relevant to measuring progression against programme aim 1 but organisations may also find it useful in the general assessment and evaluation of work with young carers. Please do take some time to have a look through the manual before completing the application form. It is available on-line at the following address:


There will also be an external evaluation of the funded intervention. Further information on the evaluation framework will be made available to the successful projects.

Monitoring requirements

The Trust is keen that projects feel supported in their progression against aims, objectives and related targets set. To provide this support, the Trust will ask for a brief interim report, six months after the project starts and then on an annual basis for each funded year following this. These reports will consist of a progress report on work that has been completed, demographic information and progression on numerical and operational targets for the young carers to be supported by the funded project and a financial report.

As a specific aim of the programme, the Trust will also request evidence of ongoing learning that will go towards the compilation of a toolkit of resources, ideas and lessons learnt for the young carers sector to use and learn from in the development of services.

Application process

There will be a single round of awards for this third programme and applications will be assessed via a two stage process, beginning with this expression of interest. The closing date for the submission of this expression of interest is 5pm on 5th March 2010.
Who can apply?
The Young Carers Grant Programme 2010 is open to any Third Sector/not for profit organisation who wishes to increase support services for the most isolated and vulnerable young carers. This includes constituted voluntary and community groups, registered charities, social enterprises, community interest companies, faith organisations and co-operatives. Organisations do not have to be part of The Princess Royal Trust for Carers network of Carers’ Centres to apply and all applications will be assessed on the detail provided in the application.

The programme intends to fund approximately 15 projects, ideally from across the UK. Each funded project will be awarded a maximum of £72,500 over three years from July 2010.

There is no expectation that applicants should apply for the full amount of funding available so please do estimate the amount required to deliver the proposed project effectively. If your application is selected to progress to the second stage, you will be asked to revisit this estimation and provide a thorough breakdown.

What can the funding be used for?
A full budget is not required at this stage but it is useful to be clear about applicable items from the outset.

The funding cannot be used to support work activity that is already underway by the time of award. Applicants will need to show how the proposed project is either an extension of an existing service or a new approach that has already completed some early developmental work that has shown promise and positive outcomes for service users.

The Young Carers Grant Programme will consider revenue and capital costs that show a clear relationship to the effective delivery of the proposed project though capital costs should not exceed 7% of the total application. Submitted budgets should follow full cost recovery principles. This means that the fund will consider the ‘real’ cost to the organisation of delivering the funded project (e.g. office costs, relevant recruitment and training costs, travel costs and appropriate levels of line management).

What will the programme NOT fund?
The Trust will not consider applications for the following types of work:

- Grants to individuals.
- General appeals.
- Sponsorship or marketing appeals.
- Mainstream educational activity.
- Promotion of religion.
- Trips outside of the UK.
- Activities primarily the responsibility of central/local government/health authorities.
- Capital grants for compliance with the Disability Discrimination Act.
- The purchase of minibuses or vehicles.
- Work that has already taken place.
- Replacement funding for statutory funding.
Detail required in submitted applications

The expression of interest form has been designed to gather comprehensive information from each applicant to select those that demonstrate the best ‘fit’ with the overall and specific programme aims. Further information on the detail required for specific areas of the form has been provided below.

PART A: ABOUT YOUR ORGANISATION

Please indicate the type of Third Sector/non profit description which best describes the organisation.
Your organisation may fit into a number of these categories. Please select all that apply to your organisation and are clearly referenced in your governance documents (e.g. memorandum and articles of association, constitution etc.)

Please describe the main aims and activities of the organisation.
Please provide relevant information on the current aims and activities of your organisation. Again, these should have a clear relationship to those indicated within your governance documents.

How many workers are there within your organisation?
Please tell us the numbers of workers who are associated with the organisation who would be directly delivering the service.

PART B: PROJECT INFORMATION

Outline the need(s) your proposed project will address.
We are asking you here to identify the need you hope the proposed project will address and provide supporting evidence of the existence of the need. The evidence should also provide support for how your proposed project will contribute towards meeting the overall programme aim and/or specific aims. There are a number of ways that you can demonstrate or evidence need and we advise all applicants to use a range of the below methods:

• Local research
• Evaluations/reports on previous projects (either within your organisation or another organisation)
• Academic research
• Qualitative evidence of impact provided by stakeholders.
• Results of user consultations and/or user involvement activities
• Government documents/guidance and legislation

Where possible, please include electronic links to documents referred to within this section. Where paperwork is not available online, you will need to attach one paper copy with your submitted application.

Please provide a comprehensive description of the project.
This is your chance to tell us about the project that you are requesting funding for. This should provide the assessment panel with a clear overall picture of the project, who the primary and secondary beneficiaries are, what change you think the project will bring
and a brief outline of what the activities the project will undertake to bring about this change (e.g. project outputs). If successful at this stage, you will be asked to provide further detail on this information in the second stage application process.

Please avoid using jargon and abbreviations that may be commonly used within the your organisation and/or sector. The applications will be assessed by a wide ranging panel that includes young carers who may not be familiar with this terminology. If the application is successful, the Trust may then paraphrase these descriptions in ongoing publicity.

Please complete the table below to tell us about the roles required to deliver the project described.
Some organisations will need to engage in recruitment activities to deliver the proposed project. If this role does not currently exist within your organisation, please list ‘new’. In cases where an existing staff member may need to have an amended job role to deliver the project, please also list ‘new’. In cases where an existing post will deliver significant elements of the project, please list existing.

PART C: INFORMATION ABOUT THE IDENTIFIED YOUNG CARERS

Tell us about the children and young people your project will be targeting and why.
Please specify who your proposed project will be working with. The assessment team is interested to know why you have chosen to work with the children and young people you have identified. This is your chance to tell us specific information about the community (or communities) the young people are from and why your organisation would define them as isolated and vulnerable. In this section, it is useful to use a mixture of ‘hard facts’ and more anecdotal evidence you have to support your assertions. What we are looking for here is a clear understanding of the children and young people the project is aimed at.

Please estimate how many of the young carers to be supported can be identified via the descriptions provided.
This is not an exhaustive list of the communities all funded projects must work with. Rather this list relates to a commitment from the Trust and Comic Relief to measure the diversity of the funding provided to support young carers from across the UK over the lifetime of the funded project.

How will you make sure targeted young carers are aware of the project?
The assessment team is interested to know of your initial plans to encourage the children and young people you have identified to engage with the project. For example, this could include making use of existing partnerships and/or developing new ones, providing detail of the advertising plans or receipt of agency referrals.

PART D: PROJECT PLANNING TABLE

As described above, the Young Carers Grant Programme has three specific programme aims that all applicants must structure their proposed projects objectives towards meeting. The table has been designed to assess project’s ‘fit’ with these aims. We do recognise that some projects will also be meeting locally specific aims and we are
interested in this additional benefit to the programme. Please use the space provided to outline what this additional aim is. Below is a brief overview of what information is required in each column.

**Objectives:** Please provide **up to three** objectives that relate to each specific aim. These objectives should describe the pieces of work you propose to do to achieve the aim e.g. a headline under which related activities can easily fit under.

**Please describe how each objective will meet the programme aim:** This asks you to identify how the objectives will meet the programme aims. This is an opportunity to provide the assessment panel with more detail on the thinking behind the intervention planned. Use this space to tell us what you expect the work described to achieve and how this will contribute towards the relevant programme aim.

**How do you know that this approach will contribute to the programme aim?** Use this space to identify the evidence you have for believing that the objectives identified will meet the programme aims. This is an opportunity to demonstrate that the project is evidence based and critically examine any assumptions you have made. It may be helpful to re-examine the evidence listed in Part B.

**What added value will the proposed project bring to the overall sector and your organisation?** As one of the specific aims of the programme is to generate learning for the sector, the added value your proposed project could bring is a key assessment element. You may find it useful to answer the following questions:

- ‘Is this a project, intervention or approach that other organisations and/or colleagues working with young carers may wish to emulate?’
- ‘What will the sector find out about working with young carers if this project is funded?’

This does not mean that the work has to be new or innovative to your own organisation, as you may have a strong history of delivering these types of services. Instead, we are interested in funding work that may be of interest to your organisation’s practice and that of the sector as a whole.

**PART E: REFEREE STATEMENT**

All applications must have an independent referee’s statement attached to the expression of interest form. You may find it useful to forward the application to the referee before asking them to complete this section. Electronic signatures are fine at this stage. If your application is successful in moving forward to the second stage, your referee will be contacted in late March so should be available.

**PART F: DECLARATION ON BEHALF OF THE ORGANISATION**

Please read through the declaration and ensure the form is signed by an appropriate person authorised to sign on behalf of the organisation (e.g. Chair, CEO, Treasurer).
Timetable

Decisions about applicant’s progression to the second stage will be made in late March 2010. Successful applicants will be provided with structured feedback from the assessment team to guide their second stage application by mid April 2010.

Unsuccessful applicants will be notified and provided with brief feedback relating to their application.

The closing date for receipt of second stage applications will be Friday 28th May 2010.

Selection process

The assessment panel will include colleagues from across the Trust, members of the NYCC, young people and Comic Relief staff members. This range of assessors will treat all applications fairly and use the agreed criteria items listed below to select the projects with the strongest alignment to move forward to the second stage.

Applications will be assessed on the basis of meeting the overall and specific aims of the programme. The assessment panel will select approximately 25 projects across the UK that demonstrate strong alignments to criteria including:

- Has identified and evidenced nature of isolated and vulnerable communities the project plans to work with.
- Can be replicated
- Clearly defined primary beneficiaries who are young carers (aged up to 24)
- Evidence of need is appropriate
- Clear description of the project
- Staff identified appropriate
- Has the potential to have significant impact on target community
- Added value to the organisation and sector
- Fit with three identified programme aims
- Contribution to overall programme aim

You may find it useful to keep this in mind when compiling your answers.
How do you apply?

After reading through the guidelines in full, please download an electronic copy of the application form. You can either complete the application form electronically or print and complete by hand in black ink.

As we require original signatures on application forms, we are unable to accept email or fax copies of the application form.

You will need to submit **two** copies of your completed application form both of which will need to be signed by a person authorised to sign on behalf of your organisation.

Please **post** your application with all required attachments (obtaining a proof of posting if not making use of recorded or special delivery services) to the following address:

Grants Team  
Young Carers Grant Programme 2010  
c/o The Princess Royal Trust for Carers  
14 Bourne Court, Southend Road  
Woodford Green, Essex, IG8 8HD

Please ensure that the correct postage has been attached to the application form as this may delay the receipt of your application.

Applications should reach the Trust no later than **5pm** on **Friday 5th March 2010**. Applications received after this time will not be considered.

Acknowledgement of receipt of application will be sent to the email address provided in PART A within 48 hours of receipt.

Questions?

If you have any further queries that are not covered within the guidelines, please do not hesitate to contact the Grants Team at the Trust via email: grants@carers.org or via telephone on 020 8498 7934.