WORKING TOGETHER: THINKING WHOLE FAMILY

THE YOUNG CARERS GRANT PROGRAMME 2013
GUIDELINES FOR APPLICANTS

Introduction
Carers Trust has been contracted by Comic Relief to deliver a fourth 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. Successful applicants will be those who demonstrate how their project will work with appropriate local partners and networks to deliver and embed family focused approaches to improve the life chances of the most isolated and vulnerable young carers and their families.

Following the success of the approach in the 2008 and 2010 Young Carer Grant Programmes, the funding will continue to be focused on supporting the delivery of outcome focused, evidence based practice that clearly meets the stated overall and specific programme aims.

There will be a single round of awards and this is a two stage application process, beginning with this expression of interest. Those who get shortlisted to progress to the second stage will be provided with an opportunity to receive structured feedback and discuss their expression of interest prior to submitting the more detailed second stage application, project plan and budget.

The maximum grant available is £75,000 over three years from June 2013.

The closing date for the submission of expression of interests is midday, 11 March 2013.

Background
The vision of the National Carers’ Strategy (2008) for young carers is that “Children and young people will be protected from inappropriate caring and have the support they need to learn, develop and thrive and to enjoy positive childhoods”.

The aim of the programme and the continued partnership between Carers Trust and Comic Relief echoes this: young people should be supported to be children as well as young carers.

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. The range and scale of caring undertaken can vary greatly. It can involve physical care including: personal care; giving medication; helping someone to dress or move around. It can take the form of looking after siblings, paying bills, cooking, cleaning, shopping or
translating. Some young carers give no physical care but provide emotional support, particularly for someone who has a mental health condition or misuses substances.

It is well known across the young carers sector that when the amount and/or type of caring undertaken gets to an excessive level, young carers can become vulnerable and the impact of caring can have significant effects on their emotional or physical well-being, educational achievement and ultimately life chances. To that end, this programme is aiming to not only further the support for young carers identified at a point when they are already undertaking a high level caring role (high in terms of time and/or physical/emotional impact) but also to provide support young carers and their families before excessive or harmful caring becomes embedded within the family structure.

Third Sector organisations and projects are already a valued source of support for many thousands of young carers across the UK, offering personal counselling, group activities, short breaks and other forms of support. This is also the case for family members who receive bespoke support for the condition for which they require care. However, there is increasing recognition that support and respite for young carers themselves, or separate support for those requiring care though beneficial, will not in isolation remedy the factors which may be causing children to take on or to continue in excessive or harmful caring roles.

This programme wants to support the development of local, integrated methods of working between organisations primarily focused on supporting individual members of the family, be that the young carer or person with care needs (such as parent, sibling or other people with care needs). Working in this fashion will enable a wider range of support to be put in place for the whole family that leads to positive outcomes.

Some organisations, included those funded via previous Young Carer Grant Programmes have already developed and are delivering innovative approaches to working with young carers and their families. This has been used to provide examples of practice ranging from effective methods of working with young carers from isolated communities (geographical and/or community of interest), partnership working with statutory and other third sector specialist agencies, integrating ‘Team Around The Family’ approaches and supporting young carers supporting someone with mental health and/or substance misuse issues. This programme will increase the evidence base of effective work with a wider range of community groups.

For further information on existing examples of practice, please refer to the Resources section below.

**Identification of need**

Carers Trust is well placed as the largest provider of support services for young carers in the UK through 107 specialised young carers’ services across the UK. Using our unique position and contact with over 24,500 young carers, Carers Trust has been able to carry out and feed into considerable consultation of the needs of young carers and
their families. As quoted in the recent publication *Commissioning Services for Young Carers and their Families*\(^1\) the messages from young carers have been very consistent:

Young carers tell us that they want:

- More help for the person they care for
- To choose the level of caring they do and to get breaks
- To not feel so worried and guilty
- An education, an independent future and a career
- To do the fun things that other young people do
- Understanding and flexibility
- Continuity in key worker support\(^2\).

In addition, parents and other family members also detailed that they wanted to receive bespoke support for their condition but also to support the development of their parenting skills; more understanding and less discrimination relating to their condition or the fact that a young person is providing them with care and also continuity of key worker support, for them and the young carer.

In funding projects that show a clear correlation to the overall and specific aims, this programme will directly address these needs that have been highlighted repeatedly by young carers and their families.

**Programme aims**

The overall aim of the Working Together: Thinking Whole Family programme is:

"**Inclusive, whole family approaches adopted by funded projects to ultimately improve the life chances of the most isolated and vulnerable young carers across the UK**".

To ensure that funded projects are clearly focused on addressing this overall aim, three key programme specific aims have been developed. At this expression of interest stage, applicants will need to demonstrate, through the use of a simple project planning table, how their proposed project will meet **each** of the following specific aims:

1. **Reduce the extent of excessive or harmful caring undertaken by the most isolated and vulnerable young carers.**
   
   All funded projects must be working towards the reduction of excessive or harmful caring responsibilities being taken on by children and young people.

   Applicants will also need to demonstrate how the targeted community group(s) can be identified as isolated and vulnerable in their local context and provide comprehensive evidence of this need.

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\(^1\) Phelps, D (2012), Commissioning Services for Young Carers and their Families’, Carers Trust

\(^2\) Phelps, D (2012), Commissioning Services for Young Carers and their Families’, Carers Trust
2. Increase the support available for young carers and their families of the most isolated and vulnerable young carers.

Both Aims 1 and 2 could be measured and achieved by increasing the range of services currently available to young carers and individual family members 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 on the young carer.

In this context, ‘other agencies’ could include condition specific voluntary agencies, care agencies, drug and alcohol action teams etc. This list is not exhaustive though in order to achieve this aim, objectives should make reference to an element of partnership working to support the whole family. The assessment team will be examining the relevance of the named agencies in helping achieve this aim and for the described project as whole.

3. Increase knowledge, resources and skills relating to working with the most isolated and vulnerable young carers and their families.

Applicants must be able to demonstrate that other organisations within the sector will 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.

One of the objectives you suggest towards achieving this aim must relate to the delivery of workforce training and/or awareness raising sessions to relevant stakeholders (e.g. education, social and health teams, local voluntary and community sector organisations etc.). The involvement of young carers and/or their family members must be incorporated within the development and delivery aspects of this objective.

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 each 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.)
- Develop and produce resources to promote best practice in developing awareness of identifying young carers
- Enhance and develop collaborative relationships with relevant agencies to promote early intervention
- Develop and enhance links with mainstream statutory services and local voluntary sector specialists (e.g. schools, drug and alcohol teams, mental health services etc.).
- Providing opportunities for young carers to access emotional support (e.g. counselling).
Monitoring

Impact measurement

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 tool developed thanks to funding from Comic Relief. The tools were originally developed in 2009 by Professor Saul Becker and his colleagues at Young Carers International who have significant academic research and specific experience of working with and identifying effective approaches to supporting young carers. It has been in wide use by a range of stakeholders and professionals working with young carers since 2009.

Projects will make use of the tools within the manual to establish a baseline and progression towards programme Aim 1, specifically measuring the impacts of the funded intervention and resulting outcomes for young carers. Organisations may also find the tools useful in the general assessment and evaluation of their work with young carers. Please do take some time to have a look through the manual before completing the submission form as full and proper use of the tools will be a condition of grant. The latest edition of the full manual is available to download here from Carers Trust’s website:

Manual for Measures of Caring Activities and Outcomes for Children and Young People

If you have any queries about the application or practical use of the tool, please contact a member of the Grants Team at Carers Trust (contact details below).

Reporting requirements

Carers Trust is keen that projects feel supported in their progression against aims, objectives and related targets set. To provide this support, Carers Trust will ask for an 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.

Building on from the skill development aspect of this programme, Carers Trust will request evidence of on-going learning that will go towards the compilation of examples of practice, resources and lessons learnt for others working to support young carers and their families to use and learn from in the future development and delivery of support services.

Carers Trust will also carry out monitoring visits at the funded project. This will allow Grants and Young Carers Policy Team members to observe the delivery of services first hand, meet with project staff and review information submitted in written reports.

Process for submitting the expression of interest

The programme will be accepting submissions of expression of interests online. The online form can be accessed via this link:

A full set of questions (and details of applicable word limits) has been included as a separate document as part of this expression of interest pack. This will enable you to discuss the application with colleagues across your organisation (if required).

The expression of interest can be completed at different stages and you will be able to access your submission at any time before the closing date by clicking on the original link. You will need to make sure that you have submitted the completed expression of interest prior to the closing date in order for this to be considered by the decision making panel. Incomplete submissions will not be considered.

The closing date for the submission of online expression of interest is **midday on 11 March 2013.**

**Who can apply?**

Working Together: Thinking Whole Family is open to any Third Sector/not for profit organisation who wishes to increase support services for the most isolated and vulnerable young carers and their families. 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 Carers Trust’s network of Network Partners to apply. Submissions will be assessed on the detail provided.

The programme intends to fund approximately 10 projects, ideally from across the UK. Each funded project will be awarded a maximum of £75,000 over three years from June 2013.

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 submission 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 the expression of interest 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 young carers and their families.

The 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 budget.

Submitted budgets can 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) though management costs in excess of 17% (of the total) are unlikely to be funded.
What will the programme NOT fund?

Carers Trust will not consider submissions 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/statutory departments.
- 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.

Selection process

The assessment panel will include colleagues from across Carers Trust, stakeholders from organisations working with young carers and their families, young carers and Comic Relief staff members. This range of assessors will treat all submissions fairly and use the agreed criteria items listed below to select the projects with the strongest alignment to the programme aims to move forward to the second stage.

Submissions will be assessed on the basis of meeting the overall and specific aims of the programme. The assessment panel will select approximately 20 - 25 projects across the UK that demonstrates strong alignments to criteria including:

- Has identified and evidenced nature of isolated and vulnerable communities the project plans to work with.
- Clearly defined primary beneficiaries who are young carers (aged up to 24).
- Evidence of need is appropriate.
- Clear description of the project.
- Staff and project partners identified appropriately.
- Has the potential to have significant impact on target community.
- Potential to develop the knowledge, resources and skills of those working with young carers and their families.
- Fit with three specific 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 submission pack in full, please access the online submission form here: Online submission form.

Please complete this in full and submit when you are happy with all of the details. Submissions should be submitted online no later than midday on 11 March 2013. Submissions received after this time will not be considered.

Acknowledgement of successful receipt of the submission will be sent to the main contact email address provided in PART A within 72 hours of receipt.

You will then need to send the following information, hard copy by post:

- Financial statement for last 12 months (audited accounts/independently examined including management accounts if audited accounts are more than 9 months old).
- Governance documents (memorandum and articles of association/constitution

Please post these documents (obtaining a proof of posting if not making use of recorded or special delivery services) to the following address:

The Grants Team  
Young Carers Grant Programme 2013  
Carers Trust  
14 Bourne Court  
Southend Road  
Woodford Green, Essex  
IG8 8HD

This information must reach Carers Trust no later than 5pm, 18 March 2013.

Please ensure that the correct postage has been attached as this may delay the receipt of supporting information. Submissions will not be fully assessed without receipt of this information so failure to provide this information could affect chances of progressing to the second stage.

Acknowledgement of receipt of supporting documents and confirmation of the submissions reference number will be sent to the main contact email address provided in PART A within 72 hours of receipt.

Timetable

Decisions about progression to the second stage will be made in mid April 2013.

Those progressing to the second stage will be provided with structured feedback from the assessment team to guide their second stage application.
Unsuccessful applicants will be notified and provided with brief feedback relating to their expression of interest submission by w/c 13 May 2013.

For your information, the provisional closing date for receipt of **second stage applications** is **midday, Monday 13 April 2013**.

**Resources and contact information**

**Useful resources**

Carers Trust has been collating information relating to effective approaches currently being used to support young carers and their families. This programme is clear that it wishes to achieve positive outcomes for young carers and their families and add to the existing knowledge and skills base of those who wish to support them.

A further resource that may be useful in helping you identify desired interventions and related activities for young carers and their families is ‘[Commissioning Services for Young Carers and their Families](#)’. Appendix C sets out a range of suggested outcomes for both young carers and for their families.

Information relating to existing examples of practice with young carers and their families can be found at the following links:

- [Supporting Young Carers and their Families: Examples of practice](#)
- [www.carershub.org](#)

Alongside the useful findings summarised in the Young Carer Pathfinder Programme evaluation, Carers Trust commissioned two evaluations, specifically examining effective approaches to delivering work for the whole family. Summaries of the main findings of these evaluations can be found in Appendix A:

- [Commissioning Services for Young Carers and their Families](#)

**Questions? Contact the Grants Team at Carers Trust**

If you have any further queries that are not covered within the guidelines, please do not hesitate to contact the Grants Team at Carers Trust via email: [grants@carers.org](mailto:grants@carers.org), including your full contact details. A member of the Grants team will get back to you within 72 hrs of receipt.

The Grants team will collate a list of frequently asked questions received and make the answers publically available at the following link:

- [Frequently asked questions](#)

Please do check this page prior to contacting the Grants team – your question may already have been asked and answered!