

# Amser Programme Guidance Notes

## Overview

Thanks to the continued backing from the Welsh Government to support unpaid carers across Wales, Carers Trust is delighted to offer an opportunity to Carers Trust Network Partners and Third Sector organisations to take part in the delivery of a range of short break opportunities for unpaid carers between 1 September 2024 and 31 March 2025.

Carers Trust is inviting organisations to submit proposals on how to utilise Amser funding to support unpaid carers of all ages and from diverse communities across the following local authority areas:

- Bleanau Gwent
- Caerphilly
- Newport

Proposals should be focused on supporting carer resilience and wellbeing and consequently the sustainability of the carer's caring relationship. Amser aims to fund personalised, flexible, and creative short break options to carers in greatest need.

For the purpose of this programme the definition of a Short Break is:

**Any break, which strengthens and/or sustains informal caring relationships and enhances the wellbeing of carers and the people they support. This may be achieved through a service, an activity, or an item.**

With a strong focus on equity, diversity, and inclusion, we are particularly interested in applications that are focussed on ensuring that carers from underrepresented groups/communities can access the funding. This includes:

- Male carers
- Carers from LGBTQ+ communities
- Carers from minoritised ethnic communities
- Carers not currently accessing services.

Allocation of funding will be determined following an assessment which will look at demonstration of unpaid carer need, best fit with addressing the programme aims and outcomes and ability to deliver. There will also be a routine due diligence check of new applicant organisations.

## Available Funding

The following funding is available:

- Caerphilly - £80,000
- Blaenau Gwent - £32,500
- Newport - £32,335

Organisations are eligible to apply for all or a portion of the funding available, however applicants need to ensure a realistic level of funding is requested taking into consideration size of organisation, annual turnover, previous experience of successfully managing the level of grant requested and capacity for delivery.

## Timescales

Deadline for submission of applications is: **10am Wednesday 24 July 2024.**

We aim to give indicative funding decisions by 23 August 2024; however, this will be dependent on the volume and complexity of the applications received. Applicant organisations will be kept informed of any changes to this timescale.

## Programme Information

### Amser Objective

By March 2025 Amser will have enabled over 14,000 unpaid carers across Wales to have a short break.

### Aims of Amser

The main aims of the Amser programme are to:

- Increase the availability and accessibility of short breaks for unpaid carers
- Provide personalised, flexible, and responsive break options for unpaid carers
- Prioritise and target short breaks to unpaid carers who most need it.

These aims are drawn from the 12 Key Principles listed in the research '[What A Difference a Break Makes: A Vision for the Future of Short Breaks for Unpaid Carers in Wales](#)' and will underpin and guide the allocation of funding.

### Programme Outcomes

Through local delivery, the Amser programme aims to achieve the following three outcomes for unpaid carers across Wales:

1. Carers and those they care for will have improved wellbeing
2. Carers will be more resilient and able to sustain the caring relationship
3. The Third Sector will have increased capacity to deliver preventative, responsive breaks to unpaid carers

## Eligibility

Amser is open to Third Sector organisations including:

- Registered charities
- Companies limited by guarantee (not for profit)
- Industrial and Provident Societies
- Co-operatives
- Social enterprises
- Constituted (community) groups (not for profit)
- Community Interest Companies, limited by guarantee (not for profit)

Applications from Statutory/Public Bodies or individual carers will not be considered.

## Key Eligibility Criteria

We will only accept applications from Third Sector organisations and groups who:

- Are not for profit.
- Have been active for at least 12 months and can provide a set of signed annual accounts (audited or verified as per the regulations).
- Have powers to operate/deliver support to carers in Wales as detailed in published governing documents.
- Have a track record in supporting carers or be working in partnership with an organisation which has experience of supporting carers.

## Application Guidance

This section provides guidance on what to include in different areas of your application form.

### Section 1: Contact details

Please provide the contact details for a person who has been involved in the development of the application and can answer any queries relating to the proposal. If a partnership application, please provide the contact details of the lead partner (this must be a Third Sector organisation) and the organisation name and legal status (e.g., charity, community group, local authority) of other partners involved in the delivery of your project.

Please also provide the contact details of a designated appropriate member of staff who manages your finances who can be contacted to deal with any financial queries.

### Section 2: About your organisation

**Please note: Network Partners and organisations currently funded by Carers Trust do not need to complete section 2.**

This section of the application seeks information to clarify your vision, mission, values, financial position, staffing levels, quality standards held and legal entity of your organisation. A due diligence exercise which will examine each of these areas will be completed as part of the assessment process.

Copies/links to key policies and procedures must also be provided with the submission of your application form. Failure to provide these documents will lead to your application being rejected.

### **Section 3: Project proposal**

Please provide a name for your project. If your application is successful, this title will be used for future marketing purposes.

#### **Project summary**

Please provide a short (100 word max.) summary of what you plan to deliver for carers over the course of your project. This summary should provide clarity on which carer community groups will be supported, short breaks to be provided, where the project will be delivered e.g., a specific local authority area or ward. For example:

“The ‘Take a Break’ project will support all adult carers in Cardiff to attend fortnightly health and wellbeing classes. Carers can also access a micro grants scheme which will directly fund short break opportunities with friends or family to maintain their health and wellbeing.”

#### **Experience**

We are interested to know about the services you currently provide and work you have undertaken to support unpaid carers in Wales, particularly in the local authority areas you propose to target as detailed in the application.

#### **Carer reach**

This section provides an opportunity for you to tell us about the unpaid carer communities you are targeting and their caring hours. Please provide an estimate of how many unpaid carers in total you expect to benefit from a break through your project, how many may be new to your organisation, how many of the total number you expect to be young carers under 18 and adult carers over 18. Please also indicate which other carers you expect will benefit from your project.

#### **Short break summary**

Please provide an indication of the kinds of short breaks you are proposing to deliver through your project Please add other categories if appropriate.

## **Funding areas**

Please list the number of carers you are aiming to support to access a short break in the local authority area/s that the project is targeting and the total amount of funding that will be spent in that area/s.

## **Detailed project information**

The next section allows you to provide more information about your proposed project. Please:

- Provide greater detail on the activities you propose to deliver e.g. Our project has three elements we propose to:
  - Provide 10 weekends away for carers on their own (please elaborate on what these may include)
  - Provide micro grants to support 50 carers and the person in receipt of care for.... (please give details of the types of breaks)
  - Run 26 fortnightly peer support groups for older carers from the LGBTQ+ community which will include ..... (please provide details)
- Explain and evidence the reason/s for targeting the carer community group/s specified e.g., we have a high percentage of Chinese unpaid carers in our area, but they are under-represented in terms of the number accessing services
- Explain how the need has been identified for the activities you propose e.g. Our annual carer consultation indicated a clear request for the delivery of groups trips with the person in receipt of care, the weekly Pilates class has been running for three years is attended regularly by 20 carers and funding is coming to an end.
- Specify who will be responsible for delivering the project e.g., A Support Worker, two volunteers and occasional sessional staff will run the fortnightly peer support group for carers of people with dementia.

## **Marketing**

Please outline the approach you will take to promote your project and the timescale for doing so. Please detail any other organisations you will work in partnership with in order to reach the carer communities you are targeting. We are particularly interested in how your approach will ensure carers from under-represented groups/communities can access your project. E.g., we plan to run regular carer awareness sessions with specific faith leaders and LGBTQ+ focused community groups to generate referrals for short breaks.

## **Partner organisations**

If you are submitting a partnership application, please outline what partner organisations will be contributing to aid the delivery of your proposed project. E.g., X organisation will be facilitating 12 peer support groups for carers of people with substance misuse issues.

## **Risk assessment**

Please identify the main risks that could hinder the delivery of your project in the timescale proposed and what action you could take to reduce the chance of the risks happening. E.g., A common risk is unplanned staff absence to mitigate against this risk you may have a register of sessional workers who could deliver activities at short notice.

## Section 4: Outcomes

Please explain how your proposed project will address the programme outcomes. Please be clear about how the activities you propose to deliver will improve carer wellbeing and resilience.

## Section 5: Budget (please complete the separate excel Budget Spreadsheet)

Please provide a detailed breakdown of expenditure for the timeframe your project will run. Please include details of all costs related to the following items in your budget:

- **Staff and employment costs:** Staff and sessional worker costs, NI and pension contributions, project staff travel, training, and recruitment costs
- **Volunteer costs:** Travel, subsistence, training costs
- **Activity costs:** Cost of the provision of the breaks you propose e.g., residential breaks away, peer support group costs, micro grant scheme costs
- **Project related running costs:** Any costs that will directly support the delivery of short breaks e.g., marketing information, venue hire, refreshments
- **Management costs:** Costs **directly** related to supporting the staff, sessional workers or volunteers that will deliver your project e.g., supervision costs
- **Overheads:** Indirect organisational costs that will support the delivery of your project e.g., a contribution towards Finance, Admin and HR costs, insurance etc. Please note this should not exceed 10% of your total project costs e.g., Total project costs £50,000 maximum allowable for overheads £5,000

### For Partnership applications (please complete tab two on the excel Budget Spreadsheet).

If you are submitting a partnership application which includes making any financial payments to another organisation, please outline the amount that will be paid and detail the work that will be undertaken for this payment.

### Other sources of funding (please complete tab three on the excel Budget Spreadsheet).

If you have applied to any other funder for funding for your project please provide details of which funder, the amount applied for, when you expect a decision and details of what you have requested. Please also provide information on any other funding sources that will be contributing to your project e.g., local donations.

## Eligible costs

Amser funding will support the following costs of project delivery:

- The costs of the short breaks themselves e.g., activities, travel, overnight accommodation, entry costs to attractions or facilities etc.
- The cost of replacement care which would allow a short break to happen
- Contracted/permanent staff costs e.g., salaries, pension and National Insurance contributions, staff travel and subsistence. This can include staff involved in the direct delivery of the project

- Sessional staff costs e.g., wages, pension and NI contributions, sessional staff travel and subsistence
- Volunteer costs e.g., travel expenses
- Training for staff or volunteers
- Transport costs for staff or volunteers
- Equipment required for the delivery of the project
- Office equipment or furniture required for the delivery of the project
- A micro grant scheme which carers can apply directly to for a short break
- An appropriate and reasonable proportion of office costs directly associated with the project e.g., lighting, heating, rent, stationery, postage costs etc
- An appropriate and reasonable proportion of indirect costs/overheads (those costs which are necessary for the organisation to operate but do not relate specifically to one project). Typically, they include overall management, administration and support and premises costs that relate to the whole organisation. Applicants should be able to justify these costs and explain how they will assist with delivery of short breaks. Indirect costs/overheads can be included up to a maximum 10% of total project costs.

## Ineligible costs

Amser will not fund the following:

- Any costs incurred that fall outside of the financial year for which the grant has been awarded
- Costs which are funded via other income or resources (double funding)
- The delivery of services that are a statutory responsibility (services which local authorities/Health Boards are legally bound to provide)
- For the purchase or refurbishment of large capital items, such as vehicles or buildings
- For debt repayments
- Funding that will be redistributed to other organisations for the provision of services e.g., funding an incorporated organisation whose purpose is to access funding to pass to a sister unincorporated organisation.

## Appendix One: Activity timetable.

Please complete the activity table detailing the timeline for project delivery including key milestones, outputs and anticipated quarterly expenditure. E.g.

| Month     | Carer breaks milestones and outputs   | Total planned quarterly expenditure |
|-----------|---|-------------------------------------|
| September | <ul style="list-style-type: none"> <li>• Project development completed</li> </ul> |                                     |

|          |   |         |
|----------|---|---------|
|          | <ul style="list-style-type: none"> <li>• Marketing plan disseminated</li> <li>• Monitoring systems set up</li> </ul>                                      | £12,500 |
| October  | <ul style="list-style-type: none"> <li>• 10 short breaks delivered</li> <li>• Four peer support groups for male carers held</li> </ul>                    |         |
| November | <ul style="list-style-type: none"> <li>• 20 short breaks delivered</li> <li>• Four peer support groups for carers of people with dementia held</li> </ul> |         |

## Monitoring and evaluation

The submission of regular monitoring information will be crucial to measure reach and impact for unpaid carers and to evidence value for money. It is also an opportunity to collect demographic data and to collect insights directly from carers, highlighting impact, need and informing future strategic direction.

If your application is successful, you will be expected to complete:

- Quarterly online reach and spend report via Survey Monkey
- An end of year narrative report where the successes, challenges, impact, case studies, quotes and other pertinent issues can be captured

In addition it is expected that you will participate in the programme evaluation being undertaken by Bangor University.

A programme meeting will take place once funding has been awarded to confirm monitoring expectations, payments and respond to any queries.

## Next steps

Please send completed applications by email to: [shortbreakswales@carers.org](mailto:shortbreakswales@carers.org) by **10am Wednesday 24 July 2024**.

If successful, following clarification of any queries and e-mail confirmation of acceptance of the grant award, a Grant Agreement will be issued via DocuSign which will need to be signed by two authorised signatories in your organisation. If you have not been previously funded by Carers Trust a 'New Supplier Form' will also need to be completed. On receipt of this information, the first instalment of your grant will be released via BACS transfer.

Subsequent grant payments will be released subject to satisfactory receipt of monitoring reports.

If you require any further information on this programme, please email: [shortbreakswales@carers.org](mailto:shortbreakswales@carers.org) and we will respond within two working days.