

# TIME FOR ME FUND

Guidance notes for applicants

WEST LANCASHIRE CARERS CENTRE



The Princess Royal Trust  
*for Carers*  
Network Member

Working in partnership with



Please return to:

FREEPOST RSRA-BUES-TBY  
West Lancs Carers Centre  
Certacs House  
10 – 12 Westgate  
Skelmersdale WN8 8AZ  
Tel: 01695 711243

**PLEASE READ THESE NOTES CAREFULLY BEFORE  
COMPLETING YOUR APPLICATION FORM IF YOU  
REQUIRE HELP WITH YOUR APPLICATION PLEASE  
CONTACT STAFF AT THE CARERS CENTRE**

## **Who can apply?**

- Carers who have been registered with the centre for 6 months or longer (apart from exceptional circumstances)
- Unfortunately former carers are not eligible for this funding as it is provided to give existing carers a break.

## **How much can you apply for?**

- Up to £350
- You can apply for more than one item but you must provide a breakdown of each item and how much it costs.

## **What can the money be used for?**

Anything that constitutes a 'break' for a carer. Time for Me is flexible and if you can show that what you want to spend the money on gives you the break you need, it will be considered.

Example:

- Days out, overnight/weekend breaks or a contribution to the cost of a longer holiday, with or without the cared for person (we cannot fund breaks for the cared for person only)
- Educational or other short courses such as driving lessons (not longer than 12 months as further funding cannot be guaranteed)
- Relaxation/Leisure activities such as gym membership, massage sessions, meals out etc.

- Equipment such as washing machine, mobile phone etc. Please note that we provide a maximum set amount for some items (see below):

Carpet cleaner £200, Dishwasher £300, Washing Machine £250, Washer Dryer £350, Microwave £50, Dryer £200, Vacuum cleaner £200, Fridge Freezer £250, Freezer £200, Fridge £200, Mobile Phone £50

How are decisions made?

- Applications are reviewed by a local panel made up of at least one Carers Development worker and two carers/former carers
- Applications are made anonymous before the panel see them
- Panels take place four times a year, quarterly
- If your application is successful you will not be able to apply again until the same quarter the following year
- Priority is given to applicants who have not previously received a Time for Me grant. Where funds remain, priority will then be given to applicants who have not received Time for Me funding within the previous year (4 panels)
- Applicants will be informed of a decision in writing within 14 days of the panel. Unsuccessful applicants may reapply to future panels
- Successful applicants will be asked to sign a form confirming that the grant will only be used to purchase the goods/services detailed on the application form

Please note:

Although you will not be asked to provide evidence/quotes at the time of your application, **RECEIPTS MUST BE PROVIDED** for goods and services purchased, **WITHIN 6 MONTHS** of the grant being received. Where funds have been committed but not spent, a booking form or similar documentation is acceptable in place of a receipt. If you fail to provide receipts as agreed, you will not be eligible to apply for a Time for Me grant in the future.

**Grants will not be awarded for holidays that have already been booked or for goods/services which have already been purchased.**

All goods/services purchased must be for the benefit of the carer

If you are unhappy with the panel's decision you have a right to complain. Please contact the centre on 01695 711243 for our complaints procedure