



SHORT BREAKS GRANT APPLICATION KIT

**Your complete guide to apply for
Short Breaks Grants**

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INTRODUCTION

GRANTS AVAILABLE FOR CARER GROUPS TO HOLD SHORT BREAKS

Carers WA are pleased to announce the opening of Funding Round **23** of the Short Breaks Funding Grants for Carers Groups. This funding is kindly provided by the Department of Communities, Seniors Interests & Volunteering; it is offered to Carer groups to **subsidise** *having a Break together*.

Successful applicants for this round will have until the **26th October 2012** to hold their break.

What is Carers WA offering?

Metro

- **\$110.00** (no GST) per carer per break up to a maximum of **10 metro carers** per break, for groups without an ABN number
- **\$121.00** (inc GST) per carer per break up to a maximum of **10 metro carers** per break, for groups with an ABN number

Rural

- **\$136.36** (no GST) per carer per break up to a maximum of **10 rural carers** per break, for groups without an ABN number
- **\$150.00** (inc GST) per carer per break up to a maximum of **10 rural carers** per break, for groups with an ABN number

For a definition of rural and remote areas see information below. The areas are based on the ARIA ratings (Accessibility/Remoteness Index of Australia) used by the Commonwealth Department of Health and Aged Care.

Telephone or e-mail support and advice is available for Carer Support Workers or carers who would like extra support organising the Break.

Please find following:

A Criteria for Grant Applications (please read this carefully).

A Grant Application Form

An Application Guidelines Pack

Completed Grant Application Forms must be returned to Carers WA by **11th May 2012** (no late applications will be accepted).

The Short Breaks Panel will meet **Friday 18th May 2012** to decide on the allocation of grants based on applications. Groups will be notified soon afterwards by mail of the outcome of their application.

If you have any questions about the application procedure, please call the Social Support team on 1300 227 377 or email at mary.oneill@carerswa.asn.au

Rural and Remote Areas

The areas are based on the ARIA ratings (Accessibility/Remoteness Index of Australia) used by the Commonwealth Department of Health and Aged Care. The table below shows all the Statistical Local Areas (SLA's) in WA and the ARIA ratings. All those with an **MA, R and VR** ARIA category (shaded grey in the table below) will be able to apply for \$145 (inc GST) per carer per break up to a maximum of 10 carers per break.

State	SLA name	ARIA Score	ARIA Category
			HA = Highly Accessible A = Accessible MA = Moderately Accessible R = Remote VR = Very Remote
5	Albany (T)	2.7841	A
5	Augusta-Margaret River (S)	3.0989	A
5	Beverley (S)	2.2648	A
5	Boddington (S)	2.322	A
5	Boyup Brook (S)	3.4322	A
5	Bridgetown-Greenbushes (S)	3.4531	A
5	Brookton (S)	3.0746	A
5	Busselton (S)	2.254	A
5	Chittering (S)	1.91	A
5	Collie (S)	1.9318	A
5	Cunderdin (S)	2.5657	A
5	Donnybrook-Balingup (S)	2.3789	A
5	Dowerin (S)	3.3333	A
5	Geraldton (C)	3.2195	A
5	Gingin (S)	2.4222	A
5	Goomalling (S)	2.4637	A
5	Greenough (S)	3.3539	A
5	Nannup (S)	3.4452	A
5	Quairading (S)	3.4215	A
5	Victoria Plains (S)	2.8856	A
5	Wandering (S)	2.4549	A
5	West Arthur (S)	3.0182	A
5	Williams (S)	2.8723	A
5	Armadale (C)	0.9648	HA
5	Bassendean (T)	0.3344	HA
5	Bayswater (C)	0.2578	HA
5	Belmont (C)	0.2816	HA
5	Bunbury (C)	1.2209	HA
5	Cambridge (T)	0.1548	HA
5	Canning (C)	0.3704	HA
5	Capel (S)	1.7557	HA

5	Claremont (T)	0.2276	HA
5	Cockburn (C)	0.4595	HA
5	Cottesloe (T)	0.2875	HA
5	Dardanup (S)	1.6626	HA
5	East Fremantle (T)	0.3737	HA
5	Fremantle (C) - Inner	0.449	HA
5	Fremantle (C) - Remainder	0.4133	HA
5	Gosnells (C)	0.5502	HA
5	Harvey (S)	1.7264	HA
5	Kalamunda (S)	0.7803	HA
5	Kwinana (T)	0.3926	HA
5	Mandurah (C)	0.8779	HA
5	Melville (C)	0.3644	HA
5	Mosman Park (T)	0.3454	HA
5	Mundaring (S)	1.054	HA
5	Murray (S)	1.2593	HA
5	Nedlands (C)	0.1989	HA
5	Northam (S)	1.4652	HA
5	Northam (T)	1.3409	HA
5	Peppermint Grove (S)	0.304	HA
5	Perth (C) - Inner	0.0023	HA
5	Perth (C) - Remainder	0.0674	HA
5	Rockingham (C)	0.5556	HA
5	Serpentine-Jarrahdale (S)	0.9391	HA
5	South Perth (C)	0.1834	HA
5	Stirling (C) - Central	0.2307	HA
5	Stirling (C) - Coastal	0.291	HA
5	Stirling (C) - South-Eastern	0.1627	HA
5	Subiaco (C)	0.1061	HA
5	Swan (S)	0.8976	HA
5	Toodyay (S)	1.6674	HA
5	Victoria Park (T)	0.1733	HA
5	Vincent (T)	0.0722	HA
5	Wanneroo (C) - Central Coastal	0.6778	HA
5	Wanneroo (C) - North-East	0.9295	HA
5	Wanneroo (C) - North-West	1.1969	HA
5	Wanneroo (C) - South-East	0.402	HA
5	Wanneroo (C) - South-West	0.4582	HA
5	Waroona (S)	1.7158	HA
5	York (S)	1.8385	HA
5	Broomehill (S)	4.5837	MA
5	Bruce Rock (S)	4.9405	MA
5	Carnamah (S)	5.0032	MA
5	Chapman Valley (S)	4.5918	MA
5	Coolgardie (S)	5.4589	MA
5	Coorow (S)	5.2928	MA
5	Corrigin (S)	4.6858	MA

5	Cranbrook (S)	4.0682	MA
5	Cuballing (S)	3.7343	MA
5	Dalwallinu (S)	5.6264	MA
5	Dandaragan (S)	4.3664	MA
5	Denmark (S)	4.1129	MA
5	Dumbleyung (S)	5.5335	MA
5	Gnowangerup (S)	4.8116	MA
5	Irwin (S)	3.8719	MA
5	Katanning (S)	4.8281	MA
5	Kellerberrin (S)	4.3144	MA
5	Kojonup (S)	4.094	MA
5	Koorda (S)	5.0527	MA
5	Manjimup (S)	4.8011	MA
5	Merredin (S)	5.6178	MA
5	Mingenew (S)	4.4585	MA
5	Moorabool (S)	4.3213	MA
5	Morawa (S)	5.4829	MA
5	Mullewa (S)	5.7245	MA
5	Narrogin (S)	3.8942	MA
5	Narrogin (T)	3.7555	MA
5	Pingelly (S)	3.6309	MA
5	Plantagenet (S)	3.7583	MA
5	Tambellup (S)	4.2449	MA
5	Tammin (S)	3.5683	MA
5	Three Springs (S)	4.7757	MA
5	Trayning (S)	4.929	MA
5	Wagin (S)	4.1804	MA
5	Wickepin (S)	4.9935	MA
5	Wongan-Ballidu (S)	4.1125	MA
5	Woodanilling (S)	4.2957	MA
5	Wyalkatchem (S)	3.9777	MA
5	Esperance (S)	8.453	R
5	Jerramungup (S)	6.2281	R
5	Kent (S)	6.0524	R
5	Kondinin (S)	7.3436	R
5	Kulin (S)	6.7085	R
5	Lake Grace (S)	7.416	R
5	Mount Marshall (S)	6.9588	R
5	Mukinbudin (S)	6.8072	R
5	Narembeen (S)	6.3362	R
5	Northampton (S)	6.2839	R
5	Nungarin (S)	5.8976	R
5	Perenjori (S)	6.4441	R
5	Ravensthorpe (S)	7.5874	R
5	Westonia (S)	6.7843	R
5	Yalgoo (S)	7.9108	R
5	Yilgarn (S)	6.8752	R

5	Ashburton (S)	11.5013	VR
5	Broome (S)	10.7512	VR
5	Carnarvon (S)	9.9836	VR
5	Cue (S)	10.1922	VR
5	Derby-West Kimberley (S)	11.8194	VR
5	Dundas (S)	9.9867	VR
5	East Pilbara (S)	11.6045	VR
5	Exmouth (S)	11.8141	VR
5	Halls Creek (S)	12	VR
5	Kalgoorlie/Boulder (C)	9.8218	VR
5	Laverton (S)	11.3988	VR
5	Leonora (S)	10.1395	VR
5	Meekatharra (S)	10.913	VR
5	Menzies (S)	9.7783	VR
5	Mount Magnet (S)	9.1539	VR
5	Murchison (S)	9.7885	VR
5	Ngaanyatjarraku (S)	11.9999	VR
5	Port Hedland (T)	9.7931	VR
5	Roebourne (S)	9.9511	VR
5	Sandstone (S)	9.8163	VR
5	Shark Bay (S)	9.1786	VR
5	Upper Gascoyne (S)	11.1703	VR
5	Wiluna (S)	11.3162	VR
5	Wyndham-East Kimberley (S)	11.9974	VR

FUNDING CRITERIA

Criteria for Grant Applications (Round 23) May 2012

1. The group must consist of at least **4 Carers*** of which there may be no more than 2 members from the same family (Groups from the country must consist of at least **3 Carers** all from different families).
2. The Break must consist of a **minimum of 2 consecutive nights** away.
(Carers in Rural & Remote Areas are exempt from this criterion and only have to go away for one night and are still entitled to the full grant amount)
3. Breaks must be held before **26th October 2012**
4. The group must complete a Short Break Acquittal and Feedback Questionnaire and return it to Carers WA (Inc) **within one month of returning from their Break or the 26th October 2012, which ever occurs first**, as per the funding agreement.
5. **Any monies not spent as per the application** must be returned to Carers WA within one month of holding the Break
(i.e. if funds are received for 6 carers to attend and only 4 ends up going, then the funds received for the 2 carers who didn't attend must be returned to Carers WA.
6. Funds for Short Breaks **can** be used on any of the following:
 - Accommodation
 - Catering/food
 - Transport/vehicle hire
 - Equipment/facilities required during the break
 - Pamper services or recreational pursuits
 - Tours/fee costs whilst on Break
 - Entry fees to events/activities
7. Funds must **not** be used for:
 - Respite for person with care needs
 - Staff salary/wages
 - Holidays for individual couples or families
 - People with care needs attending the Break
 - Speakers, facilitators or workshops
 - Advertising, mail-outs, phone, photocopying for the Break
 - Insurance costs
 - Resources for the group/agency
8. The carer group should have an ABN, **or be auspiced** by an organisation with an ABN. If an ABN cannot be obtained (or if you are a non financial group) then a *Statement by Supplier Form* must be completed. (this will be sent to you if you have a successful application.)
9. If your application is successful, the group must provide Carers WA (Inc) with a Tax Invoice if they have provided an ABN number or a *Statement by Supplier Form* prior to receipt of the funds.

10. The funds cannot be used for brokerage – i.e. the group applying for funds must organise their own break.
11. Carers must attend the break as a group, funding cannot be given to carer individuals to attend their own private break
12. Multiple applications can be submitted. However, each application submitted must be for a different group of up to 10 individual carers. E.g if there are 20 carers in your group you may apply twice, (each application for 10 different carers.) If there are only 10 carers in your group you can only apply once for that group of 10. Each carer in your group can only be funded once.
13. Staff costs cannot be included when acquitting the grant
14. All those attending the break must be carers.
15. All **NEW** carers attending, need to complete a Carers WA membership form, which will be returned to Carers WA with Acquittal and Feedback

**Carer refers to a family member or friend who is the primary Carer who currently provides the main source of unpaid, informal support to a person with a chronic or mental illness, is frail, aged or has an intellectual or physical disability.*

Priority will be given to:

- ❖ **Carers groups who are applying for the funds for the first time and, which will help towards developing informal networks and “strengthening” the group.**
- ❖ **Carer groups who do not have any other funding or have limited access to other sources of funding**
- ❖ **Carer groups who are taking away carers on their first break.**
- ❖ **Carers for regional/rural and remote areas**

Please read the following Application Form carefully and complete all the fields or the application will be void.

APPLICATION FORM

(Round 23) May 2012

Please return to Carers WA by 12.00pm midday on **Friday 11th May 2012**
There will be no extension to this deadline.

Name of Group	
ABN No.	

Please circle if the group is: Country or Metropolitan

Amount applied for (excluding GST):

GST Applicable:

Total amount (inclusive of GST if applicable):

Please state clearly the name of the account the cheque is to be made payable to.

Please ensure name address and contact details are correct.

Contact Person:		Email:	
Position/Role			

Postal Address			
Suburb		Postcode	

Telephone no		Fax	
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Does the group receive funds from the parent/auspicing body?	Yes		No	
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Please give details				
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Does the group receive funds from any other sources?	Yes		No	
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Please give details				
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Does the group have a paid staff member organizing the group?	Yes		No	
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1. How many Carers (including ATSI and CaLD) will be attending the Break?

Males (General)		Females (General)		Total (General) Total (ATSI) Total (CaLD)	
Males (ATSI)		Females (ATSI)			
Males (CaLD)		Females (CaLD)			

2. Will this be the first Break for this group?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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3. Will there be any Carers on the Break who have not attended a Break before?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	How many?	
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4a. Is this the **1st application** for this group through the **Short Breaks for Carers Programme**?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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4b. If no, has any previous application been successful?

Yes	<input type="checkbox"/>	When		No	<input type="checkbox"/>
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5. **How many nights** will the Break consist of? (refer to guidelines)

1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>
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6. **Function** of the Group:

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How **long** has the group been running?

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How **often** does the group meet?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	How many?	
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7. Approximately **when** will the Break be held?

Jul	<input type="checkbox"/>	Aug	<input type="checkbox"/>	Sep	<input type="checkbox"/>	Oct	<input type="checkbox"/>
-----	--------------------------	-----	--------------------------	-----	--------------------------	-----	--------------------------

8. **Destination** of the Break?

9. Will the group be receiving any **additional funding** for this Break?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, where from?

- Current HACC funding
- Carer Respite Centre
- Special grant
- Other. Details:

10. What types of activities are being considered for this Break?

11. What are the **proposed outcomes** for Carers from having attended the Break?

12. Any **other information** that may aid the success of your application?

Additional Background Information (Please tick more than one box if appropriate)

What is the **age** range of the group participants?

15-25	<input type="checkbox"/>	26-40	<input type="checkbox"/>	41-55	<input type="checkbox"/>	55-70	<input type="checkbox"/>	70+	<input type="checkbox"/>
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Any **Carers from Culturally and Linguistically Diverse** background?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Any **Carers from Aboriginal or Torres Strait Island** background?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Please **list the suburbs/postcodes** where the carers live:

Main condition/illness of person/s with Care Needs:

physical disability	<input type="checkbox"/>	frail aged	<input type="checkbox"/>	dementia	<input type="checkbox"/>	mental illness	<input type="checkbox"/>
intellectual disability	<input type="checkbox"/>	chronic illness	<input type="checkbox"/>	Acquired Brain Injury	<input type="checkbox"/>	neurological	<input type="checkbox"/>

I have read and understand the application criteria for the Short Breaks for Carers Programme and believe the above information to be correct to the best of my knowledge. By completing this form I agree to abide by the application criteria and the criteria for holding the break. (Please tick)

Signed:

Name:

Date:

Thank you for your application. Please contact the Social Support Team on the details below if you have any queries relating to your application to the Short Breaks for Carers Program funding.

Contact Details: Social Support Program, Carers WA



Short Breaks Funding

Postal Address: PO Box 638, Mount Lawley, Perth 6929
Phone: 1300 227 377 or Fax: 9228 7488
Email: mary.oneill@carerswa.asn.au

Generously supported by the Department for Communities, Seniors Interests & Volunteering

FUNDING GUIDELINES

(Round 23) May 2012

Introduction:

These guidelines provide additional information that will aid Short Break Applicants in filling out the **Funding Application Form**. Each of the questions in the Application Form has an [explanatory note here](#), so if you are having difficulties filling out the Application please read through the guidelines as you go.

All of the questions in the Application Form need to be answered (except Q 10) in order for the Panel to make informed decisions.

Carer Group Name: Eg: "Fun Times Carer Group"

This is the name of the **actual group** who is applying for the funding. If you do not have a name, then please make one up so you can be identified as a group.

Parent/Auspicing Body: Eg: *Metro Community Support Agency (Inc)*

The organisation or agency who organises, supports, co-ordinates the group. Some informal groups may not have a parent body but may find an organisation who is willing to auspice the group for the purposes of the Funding Application .i.e. provide the group with an ABN number. A parent body is not essential to your application. Please ensure that you ask the auspicing body if you can use their ABN.

Referee

If the group does not have a parent or auspicing body, it is essential that a name of a referee who could be contacted in regard to your application for funding be provided. i.e. your local area co-ordinator.

Does the group receive funds from the parent/auspicing body?

If the group receives funds from the parent/auspicing body, please tick YES. If the group is just using their ABN then tick NO. Please give details of the funding i.e. the funding is on-going, one-off etc.

Does the group receive funds from any other sources?

If the answer is YES, then please provide details of the other sources.

Does the group have a paid staff member who co-ordinates the group?

Tick Yes or No

Function of the Group:

What is the main purpose of the group you currently run? Eg Social, Support Group etc

How long has the group been running for?

Has the group been running for some time or is it newly formed?

How often does the group meet?

Weekly, fortnightly, monthly?

ABN No.: Eg: 12 345 678 910

Every organisation has an ABN for tax reasons. By law, Carers WA must withhold 48.5% of the grant allocation if the organisation doesn't have an ABN. The accountant, bookkeeper or Treasurer of your organisation will know your organisations' ABN.

If no ABN, a Statement by Supplier Form will need to be completed

Where the group is informal and does not have an ABN and is not supported or auspiced by a parent body, then a "Statement by A Supplier" Form must be filled out by one member of the group. This form lets our accountant know that your group will use the funding to pay for a Short Break rather than to make a profit. There are no legal ramifications for the person filling out their details – they are the contact person that the Funding Cheque will be made out to. A copy of this form will be sent to you if your application is successful.

Contact Person: *name of the group organizer*

Email:

Position/Role:

Day Contact No:

Postal Address:

Fax:

All of the above are asked for administrative reasons so that we are easily able to identify and contact the group.

1. How many Carers will be attending the Break? Males Females Total

This will inform the Panel as to whether your group has asked for enough funding. Total numbers will inform the Funding Body, future funding rounds and target groups, show trends and enable us to report how many Carers are being serviced by the Funding Program in each round.

2. Is this the 1st Short Break for this group?

Has the Group (not participants) been on a Break before? E.g.: The *Fun Times Carer* group went away in 1999 but none of the participants then are in the group taking a Break now. Still answer **NO** as the Group has been away before.

3. Will there be any Carers on the Break who have not attended a Break before?

Answer **YES** where there are Carers going on the proposed Break who have *not* attended a Short Break before. E.g.: *2 of the 8 Fun Times Carers Group have never been on a Break with other Carers before, therefore we would answer YES*. If *all* Carers have previously been on a Short Break with other Carers, answer **NO**.

4a. Is this the 1st application for this group through the Short Breaks for Carers Funding Programme?

Tick Yes or No

4b. If no, was the previous application successful?

Has someone applied for funding for the group through this program before? *Eg: You applied for funding for the Linking Together group in the 1st round but were not successful. You would answer 'No' for both parts of this question and go to Q5. Where this is the first application for this group for the Program, you would tick 'Yes' for 4a and move on to Q5.*

5. How many nights will the Break consist of?

Even if you are unsure at the moment, please give an indication of how long the Break will be. Your indication will inform future funding rounds of the length (and therefore costs) of the Break.

6. Approximately when will the Break be held?

Even where the group has not yet decided when to go, please give an indication of approximate month. This will inform future rounds as to whether application dates are changed or if peak and low season periods affect costs, etc.

7. Will the group be receiving any additional funding for this Break?

Is this Short Break funding application the only funding source for the Break? *Eg: Carers are contributing \$30 each to the break and \$500 in HACC funding is also provided. Therefore, you would answer 'Yes', tick 'Current HACC funding' and 'Other' – Carer Contribution. This will inform the program as to how Breaks are funded and whether funding needs to be increased. Answering 'Yes' does not reduce the groups' chances of receiving funding from the Program.*

8. What types of activities are being considered for this Break?

What does the timetable look like? *Eg: You have organised a group discount at the local cinema, a meal out and Carers' have requested an early morning walk each day. Your activities will help to inform future funding rounds of the costs involved for different types of activities and breaks.*

9. What are the proposed outcomes for Carers from having attended the Break?

Why is the group going away? Relaxation? Getting to know one another? Is it a new group? Similar interests? Different scenery? Learning how to cope with stress? *Eg: Your group all enjoy their monthly get-togethers but believe that going away gives them time out for themselves. On the Break, you expect that Carers will have time for themselves, be able to extend their friendships and do some relaxing things that they have suggested. Even if the group does nothing but relax, sleep and eat, please include here. Your 'activities' will help in increasing the understanding of what groups do while on a Short Break.*

10. Any other information that may aid the success of your application?

Where the questions above have missed an area of your break that you believe is important, please list it here. *Eg: 4 of the carers in yours group have been on a Break before – 3 years ago. They have actively decided to get other Carers motivated to go away too, as they realise the benefit of taking care of themselves.*

Additional Background Information: (Please tick appropriate box/es)

What is the age range of the group participants?

Please tick all boxes that apply to your group. This will inform the program of the age range of Carers attending Short Breaks, gaps in services and what groups may be targeted in the future.

Any Carers from Culturally and Linguistically Diverse background?

Please indicate whether the group has any CALD Carers. You may wish to include their cultural backgrounds in Q10 above.

Any Carers from Aboriginal or Torres Strait Island background?

Please indicate whether the group has any ATSI Carers.

Please list the suburbs where the carers live

Main condition/illness of person/s with Care Needs

Please tick all boxes that apply to the Carers attending the Break.

THE FUNDING PROCESS

Once your application has been submitted and the funding round closed, it will be forwarded to a panel to allocate the grants. The Short Break panel meets after the applications close. The panel is made up of 3 members who are all independent of Carers WA and Carers WA staff do not have any input as to who the funding is allocated to.

Contacting the Short Break Panel members is not permitted.

Once the panel has met, you will be notified via mail of your application.

If successful, approx 2 weeks after the panel has met you will receive via mail a Short Break Grant Agreement Form which is to be signed and returned with either a Tax Invoice or a Statement of Supply Form (one will be provided for you).

As soon as the returned signed Agreement Form is received by us with the Tax Invoice (or Statement of Supply Form), a cheque will then be forwarded to you along with the Short Break Acquittal Forms.

The Feedback and Acquittal Forms must then be completed and returned to us after the Break and before the due cut off date. If you have outstanding acquittal forms to be returned, you cannot apply for the next funding round.

(Please note that the sooner all the required forms are received by us, the sooner the grant can be forwarded to you.)

Carers WA Short Break Grants Application Checklist

Before forwarding your Short Break Grants Application Form, take a minute or so to run through the check list to make sure you have completed everything correctly.

(A partly complete or incomplete application may not be accepted.)

- Have read and understand the **Funding Criteria**
- Have read and understand the **Application Guidelines**
- Have completed all sections of the **Application Form**
- Have provided contact details in the **Application Form**
- Have read and understand the **Application Process**
- Am aware of the **dates for the closing** of the application.
- Will **conduct the Break and return the Acquittal Forms** before the due date
- Have **signed** all relevant **paperwork**.

Priority will be given to:

- ❖ ***Carers groups who are applying for the funds for the first time and, which will help towards developing informal networks and “strengthening” the group.***
- ❖ ***Carer groups who do not have any other funding or have limited access to other sources of funding***
- ❖ ***Carer groups who are taking away carers on their first break.***
- ❖ ***Carers for regional/rural and remote areas***