

Guildford Young Carers Fund

Grant application guidance notes

The Guildford Young Carers Fund makes grants to young carers who reside in the Borough of Guildford, to support them with their educational, emotional, and social need. Grants for things such as:

- additional non-statutory support in school or college
- extra tuition or educational support outside school or college
- IT or other equipment to support educational needs (*please refer to our laptop policy below*)
- school trips, outings, or residential activities
- courses
- music, sports or play activities or other clubs outside school (including membership fees)
- opportunities to meet other young carers.

Grants are not available for duties that are the statutory responsibility of the local authorities. Grants are not given for basic items such as food, rent, utility bills, debt, or arrears.

We do not accept applications direct from carers – the application must be through the young person's school/college, or from Action for Carers Surrey. Approved grant awards will be paid to the referring organisation. We do not make payments direct to the young care and/or their family.

Grants are available to young carers who live in the Borough of Guildford and who are in need. We are a funder of last resort.

The Fund cannot award retrospectively; please ensure the requested need/cost has not yet been purchased, and await a funding outcome before making any purchases.

The process

We understand that schools are ideally placed to understand the needs of the young carers in attendance at their schools, or Action for Carers Surrey. We therefore would ask that the school/ACS staff submit applications on behalf of the young carer. Please complete the application form and email to grants@cfsurrey.org.uk. Correspondence will be carried out between CFSurrey and the school/ACS.

We will review the application and share with the Fund Panel for their review and decision. We aim to provide funding outcomes as quickly as possible, but would recommend allowing 6-8 weeks for a funding outcome.

We will notify you of the funding outcome via email. We ask for a copy of the bank detail with the application, to ensure that any approved awards can be set up for payment in the next

fortnightly payment run. Grant awards are always paid by BACS direct to the referring organisation.

Grant size

In order to help as many young carers as possible we would expect the average grant amount to be approximately £250. Our maximum grant size will be £400, unless exceptional circumstances are provided.

How often can I apply?

We do not limit the number of applications an individual can make, but preference will always be given to an applicant who has not already received a grant in the financial year (1 April to 31 March).

Data Protection

We store the information you give us securely but will use email to circulate your application to the Panel Members. We will use past applications to help us assess any current applications and will share details of successful applicants with the Community Foundation for Surrey, who will process the grant payments.

We will share summary information about grant applications of £400 and under with Guildford Philanthropy. For applications over £400 we will share the detailed application with Guildford Philanthropy.

End of grant form

In order to help us understand whether a grant has had the intended effect and helped you in your caring role we will ask you to complete a short end of grant form once you have received and spent your grant. Your referee will be able to help you complete this form if necessary.

Laptop Policy

The Fund is unable to provide laptops in situations where there is a statutory obligation for a Government body to provide one. We are unable to consider the provision of grants which are solely relating to laptops for school/college-based courses unless there are exceptional circumstances.

About the Fund

The Guildford Young Carers Fund is part of Guildford Philanthropy and works within the Community Foundation for Surrey, which is an independent charitable trust. Grants are made from an Endowment Fund originally set up by Mike Parsons during his year as Mayor of Guildford in 2018/19 and Guildford Philanthropy.

More information can be found here <https://www.cfsurrey.org.uk/fund/guildfordyoungcarers/>

If you have any questions, please contact us grants@cfsurrey.org.uk.