



Short break
grants for parent carers
of disabled children
and young people
in Scotland



Take a Break

Administered by Family Fund

Application form

www.takeabreakscotland.org.uk

Application form



Take a Break

Administered by Family Fund

Office use only

Use this form to apply to Take a Break Scotland for a grant.

Take a Break Scotland provides grants towards short breaks for parent carers of disabled and seriously ill children, aged 0 to 17, living in Scotland.

To be considered for a grant, you must live in Scotland and meet the Take a Break eligibility criteria.

Do you live in Scotland?*

Yes

No

Take a Break grants are only open to residents of Scotland. However, you may be eligible for Family Fund grant support. Visit the Family Fund website for more information: www.familyfund.org.uk

Please
Fill in the forms
using block capitals
where possible to
help us with your
application

Your consent

I consent to Take a Break storing and processing the information provided in this application, and any subsequent related correspondence, for the purpose of processing and considering my application for programmes where Family Fund is the Data Controller, in line with the charity's Privacy Notice.

Your details

Email address

Your first name*

Your middle name(s)

Your last name

Your date of birth

Have you had a Take a Break grant before?*

Yes

No

Your address

Address line 1

Address line 2

Town/city

Postcode

Mobile phone number

Do you receive Carer Support Payment (CSP) for someone aged under 18?*

Yes

No

Do you have an Adult Carer Support Plan from your local authority relating to someone aged under 18?*

Yes

No

Do you receive short break provision or funding for short breaks from your local authority or social work team on behalf of someone aged under 18?*

Yes

No

Are you the parent or carer of a child receiving high-rate care Child Disability Payment (CDP)?*

Yes

No

Are you the parent or carer of someone aged under 18 receiving Adult Disability Payment (ADP) (daily living component)?*

Yes

No

Do you receive short break provision from a local charity, hospice or organisation, or help with caring from someone outside of your home?*

Yes

No

Are you the parent or carer of one or more child receiving middle rate care Child Disability Payment (CDP)?*

Yes

No

Are you the parent or carer of a child who receives 15 or more hours one to one support in school, or support during unstructured breaktimes as evidenced in their school Co-ordinated Support Plan? (you'll need to upload this plan in the next step)*

Yes

No

Send us your supporting documents

The type of documents we'll need to see are:

- A letter confirming short break provision
- A Child Disability Payment or Adult Disability Payment letter in your child's name
- A letter from early learning and childcare, education, health, social care or other professional describing the support your child receives
- I have no document to support my application.



Important. Please send copies as we are not able to return original documents to you.



When you have completed and signed this application form please post it to:
**Take a Break, Unit 3, Alpha Court, Monks Cross Drive, Huntington,
York YO32 9WN**

Child 1 details

First name

Middle name(s)

Last name

Your child's date of birth

Age

Does this child have a disability/serious illness?*

Yes

No

I am responsible for the care of this child*

Yes

No

Child 2 details

First name

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Middle name(s)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Last name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Your child's date of birth

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Age

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Does this child have a disability/serious illness?*

Yes

No

I am responsible for the care of this child*

Yes

No

Do you have a partner who lives with you at the same address?*

Yes

No

Do you have your partner's permission to provide their details?*

Yes

No

Your partner's details

Partner's first name

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Partner's middle name(s)

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Partner's last name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Partner's date of birth

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Partner's phone number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Partner's email address

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If you are awarded a Take a Break grant, how do you plan to spend it?*

This is how I'd like to spend the grant...

Your bank account details*

If your application is successful, the Take a Break grant will be paid directly into the bank account you provide.

Please fill in the separate bank account details form enclosed. These details will be used only to send a Take a Break Scotland grant and will then be deleted. If your application is not successful, your bank details will be deleted from our records.

We want to understand the impact your care responsibility has on you

What regular support and care do you provide for your child, day and night?
Describe what you do and how it impacts you*

Physical support (e.g. lifting) for toileting, washing, feeding or administering medication. Communication support: verbal, sign, listening and understanding.

What regular appointments do you have (for you or your child)?*

Include what they are for, how often, where they take place and any difficulties you have getting to them or managing them.

How do you make time for yourself and your family outside of caring? What are the challenges and what stops you doing this?*

e.g. friend/family take your child out or sit with them so you can have a break. Child attends supported activities without you, e.g. Brownies, Cubs, sport.

If applicable to you, describe how your caring responsibilities restrict your work or education.*

e.g. restricted working hours, unable to work. Paused career or education ambitions.

Do you have any additional caring responsibilities for family members outside your home? If so, please describe the additional care support you provide.*

e.g. sole or joint care for a parent, grandparent or sibling. How often do you provide this, and where?

Describe any emergency/crisis care plan you have in place for you or your family.*

How would you deal with unexpected illness or health emergencies?

Do you have a disability, additional needs, or long-term illness yourself? If yes, please describe.*

What is the child or young persons condition and has it been diagnosed?.*

Does the child or young person use any specialist equipment?*

Include communication/sensory support such as hearing aids, implants or voice box and mobility aids, wheelchairs, walking frames etc and tell us how and when they use them.

Does the child or young person receive specialist support in school?*

Tell us about this support, how often, from who and whether they attend any special school or classes.

Professional contact details

If we need more information about your child's needs, we may need to speak to a professional involved in your child's care and support. This may be a key worker or health visitor, teacher or other professional person who knows your child. Please provide these details below. Do not give details of your GP as we are not able to contact them.

You are responsible for getting the consent of your professional contact to provide their details as part of your application, and for making them aware of the Terms and Conditions and Privacy Notice(s) on our website.

I confirm that my professional contact has consented to their details being used in this application

Professional name

Their role

Their place of work

Professional's work phone*

Professional's work email

I consent to Take a Break storing and processing the information provided in this application, and any subsequent related correspondence, for the purpose of processing and considering my application for the Take A Break programme, in line with the Take a Break Privacy Notice. Take a Break may, using their legitimate interests, contact you for their research purposes. To opt out of this contact, please let us know at info@takeabreakscotland.org.uk

Before you send this application. Have you...?

- I have enclosed a copy of my child or young person's current CDP or ADP award.
If you have indicated your child has one or more of the following in place:
Additional Support Plan (ASP), Child's Plan Co-ordinated Support Plan (CSP)
or Individual Education Plan (IEP)
- I have enclosed a recent (within 12 months) copy of one of these.



Important. Please send copies as we are not able to return original documents to you.

Make sure you have completed this application as fully as possible.
We are not able to process incomplete applications.

Your agreement

Our terms and conditions and data protection statement are enclosed with this form and can also be found on the Take a Break website at: www.takeabreakscotland.org.uk. We intend to rely on the terms contained within those documents so for your own benefit and protection, please read them carefully before signing and submitting the application. If you do not understand any points please ask us for further information.

By signing the application below and submitting your application to us you will be providing us with your explicit consent to us using the information contained within the application and any subsequent related correspondence with you for the purposes of:

- (1) processing and considering your application (including to understand whether your child meets our Take a Break eligibility criteria and whether you and your family circumstances meet our relevant criteria) and
- (2) discussing your application with you where necessary.

Name of main carer

Signature

Date

dd / mm / yyyy

Further information in respect of how we will use the personal information contained within the application are set out in our Take a Break terms and conditions and data protection statement.



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York YO32 9WN**

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www.takeabreakscotland.org.uk
email: info@takeabreakscotland.org.uk
Telephone: 01904 571093



Take a Break

Administered by Family Fund

Working in partnership:

Take a Break is administered by Family Fund Trust.
Private company limited by guarantee. Incorporated in England and Wales.
Registration no. 3166627. Registered charity no. 1053866. Scottish charity no. SCO40810.
Registered office: Unit 3, Alpha Court, Monks Cross Drive, Huntington, York YO32 9WN.

