Birmingham Carers Hub

Carer Projects- Small Grants Application Form Guidance

This guide is designed to assist anyone who is interested in applying for a small grant within the Carer Projects at Birmingham Carers Hub. This guide will help you to understand if you are able to apply for the grant and how you can do this. This guidance will cover:

1. **The Application Process**
2. **Who can apply, when and for what?**
3. **Criteria**
4. **Expenses that the fund cannot cover**
5. **Contact details**

The Application Process

Read this Guide- *This Guide will help you to complete the application form.*

Complete your application Form -*You must answer ALL the questions on the application form.*

Application are Assessed- *You will know the outcome by 30th October. We would like the activity to take place before the end of November 2026, ideally during the week 16-20th November, As Carers Rights Day is 19th November*

Letting you know the Outcome- *If your application is successful, we will send you a confirmation specifying what costs we will pay for. If your application is unsuccessful, you will receive an email from us to tell you why.*

Who can apply?

A group of Carers over the age of 17 can apply for up to £500. A lead must be willing to be the named contact for the activity and will take a lead role in co-coordinating it.

When can I apply?

You can apply at any time up until 16th October 2026 and applications are reviewed regularly. This grant will need to be spent by November 2026 preferably during the week of Carer Rights Day (16-20th November). If you have been unsuccessful, you can apply again next year.

What can I apply for?

We want to fund activities that strengthen your community, with a focus on Carers. Whatever you plan to do, make sure you have support from other people in a caring role. Below are some examples of activities that the fund can cover.

- **Food related activities-** festival of world foods, baking class, celebrations
- **Visits**- library, a local center, wherever people would like to go
- **Workshops -** gardening, games, singing, book clubs, DIY, creative writing
- **Walking and exercise** – join up with a local organisation, dancing, horse-riding, go to a local park followed by some tea and cake
- **Befriending** – start a local befriending scheme

Tips on completing the application form:

- ✓ Read through all the questions on the application form before you start.
- ✓ Complete your application electronically, print it off, and have it signed. Scan the signed application and send it off by email to

anna.lockley-scott@forwardcarers.org.uk if you have any problems with this please let us know.

✓ Check that the amount you are applying for is correct.

Criteria

- To be eligible to apply to the Birmingham Carers Hub Carers small grants, the group must have at least 3 members, all of which should be in a caring role.
- The group must be based in Birmingham.

What can the fund NOT pay for?

- Activities that take place before we confirm that we will cover expenses
- Activities that take place outside of Birmingham, UK.
- Profit-making or commercial activities
- Items that mainly benefit individuals, for example equipment that is not shared. This can also include industry specific courses that are level 3 and above
- Personal equipment that is not integral to the delivery of the activity
- Items on behalf of another organisation, group, or network
- Contingency costs
- Endowments
- Purchase of land, property, or refurbishment
- Loans or interest payments
- Gambling
- Political or religious activities
- Fundraising activities for your organisation or others*

***Birmingham Carers Hub reserves the right to decline funding requests.**

Carers Projects- Small Grants Principles

Activities will be driven by the needs of Carers and is dependent on what Carers identify as needed to promote positive wellbeing and prevent social isolation. We expect all applicants to apply these principles when considering activities.

Activities should aim to:

- Sustain important caring relationships and the wellbeing of carers themselves.
- Promote equality.
- Create strong, resilient families and communities.
- Reduce isolation to Carers in Birmingham
- Provide some 'Time-out' and enjoyable experiences for Carers.
- Empower and enable individuals and communities, helping to create sustainable change, based up on skills and strengths in the community.
- Connect people by increasing the amount of social and community connections that people have.

Section C on the application form
"How much will your activity cost?"

It is important that you are specific and include ALL costs related to your activity. Below is an example of a fictional Network called *Ash Road Bookworms.* The network is made up of seven neighbours on Ash Road. They plan to organise a trip to an exhibit about J.R.R. Tolkien at Birmingham Museum as well as a monthly book club for three months. They are hoping to attract more members once they have started advertising.

Question 9

Below is an example of how Ash Road Bookworms would complete Question 9.

ITEM / SERVICE REQUIRED	PAYMENT TERMS	SUPPLIER	COST IN GBP
Estimate Return taxis for 14 people to the Museum of Birmingham from B12	On the day	Service on PSL	45
Entry to Birmingham museum exhibition 14 x £5 http://www.birminghammuseums.org.uk/exhibitionX/tickets	In advance	External Supplier	70
Books for book club 30 x £10	In advance	Amazon.co.uk	300
100 flyers to distribute to neighbouring streets and 20 posters for local meeting points (Printbots)	Invoice	Service on PSL	33.50
Refreshments for 3 book club meetings for 15 people	On the day	Petty cash	135
		TOTAL COST:	**£583.50**

PAYMENT TERMS

- Once we have reviewed the application and it has been accepted, you will be transferred the funds to your account to make the payments for the activity yourself. We will request photos and written feedback once the activity has taken place.

Section D on the application form
"Finishing your application"

13: Signature of Group Lead
Your Group Lead or if you are a group, your main contact person must sign your application. This must be the same person who provided contact details under question number two.

Unsuccessful applications
If you are unsuccessful, we will provide you with written feedback. You can resubmit an application at any point but do take feedback into consideration to increase your chances of a successful outcome if you apply again.

Once your application has been accepted

Once your application has been successful you will be contacted. Once the activity has taken place, you will be required to submit a short feedback report. This will be a short report which should include number of people who benefited from the fund and how wellbeing was impacted before the fund and at the end of the activity. This should then be returned to nancy.khan-horton@forwardcarers.org.uk by 11th December 2026.

If you require support with completing your application, please contact nancy.khan-horton@forwardcarers.org.uk or anna.lockley-scott@forwardcarers.org.uk