

Time to Live Fund Guidance Notes & Eligibility Criteria

The Time to Live Fund is part of the Short Breaks Fund, operated by Shared Care Scotland on behalf of the Scottish Government. Through this programme, Shetland Care Attendant Scheme is able to provide local carers with funding and support to access a short break that meets their individual needs.

Applications must be submitted using our Application Form and can be submitted at any time until 3rd March 2027, funds permitting. Please contact us to make sure that there are funds available.

Applications received less than 7 days prior to the panel meeting will be carried over to the following meeting.

Application Deadline (5:00pm)	Panel Meeting Dates 2026/27
Wednesday 1 July 2026	Wednesday 8 July 2026
Wednesday 29 July 2026	Wednesday 5 August 2026
Wednesday 26 August 2026	Wednesday 2 September 2026
Wednesday 30 September 2026	Wednesday 7 October 2026
Wednesday 28 October 2026	Wednesday 4 November 2026
Wednesday 25 November 2026	Wednesday 2 December 2026
Wednesday 6 January 2027	Wednesday 13 January 2027
Wednesday 3 February 2027	Wednesday 10 February 2027
Wednesday 3 March 2027	Wednesday 10 March 2027

Examples of what carers have used Time to Live funding for

Carers have used Time to Live funding in a variety of ways to support their wellbeing, take a break from caring, pursue interests, and improve their quality of life. Examples include:

- Gym memberships, exercise classes, or swimming passes
- Cinema passes, theatre tickets, or other leisure activities
- Overnight hotel stays or short breaks
- Hobby equipment, such as walking boots, gardening equipment, craft supplies, knitting materials, or art supplies
- TV or streaming subscriptions that provide relaxation and enjoyment
- A tablet, laptop, or other device to help stay connected (where appropriate)
- Massage, complementary therapies, or other therapeutic treatments
- Clothing, footwear, or equipment needed to take part in an activity
- Courses, classes, or activities that support learning and personal interests

- A one-off item or experience that would make a meaningful difference to your wellbeing

These are just examples of how other carers have used funding. We encourage you to think about what would have the greatest positive impact on you and your wellbeing as a carer.

Applications to the Time to Live Fund will be reviewed and assessed by a funding panel, which will make the final decision regarding the allocation of funding.

The panel meets monthly. To be considered at a particular meeting, applications must be received at least one week before the meeting date. Applications received after this deadline will be carried forward to the following month's panel meeting.

To ensure a fair, consistent, and transparent decision-making process, all applications will be assessed against the Eligibility Criteria outlined below. These criteria will form the basis of the panel's decisions.

Eligibility Criteria

In order to apply for a Time to Live grant from the Shetland Care Attendant Scheme, applicants must meet the following criteria:

1. The applicant is an unpaid carer living in Shetland.
2. The grant must be used for a short break, or for items/equipment that enable the carer to take a break from their caring role, in line with the definition used by Shared Care Scotland.
3. The applicant must not have received a Time to Live grant in the previous 12 months, based on the approval date shown in the previous grant approval letter.
 - Applicants can only receive ONE grant in a 12-month period. If there is more than one carer in the family, only one application can be received per household, unless there is more than one cared for person in the family. If there is more than one cared for person, more than one carer can apply from the same household if the applications relate to different cared for persons.
4. The short break, item, or equipment must not already have taken place or been purchased prior to the application being approved.
5. The grant may be used to part-fund a short break or purchase. Where additional costs are involved, applicants must be satisfied that they are able to meet these costs themselves.
6. Any item, equipment, or short break funded through the grant must be purchased or booked within six months of receiving the funding, and the break must take place within the stated reporting period as shown in your letter. All funding awarded must be fully spent for the agreed purpose.

Allocation of Funding

There is a maximum grant award of £300 per applicant. Where all eligibility criteria are met, grants will normally be awarded on a first come, first served basis.

The funding panel may determine that an application meets the overall eligibility criteria, but that certain elements fall outside the scope of the fund. In such cases, the panel may decide to award a partial grant rather than the full amount requested, funding only the elements considered eligible.

Where the number of applications received exceeds the funding available, priority will be given to applicants who have not previously received a grant from the fund. Applications from individuals who received a grant in the previous funding year may be considered lower priority, particularly where demand exceeds available resources. Priority will be given to applications which best meet the intended outcomes of the fund.

Should the fund become fully allocated before the end of the reporting year, the fund will close and no further applications will be accepted or processed.

In these circumstances, the Shetland Care Attendant Scheme will, wherever possible, support carers to access alternative short break opportunities, groups, or activities available locally and through partner organisations, and will also provide information on any other funding streams that may be available.

All decisions made by the panel are final.

How applications are assessed

Applications are assessed by a funding panel against the eligibility criteria for the fund. The assessment includes the following checks:

- The applicant is an eligible unpaid carer
- The applicant has not received a grant from this fund within the last 12 months
- The request clearly provides a break from caring responsibilities (respite)
- The request supports the carer's wellbeing (such as rest, relaxation, or enjoyment)
- The item or activity is appropriate and within the maximum grant limit
- The short break, item, or equipment has not already taken place, or been purchased prior to the application being approved

Applications that do not meet the eligibility criteria, including the 12-month rule, will not be progressed. Where all eligibility criteria are met, applications will then be considered against available funding and the intended outcomes of the fund. In some cases, a partial award may be offered if only part of the request meets the criteria.

Notification of Application Success

If successful - a letter or email will be sent out to confirm the decision

- We will ask for your bank details. Once received, payment will be made directly to you within 10 working days.
- You must provide us with receipts for your purchase/retain your receipt for auditing purposes.
- All items must be purchased, and any breaks taken by the date confirmed in your award letter.
- You will be required to complete an evaluation form.

If unsuccessful - we will ensure that Carers are aware of why their application has been unsuccessful in line with the Eligibility Criteria, and that discussions take place as to how best to meet their needs outwith this programme.

Terms and Conditions

- Funding for retrospective purchases will not be considered
- Carers must provide receipts by the provided deadline and funds not spent must be returned to Shetland Care Attendant Scheme.
- Awards will be paid directly into the carer's bank account within 10 working days of receipt of bank details.
- Carers agree to complete an evaluation after they have had their break.
- Young Carer - If a successful application is from a young carer, Shetland Care Attendant Scheme will arrange and purchase the approved item or activity on the young carer's behalf.
- Adult Carer - For adult carers, grant payments will only be made to the bank account of the person who submitted and signed the application form. Payments may be made to an account held solely in their name or to a joint account in which they are named. Payments will not be made to any third-party bank account.

Application Process

- All applications must be submitted using the online application form. If you require any additional help with this, please get in touch with us.
- Applications will be assessed and you will be notified by email/ phone call/ letter if we require further information and of the outcome.
- All information provided on the application form must be true and accurate at the time of signing.
- Please provide the contact details of a professional who can confirm your caring role. We may use these details to verify your caring status if required.

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