



Grants Allocation Panel (GAP) member – role profile

Introduction to the Short Breaks Fund

This fund provides grants to third sector organisations that support unpaid carers to take a break from their caring role. The fund aims to increase the range and availability of short breaks across Scotland, allowing more carers to take the right break at the right time.

Shared Care Scotland operates the Short Breaks Fund on behalf of the National Carers Organisations and the Scottish Government. The Scottish Government currently funds the Short Breaks Fund on a rolling annual basis.

The fund has two programmes where applications are taken through a rigorous and independent assessment process before funding decisions are made by a Grants Allocation Panel made up of volunteers:

Creative Breaks

To develop and deliver short breaks projects for carers of adults (aged 21 years and over), young carers (caring for children or adults), and those that they care for.

Better Breaks

To develop and deliver short breaks projects and services for children and young people with disabilities (aged 20 and under), and their carers (adult carers and/or young carers).

Role of GAP member

The Grants Allocation Panel is responsible for awarding grant funding for projects which have been submitted to either the Creative Breaks or Better Breaks programmes. Each programme has its own panel.

In each round of funding, following an assessment of applications by the Short Breaks Fund team and Independent Assessors, GAP members will be sent an assessment of each application to review and will indicate a decision for each project. The panel will then meet, in-person to agree and approve grant funding decisions.



GAP members are volunteers who are expected to demonstrate fairness and impartiality at all stages in the decision-making process. Panel members should behave in a friendly and professional manner, observe confidentiality, respect and listen to the views of other panel members and communicate regularly with the Short Breaks Fund team.

Commitment

If successful you will join either the Creative Breaks or Better Breaks panel.

Creative Breaks (August and September)

- Attendance at GAP online briefing session – 1 hour
- Review of project papers – estimated at around 20 hours, spread across a four-week period
- Attendance at GAP meeting – 1 day

Better Breaks (February and March)

- Attendance at GAP online briefing session – 1 hour
- Review of project papers – estimated at around 20 hours, spread across a four-week period
- Attendance at GAP meeting – 1 day

Throughout the year, GAP members may also be invited to attend other meetings and events organised by Shared Care Scotland and the Short Breaks Fund team which may be of interest to them.

GAP members are required to adhere to the Short Breaks Fund conflict of interest procedure and complete a declaration of interest for each round of funding.

GAP member profile

Panel members will bring a range of experiences and perspectives to the role. Experience in making grant applications or awarding grant funding is desirable but not essential. We are looking for panel members to bring:

- An understanding of the need for carers to have a break from caring – either through lived experience, or in a professional setting.
- A commitment to ensuring that those carers most in need can access a break
- Knowledge of the third sector in Scotland and its role in supporting carers
- An ability to listen well and be considerate of the views and experiences of others
- An ability to provide clear and concise written comments



- An ability to take on feedback

What the Short Breaks Fund can offer

As a GAP member, you will play a crucial role in delivering the aim of the Short Breaks Fund to increase the range and availability of short breaks across Scotland.

You will gain insight and experience of grant award making. You will get the opportunity to build relationships with the other panel members and shadow the work of a current member when you join the panel.

The Short Breaks Fund team will be available to provide ongoing assistance and guidance, particularly during your first round of award funding. The fund will also cover reasonable costs that may be a barrier to your participation, for example transport.

