

sh**o**rt breaks stories

# Handy Guide

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**Handy.**

It's good to have this PDF as a reference when submitting a report for the first time.

# General advice

## Before you start

Be sure to have all your figures, information and any images you want to use to hand.

### Tip

All computers are not equal!  
We strongly recommend using a fully up-to-date web browser for your form submission.

## Save and return

You can save a partially completed submission and return later.

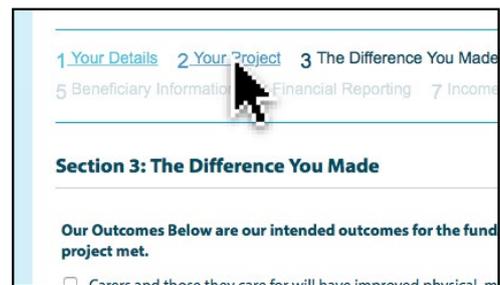
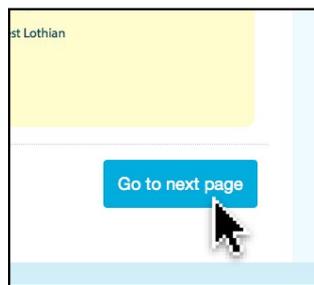
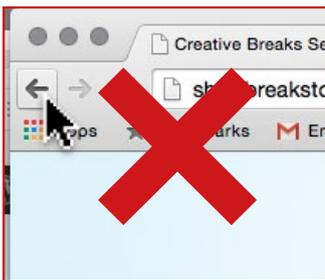
You fill in your email address to receive an email with a link to return to your form.



## Form navigation

**Don't use** your web browser's back button when filling out the form. It's possible to lose data doing this.

You can navigate using the buttons at the bottom of each page. And as you progress, you can also use the links across the top of the form.



## Formatting

Only enter number characters in number fields.

No need to enter currency formatting (£/p) as the form formats this automatically as you input the numbers.

<b>Staff Post(s)</b>
£ 22.00
<b>Recruitment of Staff</b>
33

# Submitting a completed report

## Final check over

Once you have filled out the report you are presented with a summary of your report to review. Check it carefully, and go back through the form to edit if needs be (remember not to use your browsers back button!).

## When you press submit

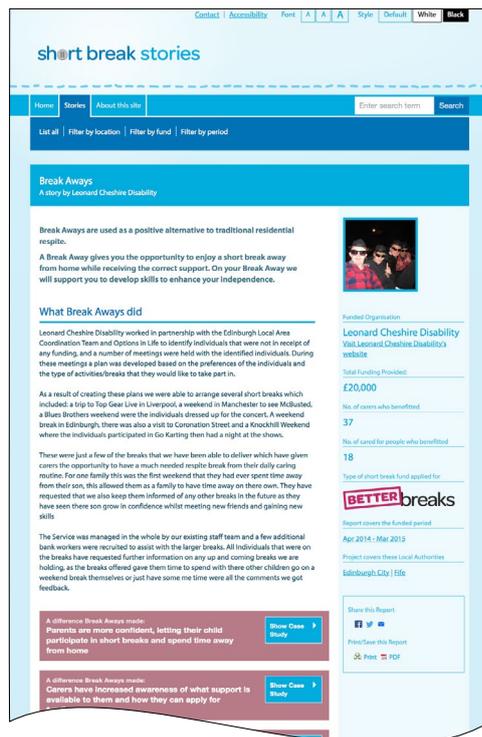
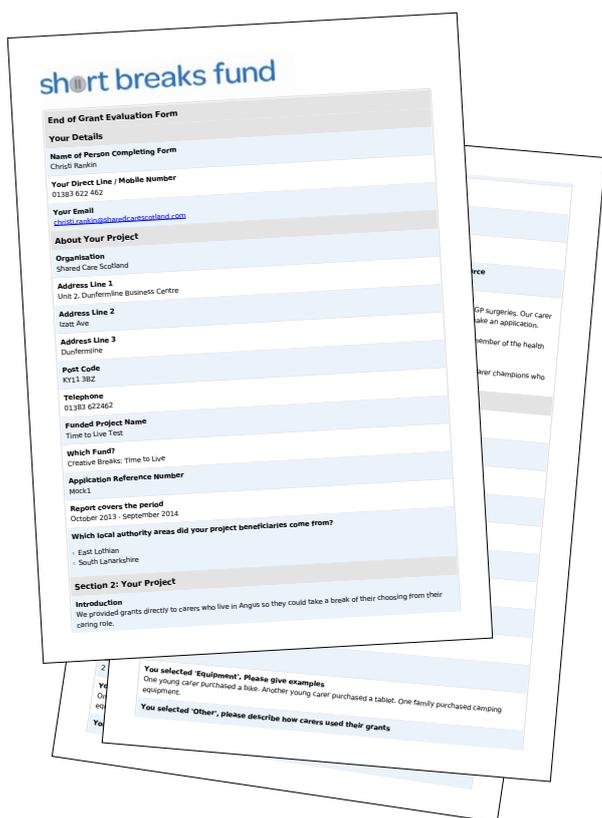
Like pressing send on an email, once you press the submit button on a completed form, it is final. You cannot call your report form back to change something and resubmit.

Submitting a report through the site does 2 things:

**1, The Report.** Your report is supplied to Shared Care Scotland (and, for your files, we'll send you a copy by email).

**2, The Story.** A 'story' is automatically built from elements of your report and is posted on the Short Breaks Stories site (after Shared Care Scotland has checked it over).

**Tip**  
We understand errors can creep through. Contact Shared Care Scotland if you spot something glaring which you missed and we'll do our best to sort it for you!



**Tip: Specific to Better Breaks:****What do we mean by “Multiple Support Needs”?**

While we would prefer to avoid ‘categorising’ disabled people, we recognise that some explanation is needed to clarify our priority group for this funding. So, for the purposes of this report, please use the following indicators for multiple support needs:

The child or young person’s disability must be long term or life limiting. By long term we mean lasting or likely to last 12 months or more.

**and**

Children and young people would require a high level of support in three or more of the following areas:

- The physical environment
- Education
- Communication / social interaction
- Access to social activities
- Personal care and supervision / vigilance
- Specialist resources required, ie information and communications technology
- Medical or therapeutic treatment and condition management

## Further information

If you have any further questions, please contact  
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