

The Scottish Government  
National Strategy for Self-  
Directed Support in  
Scotland:  
*[Building the capacity of  
Support Organisations]*

Funding Application Form

α β γ δ ε φ

γηιφκλ

μνοπθρ

στ

# Funding Application Form

Please read the following information before completing this application form:

- the letter dated November 2014 from the Scottish Government explaining the background to the grant funding which is available to support the implementation of the National Strategy for Self-directed Support in Scotland
- the Annexes to that letter, which specify the activities on which bids for funding should be focused and the criteria which will be used in assessing bids
- the notes on making an application (at the back of this application form)

## Section A: BASIC INFORMATION ABOUT THE APPLICANT

Name of organisation (*or, in the case of a consortium bid, the lead organisation*)

Contact name

Telephone

**See Note 1**

Contact's position in organisation

Contact details of organisation: address

Postcode:

Telephone

Fax

E-Mail

Is your organisation a registered charity?

See Note 2

yes

no

If yes, what is the charity number?

What is the status of your organisation if it is not a charity?

**Section B : CONSORTIUM PARTNERS (*if applicable*)**

See Note 3

Name of consortium partner 1

Contact details of consortium partner 1: contact name and address

Postcode:

Is consortium partner 1 a registered charity?

yes

no

If yes, what is the charity number of consortium partner 1?

What is the status of consortium partner 1 if it is not a charity?

Name of consortium partner 2

Contact details of consortium partner 2: contact name and address

Postcode:

Is consortium partner 2 a registered charity?

yes

no

If yes, what is the charity number of consortium partner 2?

What is the status of consortium partner 2 if it is not a charity?

Name of consortium partner 3

Contact details of consortium partner 3: contact name and address

Postcode:

Is consortium partner 3 a registered charity?

yes

no

If yes, what is the charity number of consortium partner 3?

What is the status of consortium partner 3 if it is not a charity?

<b>Section C:</b>	<b>AMOUNT APPLIED FOR</b>
-------------------	---------------------------

See Note 4

2015/16	£
---------	---

2016/17	£
---------	---

2017/18	£
---------	---

TOTAL	£
-------	---

**Section D: MORE ABOUT THE APPLICANT**

Tell us about your organisation (or, if applicable, consortium of organisations). What are your aims and objectives? **See Note 5**

How is your organisation staffed?

**See Note 6**

Full time	
Part Time	
Volunteers	
Total	

How are equal opportunities/diversity promoted within your organisation and, if appropriate, your consortium partners?

**See Note 7**

**Section E: ABOUT YOUR APPLICATION**

Please provide details of what this funding will be used for.

**See Note 8**

Who is your intended client group?

What are the expected outcomes for them?

How will this work help the Scottish Government achieve its objectives? **See Note 9**

How much of the funding will you spend on this work? Please include a full proportional share of relevant overhead costs in this calculation. Indicate if these are core or project costs.

Please provide details below.

**See Note 10**

	Year 1	Years 2
Capital costs	£	£
Office expenditure	£	£
Staff costs	£	£
Volunteer costs	£	£
Other costs	£	£
<b>TOTAL</b>	£	£

Has your organisation (or, if applicable, any of the other organisations involved in the consortium) applied for any other funding for this work from other Scottish Government Departments or external sources over the same period as this application?

If yes, please provide details.

Yes    No

Source	When did you apply?	Amount applied for	Outcome of application
		£	
		£	
		£	

Please give details of all other funding received by your organisation (and, if applicable, any of the other organisations involved in the consortium), including the source of funding, the amounts received, the period covered and the purpose for which it was used.

Source	When did you apply?	Amount	Outcome of application
		£	
		£	
		£	

**Section F : CONSORTIUM APPLICATION (if applicable)**

Please provide details of how the project will be managed, the responsibilities of the respective parties, how the funding will be allocated among the parties, etc.

**See Note 11**

**Section G: IF YOU ARE SUCCESSFUL**

When will you need funding instalments to be made? We normally make six monthly funding payments but variations can and will be made if appropriate.

How will you monitor and evaluate the work you will do?

**See Note 12**

**Checklist**

See Note 13

Please ensure that you have included the following in respect of each of the organisations involved in the bid which are set out in this application:

Please tick

- Most recent audited accounts, or independently-signed statement of income and expenditure
- Most recent annual report
- Equality policy.
- Recent newsletter (if applicable).
- Copy of certificate of charitable status from the Inland Revenue (if applicable).

If none of these are available, please speak to **[Calum Drummond or Elaine Black]**, Care, Support and Rights Division, Chief Nursing Officer, Patients, Public and Health Professions Directorate, Area 2ER, St Andrew's House, Regent Road, Edinburgh EH1 3DG. Telephone numbers: 0131 [**244 4040 or 244 2088**].

## Declaration

I *apply* on behalf of the organisation named above for funding as proposed in this application in respect of expenditure to be incurred over the proposed funding period on the activities described above.

I certify that, to the best of my knowledge and belief, the statements made by me in this application are true and the information provided is correct.

Signature

Name

Position

Date

Return this form to **[Calum Drummond]**, Care, Support and Rights Division, Chief Nursing Officer, Patients, Public and Health Professions Directorate, Area 2ER, St Andrew's House, Regent Road, Edinburgh EH1 3DG.

# Notes on making an application

## How to complete your application form

### General

Please submit the completed form to **[Calum Drummond]**, Care, Support & Rights Division, Chief Nursing Officer, Patients, Public and Health Professions Directorate, Area 2ER, St Andrew's House, Regent Road, Edinburgh EH1 3DG.

- If you are completing the form by handwriting, please use **black ink** and **write clearly in BLOCK CAPITALS**, as we will need to photocopy your application.
- Please answer each question on the application form as fully as possible. An additional A4 sheet or sheets may be attached if required.
- Incomplete applications will be returned and this may delay consideration of your application.
- Please make sure that your application has been signed. Otherwise, consideration of your application will be delayed while we return the form to you for signature.
- Please ensure you complete the checklist at the end of the application form and enclose the relevant documents with your application form when you send it to us.

## Section A: BASIC INFORMATION ABOUT THE APPLICANT

### Note 1

The contact for the application should be someone who is able to discuss the work of the organisation and the application in detail.

### Note 2

Please let us know what type of organisation you are. For example, if you are a charity please say so here. If you are a charity you should provide the charity number.

## Section B : CONSORTIUM PARTNERS (if applicable)

### Note 3

Please complete this Section if the application is being made on behalf of a consortium of organisations. If there are more than 4 consortium partners, please provide the additional details on a separate A4 sheet.

The total budget for this programme in 2015/16 is £2.8m and the same amount for the following two years 2016/17 & 2017/18. Funding awarded is subject to Parliamentary approval of the draft budgets during the term of the award. Providers at national and local level are encouraged to work collaboratively in preparing bids in order to maximise the outcomes that can be delivered with the available resource.

## Section C: AMOUNT APPLIED FOR

### Note 4

It is the Scottish Government's intention to maintain the programme throughout the period of the current spending review, to 2017/18. Proposals may therefore include plans for a 3 year period.

## Section D: MORE ABOUT THE APPLICANT

### Note 5

Please provide as much detail as possible about what your organisation (or, if applicable, consortium of organisations) is trying to achieve and which service users it is aiming to help. [***You should also provide details on the structure of your organisation and how it is managed.***]

With reference to Note 4 above, your aims and objectives for 2015/16 should be set out in detail. You should also set out what you expect to achieve in the second and third years of your project. Your aims and objectives detailed here should be reflected in your outcomes at Section E.

This information will be used to evaluate your use of the funding and will inform decisions on its continuation in the event that the programme of support continues after year 1.

### Note 6

The Scottish Government is keen to assist projects that have a significant contribution from volunteers. In completing your application, you should include the costs of recruiting, supporting and developing volunteers involved with the project, particularly any training required for your staff to ensure volunteers are effectively managed.

### Note 7

We expect all organisations which receive funding from the Scottish Government to operate inclusively, and for this reason we ask you to demonstrate how your organisation (and, if applicable, the other organisations in the consortium) promotes equal opportunities/diversity. This should cover volunteers, if you engage with them, as well as paid staff. In this section please tell us about your equal opportunities/diversity policies, any equal opportunities training for staff and volunteers, equal opportunities/diversity

recruitment practice and anything else your organisation (and, if applicable, the other organisations in the consortium) does to operate inclusively.

## **Section E: ABOUT YOUR APPLICATION**

This allows you to tell us: what you plan to do with any funding; why the work is necessary; who you will be assisting and how; and how your work will help the Scottish Government to meet its objectives.

### **Note 8**

Please tell us as much as possible about what this funding will be used for. Please provide as much detail as you can on what the project will be doing. This could include the following:

- What type of work you plan to do
- Why it is needed
- Why your organisation (or, if applicable, group of organisations) should be doing it
- A timetable of the work to be completed
- What the outcomes of the work are expected to be and how these are to be achieved
- Who will benefit from the project

**With reference to Note 4 above, specific outcomes for 2015/16 should be set out in detail.**

Please reflect your aims and objectives from Section D in your expected outcomes.

### **Note 9**

Details of the Scottish Government's aims and objectives and those of the particular scheme for which you are applying are set out in the covering letter accompanying this application form.

### **Note 10**

You should include full details of the costs to be incurred. These should be actual costs, not rounded amounts. Please do not forget to include any costs related to employing staff, such as National Insurance contributions, pension contributions, etc. As the Scottish Government is committed to the principle of full cost recovery, please include the proportion of overhead costs relevant to delivering this project in your calculation.

Funding can be Core or Project funding:

- **Core:** To assist with the running costs of an organisation. This might include staffing costs, rent, electricity and gas, telephone costs, postage, etc.
- **Project:** To undertake the specific piece of work or project. This may include some of the above but also other costs related to the work to be done.

## **Section F : CONSORTIUM APPLICATION (*if applicable*)**

### **Note 11**

Please complete this section if the applicant proposes to work in partnership or have links with other organisations in connection with this project. Please provide as much information as possible on the other organisations with whom you will work on this project.

## **Section G : IF YOU ARE SUCCESSFUL**

### **Note 12**

Here you should let us know how you are going to monitor the outcomes detailed at Section E to ensure they are being achieved and making the difference you hoped for. You should think about:

- What signs will there be to show you your project is making a difference, how will you see and record these signs?
- Who will you need to communicate with to record the effect your project is having, do you need to collect this information from everyone who is benefiting or just a sample?

### **Note 13**

It is important that we know as much about your organisation as possible before deciding whether to provide funding. Please ensure you provide the listed items.

## **HOW WE CHOOSE SUCCESSFUL APPLICATIONS**

We cannot give funding to all applicants. Factors we take into account include:

- How your objectives match Scottish Government objectives.
- The quality of your objectives and performance measures; how you show that costs are linked to outputs and outcomes, and how you will monitor the process.
- Partnership working; community and/or business involvement and support, and effectively managed volunteer input.
- How far the work avoids duplicating that of other bodies.

## **FUNDING CONDITIONS**

Full details of the conditions that will apply will be included in the funding offer letter should your application be successful.

### **Conditions include the following:**

- We will ask you to return funding not used for the approved purpose, or not used within the financial year.
- We pay funding only on what you actually spend. We will ask you to return any overpayment.
- The funding is not to be used for party political advocacy or activity.
- The Scottish Government must be acknowledged in any publicity about the work assisted by our funding.

## **FREEDOM OF INFORMATION (SCOTLAND) ACT 2002**

In accordance with the Freedom of Information (Scotland) Act 2002, the Scottish Government may be required to make any application for funding available for public scrutiny. In submitting a funding application, please let us know if there are any elements of it which would prejudice substantially your commercial or other interests if they were made public. Please note there may nevertheless be a public interest in publishing the material submitted.

## **FEEDBACK**

We aim to improve our procedures continuously. If you have any comments on this form or on our process generally, we should be glad to hear them. You may write your comments below or enclose a separate letter if you would prefer.

## **Where can I get further information?**

If you need help with filling in your application, or if you have any questions about the application process, please contact ***[Calum Drummond, or Elaine Black – see phone numbers above]***, Care, Support & Rights Division, Chief Nursing Officer, Patients, Public and Health Professions Directorate, Area 2ER, St Andrew's House, Regent Road, Edinburgh EH1 3DG.