



Scottish Government

Supporting birth parents whose child(ren) have been permanently removed from their care.

Action Route: Application Guidance Notes

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Before You Start

Contacting your local Health and Social Care services and local Promise Delivery Team

Applications should demonstrate a very clear and proactive relationship with statutory bodies (NHS, HSCP, Local Authority). This is to help us understand how your proposal will compliment a system wide approach to supporting birth parents who may be vulnerable and/or have complex support needs.

We would encourage you to make early contact with your local Children's Services Planning Partnership to ensure collaborative discussions on local needs have informed the development of any applications. This is important to ensure any application is part of a whole systems approach to local family support through the Children's Services Plan.

As part of the assessment process, we will be looking at things like partnership working, sustainability and strategic alignment, and all applications to the Action Route should confirm these discussions have taken place. Your local Children's Services Planning Strategic Lead, Third Sector Interface representative, or Corporate Parenting lead will be helpful points of contact.

Contact Us

We would strongly encourage you to discuss your idea with one of the Corra team as soon as possible. We will be able to help you with any questions you might have and can help to make sure they are a good fit for the criteria. You can email Shaunagh@corra.scot to arrange a suitable time to discuss your idea.

General Guidance

All applications must be made online via the application form. The link to the online form is here <https://www.tfaforms.com/4950124>

Please remember to regularly save progress with your application form. Some email servers, like Hotmail, block emails from the Form Assembly website. Please let us know if you do not receive a confirmation email after saving your application. If you are having any issues with the form please contact hello@corra.scot.

All applications and supporting documents must be received by **noon on the 27th January 2022**. Unfortunately, we will not be able to consider applications received after this time.

1. Organisation Details

Name, address, website

These details should be those of the applicant organisation.

Please leave the 'Charity Number' box empty if your organisation is not a charity.

Please provide an organisation email address rather than a personal email if possible.

Which Local Authority will the work take place in?

Please select which Local Authority area your project will be delivered in.

When did your organisation start?

This should be the approximate date when your organisation was established.

What does your organisation do?

This is an overview of your general activities that summarises what your organisation does, including its aims and purpose. It is often better to use your own words rather than copying and pasting from a founding document/constitution.

Tell us a bit about your management committee/board

How is your organisation governed? What is the structure of your committee/board; include information such as the number of people on the board/committee, what experience they have (including lived experience), if anyone is related to each other and how often meetings take place.

Staffing numbers

Please complete the boxes detailing the number of staff as well as the number of active volunteers (including your committee/board).

Which of these policies/checks are in place?

It is important for us to know that you are taking appropriate steps to protect the people you work with. Some organisations are required to have more policies and checks in place than others; please select the policies that apply to your organisation.

Do you have a safeguarding policy that protects children, young people and vulnerable adults that you work with?

Safeguarding is the action that an organisation takes to promote the welfare of children and vulnerable adults to protect them from harm including physical, emotional, sexual and financial harm and neglect.

Safeguarding includes child protection but goes further and extends to anyone who is considered to be vulnerable. Even if your work does not normally bring you into contact with children or vulnerable adults, your staff and volunteers need to know what to do if a safeguarding issue was ever to arise.

Tell us how you ensure that staff and volunteers understand their role in safeguarding children, young people and vulnerable adults

This may include:

- Training- who is involved and the frequency of training and refresher sessions
- How often you update the policy
- Details on PVG/Disclosure

2. Contact Details

On occasion, we may need to talk to an applicant, so it is important that the person named is comfortable with discussing the application. We are happy for you to invite a colleague to take part in the conversation, if you feel this would be helpful.

3. Financial information

If the lead applicant is a registered charity, please summarise the last two year's financial accounts (please leave blank if you are applying on behalf of a Public Body)

- Take information from accounts which have been independently examined/audited.
- Information can be found within the Income and Expenditure statement and the Balance Sheet.
- If your most recent accounts are still in draft form, you can provide them in addition to those which have been examined/audited. This is particularly helpful if this will give a better indication of your financial position.
- If you have yet to produce your first year's accounts, please provide your expected income and expenditure figures on the form and attach a copy of your planned budget.
- If you are not sure of the figures, please speak to the person that prepares your accounts.

Is there anything that you need to point out to us about these figures? (please leave blank if you are applying on behalf of a Public Body)

Examples:

- Reasons why there is a high (or low) level of unrestricted reserves showing in most recent accounts.
- Why income in the last year is skewed, e.g. because of a large capital appeal or that an annual grant was received just before the end of the financial year.
- Explanation of why accounts are showing a deficit.

4. Partnership Approaches

Please tell us how your proposal aligns with implementation of the Care Review, as outlined in [Plan 21-24](#) and [Change Programme ONE](#). Please be specific about how your proposal contributes to the national and the local context and detail the partnership approaches you are taking with The Promise implementation team in your Local Authority area (approx 400-600 words).

Being linked to The Promise is fundamental. In this section you should tell us how your proposed work links strategically to the Plan 21-24 and Change Programme One.

<https://thepromise.scot/change-programme-one-pdf.pdf>

<https://thepromise.scot/plan-21-24-pdf-spread.pdf>

Please tell us how your proposal links to your area's IJB or Local Authority strategy for supporting birth parents who are subject to child protection proceedings. Please also be specific about how your proposal links to system wide and collaborative approaches to supporting parents whose children are removed from their care (approx 400-600 words).

In this section, please tell us how your proposal links to your local area's strategic planning. We would like to know how your proposal meets their strategic objectives and how your work, as part of the system that surrounds care, is going to protect the welfare of birth parents who have had their child(ren) permanently removed from their care.

Please tell us about your plans for co-producing or involving birth parents in the development this project. Please include how you will do this at each stage – including design, implementation and review. (approx 400-600 words)

Co-producing or involving birth parents should be a key feature of your proposed work. We would like to know how you have or intend to ensure birth parents are active and respected partners in all stages of the work, including in the planning stages of your work (i.e. before any service design work). It would be helpful if you detailed how you intend to do this for each stage of the work (for example in the planning, design, implementation and review stages).

5. Operational Plans

Project summary (approx 250 words).

Please summarise your project. This summary will be used on paperwork to introduce your proposal to the Funding Panels.

How you have identified the need for this project, and how earlier needs analysis, anecdotal practice evidence or feedback from people who use services has informed this proposed work. (200 words)

In this section, please tell us about how you know this project is needed.

Please tell us a little about the project you want to deliver (approx 500-600 words).

This is the place to tell us the detail of the project you want to deliver. This should include details of:

- If this work is already existing and you are applying for funding to expand or secure - how successful has this type of delivery been?
- Details of the operational work, activities or services that will take place if the grant is awarded.
- Where work will take place and who will deliver it (your own staff or external partners).
- How many people will take part and how often?

Please tell us how you intend to support birth parents in a way which is relational, trauma responsive and reflective of the unique and complex needs parents may have. (approx 500-600 words)

In this section, you should demonstrate how the support you offer will be long-term, unconditional and based in compassion. We would like to know how you will ensure a relational approach is taken when providing care and support to people who are traumatised and grieving, and how you will ensure their needs, priorities and preferences are at the centre of the service you intend to provide. Please also explain how you will take a gendered approach to your service, if that is applicable.

Please identify 3 outcomes that will help you achieve your aim.

These should be the overarching aims of your project, the things that you hope to achieve as a result of the work

Please list the 5 core activities that will assist you in progressing the outcomes

These should be the key 'things' that you will deliver to meet these outcomes

Please detail the responsive and action focused methods you will use to monitor and evaluate your project (approx 300 - 500 words)

How confident are you that this project will result in long-term changes to service provision in the area?

In this section, we are keen to understand how this project will result in change. Please tell us about how ready you think your organisation (or system and partners) are to make significant changes to the way birth parents are supported during and after child protection proceedings.

6. Governance and Sustainability

Please tell us how this project will be governed and managed. You should include detail of operational management but also how the project will be overseen by strategic Boards (for example, how the local Children's Services Partnerships and/or IJB will be kept apprised of progress/successes of the project). (approx 400-600 words)

In this section, please help us understand how the project will be governed. We would like to know how it links to Local Authority and NHS Boards (i.e. Children's Services Partnerships, IJB) and how they will be kept informed of your work. Please also tell us about the operational management of the project, detailing how you will ensure the project is resilient.

Please tell us how you intend to use learning from the project to adapt policy and practice in your local area, and how you will share this learning with key partners across Scotland. (approx 400-600 words)

In this section, please explain how you will use the learning from this project. We would like to know how you will learn and adapt as the project progresses, but also how you will use your learning to ensure good practice is replicated locally. In this section, we are also interested to know how you will use learning from this project to influence future approaches to policy or protocol development in your area.

Please tell us how you intend to sustain the project financially after the grant period ends. (approx 400 – 600 words)

In this section, please tell us how you intend to sustain this project in the longer-term. You may wish to include details about how commissioning arrangements will change as a result of this work, or how you intend to adapt budgets to ensure this work is sustainable.

Please explain what outcomes or differences this work will make. (approx 400-600 words)

Tell us what difference (outcomes) this funding will make to birth parents. The outcomes should be realistic and proportionate to the type of work you will be delivering. You might explain how the outcomes you achieve could have an impact on local or national outcomes.

How many people will directly benefit from this work/project (over 12 months)?

This figure will relate to the people you plan to work with on a regular basis during the next 12 months. Please tell us about how many adults you think the project will help.

Other data collection questions

This will allow us to gather and share vital sector information, as well as inform other people about the grants made and the difference these will make within local communities.

7. Funding Amount

Provide a breakdown of the total cost for you to deliver this work/development

The breakdown should be for the full cost of delivering the project or service, which may or may not be the same as the amount you are applying for. We would expect to see the costs split into main headings such as salaries, rent/heat/light, materials, expenses, and contribution to core costs. Please use the 'Description' box to add the budget heading and any notes. Use the 'Add another response' button to add new budget lines.

Please tell us about any funding you already have in place for this work

We would like to know if there are funds already allocated to this work, particularly if the total exceeds the amount you are applying for.

Please tell us how much you are applying for

The maximum amount that can be applied for is £100,000, for one year of work. Please be aware that this is a competitive process and we expect applicants to be realistic about how much funding they need. It would be helpful if you could attach a budget breakdown in the attachment section of this application.

If the total delivery cost is more than the grant requested, please tell us which elements this grant funding will be used for

This is to let us know what the funds will be used for.

8. Additional Information

This is additional information which is not already included within the application. Information may include more about the partners you will be working with, a short case study, future developments, or any other information which you feel strengthens your application.

9. Authorisation and bank details

- A member of your organisation's committee/board or a senior member of staff with authority to make funding applications should complete this section.
- All correspondence will be sent to this individual using the email address given in Section Two.

All applicants (including Public Sector Organisations) are required to provide a copy of a recent bank statement (in the name of the organisation and dated within the last six months) should be provided. This statement should correspond with the account details on the application to allow payment of any grant by electronic funds transfer.

If you are unable to provide a copy of a bank statement as a result of coronavirus restrictions, we are also able to accept a letter on headed paper confirming the bank details (signed by a Director, Company Secretary, Head of Finance, Financial/Credit Controller or Chief Executive).

10. Enclosures

Please check that you have attached/uploaded all of these documents:

- Most recent Annual Accounts.
- Bank Statement - or - if you are applying on behalf of a Public Body and cannot upload a bank statement, please upload a letter (signed by a senior Finance Officer) which details the bank account numbers you would want a grant paid into.
- Other supporting document such as Constitution/Governing Document.

Without these documents we may be unable to proceed with your application.

These documents should be in a Word, PDF or Excel format.

About Corra Foundation

Corra Foundation exists to make a difference to the lives of people and communities. It works with others to encourage positive change, opportunity, fairness and growth of aspirations which improve quality of life. Corra wants to see a society in which people create positive change and enjoy fulfilling lives.

In 2020 Corra launched a ten-year strategy. It is long term because making a difference on the big challenges will take time. At its heart is the strong belief that when people find their voice, they unlock the power to make change happen.

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