

Additional Q&A for the Families and Communities Fund from 6th June to 10th July

ELIGIBILITY

Q1 Can intermediary organisations apply?

- Yes, provided their work fits the fund criteria.

Q2 Is there any link to the Investing in Communities Fund or any other funds?

- No, this is a completely separate fund, and applications to the Families and Communities Fund will be assessed on their own merit.

Q3 Is there any upper limit on turnover of organisations that can apply?

- There is no upper or lower limit on the turnover of organisations applying for this funding.

Q4 Can we put in a partnership application?

- No. This is for core funding for your own organisation. If other organisations you work with are eligible to apply and wish to do so, they need to develop their own applications.

Q5 We are a national registered Scottish charity that meets all the fund criteria but for very specific reasons our organisation does not have a legal personality. Can we apply?

- Only in the case of exceptional circumstances can an application be considered from an organisation that does not have legal personality. In the first instance you should contact Corra Foundation to discuss your situation but please note that any applicant in this position can only be considered subject to the following:
 - 1) additional due diligence into the applicant's structures and financial status in order to satisfy both Scottish Government and Corra Foundation that provision of any Families and Communities Fund grant will carry minimal risk;
 - 2) the organisation applying must be able to provide an entity with legal personality (either a body or an individual) with whom to contract with and hold responsibility for any liabilities which may arise in relation to any Families and Communities Fund grant.

CRITERIA

Q1 Is it an issue if an organisation already receives a large proportion of its funding from statutory sources?

- We'll be assessing each of the applications on their own merit, and Scottish Government is much more likely to make a contribution to core costs rather than pay the full core costs of an organisation. There is space in the application form to tell us about any other Scottish Government funding you have. While it is more difficult for some organisations than others, it is not advisable to have most or all of your funding coming from just one funding source.

Q2 What is the difference between core work and projects?

- Core work is already being delivered now, and is an ongoing, long term piece of work that is fundamental to your organisation. A project is a shorter-term piece of work with a defined lifespan that is often about testing out a new approach. Work that is initially tested out through projects may or may not become core over time. This funding is for core work that is already being delivered.

Q3 Can the funding be used to cover costs for new recruitment?

- The funding is for existing core work. If, as part of the application, you plan to include costs to support the development of your existing core work, the rationale for this needs to be clearly set out in your application.

Q4 If we've had core services that have run in the past that have then had to close because of lack of funding, can we apply for funding to start them up again?

- Applications should relate to existing core services or the infrastructure costs for your organisation or a mixture of both.

Q5 If organisations currently receive funding through the CYPFEIF & ALEC Fund, can they increase the amount they are applying for if their core services have evolved over the past three years?

- It is entirely up to you to decide how much funding to apply for. The Families and Communities Fund is a new fund, so is open to applications from any organisations that meet the fund criteria regardless of whether they currently receive funding through the CYPFEIF & ALEC Fund. There is no upper or lower limit to the amount you can apply for, however Scottish Government is much more likely to support a contribution to core costs rather than funding the full core costs of an organisation. Each application will be assessed on its own merit, and the final funding decisions

will be made by a funding board. They can decide to award all, part or none of the funding that has been applied for.

Q6 Can funding be used to support staff not based in Scotland but delivering services in Scotland?

- The people who are supported by the work being delivered must be in Scotland. In most cases we'd expect that this means costs for the staff delivering the work would also be based in Scotland. However, we understand that for some organisations that work across the UK or more widely they may have some staff who aren't based in Scotland who provide support for work that is delivered in Scotland. If this is the case, you can apply for the proportion of these costs that relate to the work in Scotland you are applying to have funded.

Q7 Can applicants add new aspects to existing work?

- This fund is for existing core work. While this does evolve over time, if you are planning to apply for something that is significantly different this is likely to be seen as new work rather than current core activity. There is space for you to tell us about the work you are applying to have funded in section 7.7 of the application, and this includes any evolution or development of existing core services you should explain this here.

Q8 Why doesn't the fund doesn't lend itself to innovation and creativity?

- This funding is for existing core services, not for new projects or piloting new approaches. However, that doesn't mean that organisations shouldn't be innovative and creative in their core services.

Q9 We work with some people in different local authority areas, but others also travel from far and wide to use our services. Does this meet the definition of 'national'?

- If the people who you are working to support come from different areas of Scotland, use the space in sections 5.5 and 7.10 on the application form to explain this.

Q10 We work with adult learners, their families and volunteers. How do we describe which groups of people we are working with?

- In question 7.6 of the application you are asked to tell us how many people you expect to work with during the first year of the fund if your application is successful. This is split into two different groups: people you work with directly, and people you don't work with directly but expect to benefit from your work. Within each of these groups there is a range of options of the type of people you will be working with, and

you should pick the one/s that are the best fit for your work. We do understand that there is no one way of describing the people you will support, and that there are overlaps between these different groups. You will know your work better than anyone and are best placed to know how to decide how to describe the people you work to support.

Q11 What is the distinction between young people and adult learners in the definition of people who will benefit from the work?

- There are different definitions of children and young people. For this fund, someone is considered a child or young person up until their 26th birthday. However, there is obviously an overlap in the definitions of some of the groups of people who will benefit from work that is funded. If your work is mainly focused on adult learning, then even if you are working with people who are less than 26 years old, you will probably want to describe them as adult learners. Equally if you are working with young people and your focus isn't about adult learners you will probably want to describe them as young people. You will know your work better than anyone and are best placed to know how to decide how to describe the people you work to support.

Q12 If our focus is on a service for children and we chose the relevant policy area in our application, but we also deliver services for families (a different policy area) who do we count as benefiting from our work?

- You should include all the people who would benefit from the work you are applying to have funded, regardless of which policy area they may fit with best.

Q13 What is the definition of a national organisation?

- There are two questions in the application form (questions 5.4 and 7.9) which define what a national organisation is and ask about the number of local authority areas you work in – the first relates to the organisation's overall work and the second focuses on the work that you are applying to have funded. If we only ask about your overall organisation, we don't know where the work you are applying to have funded would actually be delivered. Equally, if we only ask about the work to be delivered we don't know the reach of your organisation across Scotland. Having both of these gives us a much better picture of your work. If you are applying for infrastructure funding, the answer will be the same for both of these questions.

Q14 Will an application be judged negatively if it doesn't meet the 'national' criteria?

- If there isn't sufficient evidence of the work having national significance, the application will be unlikely to be successful.

Q15 If we are delivering services to people who require additional support, this means the costs are higher. Is this a problem?

- We understand that some services cost more to deliver than others. You can explain this in the section about your budget, and also in the section about value for money.

Q16 Will priority be given to organisations working across the whole of Scotland as opposed to those working in a smaller number of local authority areas?

- No. You have to meet the criteria of being a national organisation or make a strong case that you are delivering work of national significance. If you can do this, your application will be assessed in the same way as for an organisation that works in every local authority area.

Q17 Will the funding be split equally between either the five national outcomes or the fifteen policy areas?

- There is no plan to have an equal spread of funding across all these areas, and every application will be assessed in its own right. However, Scottish Government may consider the overall split across the different areas, as it would be odd not to have some funding that will deliver work in each area.

Q18 Will the final amount of funding available be communicated when it is known?

- It is likely that the final amount available will only be known just before the funding board meets. If it is agreed in advance of this we will make this information available, but won't be known in advance of the closing date for applications.

Q19 Can we keep some of the funding from year one and use it to pay for cost increases in later years?

- No, you can't carry any funding from one financial year to another, so if you have funding you haven't spent you will need to pay it back.

Q20 Is the National Audit Office criteria about economy and spending less intended to be about reducing staff costs by paying them less?

- Absolutely not. Scottish Government is interested in knowing whether you are paying staff the living wage as a minimum. Minimising the costs of resources is about making sure you get the best value possible through your procurement processes.

Q21 We currently work in three local authority areas; can we use this funding to extend our work into another area?

- This funding is for existing core work.

Q22 Can you apply for part of the funding for members of staff as opposed to the full salary costs?

- Yes, you can choose to apply for any parts of your existing core funding, and this may be to cover the costs of part of one or more members of staff. There is space to explain this when you complete your budget.

Q23 How far back should we go to demonstrate our track record?

- We just need enough information to show that you have experience and expertise in delivering the work you are applying to have funded. We don't need to know the full history of your organisation.

Q24 Can we bring in evidence from work we do outside Scotland as part of our track record?

- Yes, if it is relevant to your application. However, all the work you are applying for needs to be in Scotland and you will need to meet the definition of being a national organisation in Scotland.

Q25 We are a new charity, can we apply?

- It is unlikely that you would be funded as you need to be able to show a track record of delivery. You also need to be able to attach a copy of your audited/independently examined accounts to your application.

Q25 How does the Place Principle fit with national organisations' work?

- Section 7.4 of the application form asks you to explain how you involve the people you work with in every stage of the work you are planning to deliver. This is just as applicable for national organisations as it is for local organisations as all the work of national organisations has an impact on people living in local areas of Scotland.

APPLICATION PROCESS

Q1 The application form has word limits – what additional information can be supplied?

- The word limits are there to help you – they give you a good idea of how much information we are looking for. You should be able to answer the questions within the word-counts that are set, and this means we are assessing a similar amount of information for every application. Everything you want us to consider as part of your application should be included in the application, and the only things you should attach separately are the budget breakdown, a copy of your latest audited or

independently inspected annual accounts, a copy of a bank statement and a copy of your safeguarding policy or a link to where we can find this. If you attach anything else to your application, we won't look at it. We won't follow links (other than for your safeguarding policy) so please don't use these as a way of trying to include additional information beyond the wordcount.

Q2 If an organisation isn't awarded the full amount of funding it has applied for, will they be awarded part of the funding?

- The funding board will make the final funding decisions and may award the full amount applied for, part of the funding applied for, or no funding. Their decision is final.

Q3 If the funding board awards part of the funding, how will we know which bits of work we are being funded to deliver?

- The funding board is likely to make a clear recommendation on which parts of work set out in the application the funding should be used to deliver. We will also work with you to finalise this and to make any changes needed to your outcomes.

Q4 Who will be on the funding board?

- Scottish Government will decide who to invite to be on the funding board. This is likely to be a mix of external and internal people, all of whom will have a good knowledge of the sector. Organisations represented on the funding board will not be eligible to apply for this funding.

Q5 How will recommendations be made to the funding board?

- Corra Foundation will assess the applications against their fit with the fund criteria. If there are applications that don't clearly meet the fund criteria we won't carry out a full assessment on these. We will make recommendations to Scottish Government that will be considered by the policy teams this fund is linked to. They will make the final recommendations to the funding board, who will consider all the recommendations and make decisions on which applications will be funded.

Q6 Can we get any support from a BSL interpreter to complete the application form?

- As we want to make sure that every organisation who is eligible for the funding receives an equal and equitable chance to apply, we are happy to assist organisations which require specialist support when making an application. Please contact Corra to discuss your requirements.

The Corra Foundation

Riverside House, 502 Gorgie Road, Edinburgh, EH11 3AF

e: hello@corra.scot t: 0131 444 4020 www.corra.scot

The Corra Foundation is a charity registered in Scotland (No SC009481) and is also a company limited by guarantee (No SC096068). Fortify Social Enterprise CIC is a community interest company registered in Scotland and is also a company limited by guarantee (No SC507457). The Corra Foundation was previously called Lloyds TSB Foundation for Scotland.