



Scottish Government
Riaghaltas na h-Alba
gov.scot

Scottish Government National Drugs Mission – Children & Families Fund

Application Guidance Notes

Before You Start

Contacting your Alcohol and Drug Partnership (ADP) Co-ordinator and local Promise Delivery Team

All applications to the Children and Families Fund will need to provide a letter of support from the local Alcohol and Drugs Partnership (ADP) Chair and the Chair of the local Children’s Services Planning Partnership.

We would encourage you to contact your ADP and Promise Delivery Team (usually via the Children’s Services Partnership) early and to take a collaborative approach to developing this application, as we will be looking at things like partnership working, sustainability and strategic alignment as part of the assessment process. Applications which do not demonstrate strong strategic links with the work of your local ADP and the strategic work to deliver The Promise are unlikely to be funded.

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 we can check that your ideas are a good fit for the criteria.

General Guidance

All applications must be made online via the application form.

Please contact wellbeingteam@corra.scot to arrange a discussion for your project and to request an application form.

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.

All applications and supporting documents must be received by 1pm on 1st December 2022.

Unfortunately, we will not be able to consider applications received after this time.

1. Organisation details

Name, type of organisation, address, website, and email

These details should be those of the applicant organisation.

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

When was your organisation formed/started?

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

Has your organisation previously been awarded funding through the Corra Foundation?

Please select an option from the dropdown box (yes, no or not sure). This includes past or current funding from the National Drug Mission or any other grant programmes Corra administers.

What does your organisation do? (max 400 words)

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. It may be that you deliver additional work, which is not focused on drug support services, so it is good for us to know the breadth of your overall work.

How many people do you typically support each year?

We would like to know how many people your organisation works with overall.

Tell us a bit about your management committee/board. (max 150 words)

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.

Are family members with lived experience of being affected by alcohol and drugs represented on your management committee/board?

Select yes or no from the dropdown box.

How do children and families (with lived expertise) contribute to your organisation?

Please select all the options from the list that match how children and families with lived experience of substance use are involved. We realise there are other ways that people with lived experience can be involved and that this list is not exhaustive.

How many paid staff and/or volunteers support the organisation?

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

What is the usual income of your organisation?

Select the relevant dropdown giving the amount for the last financial year.

Which of these policies are in place? (select all that apply)

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?

Please select 'yes', 'in process' or 'no'. 'In process' means you are currently developing this.

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. (max 150 words)

This may include:

- Training- who is involved and the frequency of training and refresher sessions
- How often you update the policy
- What happens if a safeguarding issue arises

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

Please summarise the last two years' financial accounts

- 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 you need to point out to us about these figures? (max 150 words)

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. Operational Plans

Tell us about the project you want to deliver for children and families affected by alcohol and drugs. (max 500 words)

Please use this section to provide details of the work associated with this grant request. In other words, what will you deliver if this application for funding is successful?

This should include details of:

- Planned 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).

Is this a new area of work?

Will the grant be used to fund existing work or a new project? Please select yes or no from the dropdown box.

Tell us why this work is needed. This may include the demographic of drug use in your locality, the specific impacts of drug use on your population, local needs assessments/reports, and findings from recent pilot projects. How will this work meet the aims of the fund? (max 400 words)

We would like to understand more about the community you work in and how you have identified your project is needed. This could include research you have carried out, mapping services and opportunities available to the people you work with, surveys or interviews with local staff, and any pilot projects you have delivered. If your proposal is to enhance or extend existing service provision, please tell us about any successes to date.

Please tell us about your partnership working. Do you have any partnerships in place to deliver the proposed work? This may include referral partners. (max 300 words)

It is important that there is a joined-up approach to delivering drugs support services, so we'd like to know about the partners, including statutory and voluntary sector organisations, you work with and how you collaborate to improve the experience for those participating in your project. If you don't work in partnership, please tell us why this is.

Please describe three outcomes or differences this work will make. Your outcomes should be specific, realistic, and proportionate to the type of work that you are delivering. (max 300 words)

These should be differences that your project can make (and measure) over the course of the project. You might explain how the outcomes you achieve could link in with local or national strategic outcomes.

How will you measure the outcomes and differences noted above? What monitoring and evaluation tools will you use to evidence the differences you have made for children and families? (max 300 words)

This question is all about monitoring and evaluation of the work you hope to deliver.

- How will you know you are achieving your outcomes? What are the indicators that will help you to know how successful this project is?
- Tell us about the methods or tools you will use to evaluate the work. What information will you collect and from whom? We recognise that projects may use a range of formal and informal tools including surveys, collecting ad-hoc feedback and case studies.
- For larger projects we would hope to see the incorporation of external evaluation to measure success. The cost of this can be included in the grant request.
- How will you share any of the evaluation outcomes to help inform other organisations delivering similar work?

Please list the 5 core activities that will assist you in progressing the outcomes. (max 400 words)

Please summarise the 5 main activities you will deliver to help you achieve your outcomes.

5. Partnership Approaches

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

Co-producing or involving children and families should be a key feature of your proposed work. We would like to know how you have or intend to ensure children and families 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).

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. (max 400 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>

We expect applications to clearly demonstrate how their proposal reflects the principles of The Promise and The Plan and how the proposed work will be overseen by your local Children's Services Planning Partnership. We would like to know about your project's role in partnership approaches to delivering The Promise.

Please describe how your project will take a whole family approach? Please refer to the [Scottish Government’s Families Affected by Drug and Alcohol Use in Scotland: A Framework for Holistic Whole Family Approaches and Family Inclusive Practice](#). **(max 400 words)**

Applications must also demonstrate how the work links with the [Whole Family Approach Funding](#) that Scottish Government allocated to ADPs. It is important that your application clearly demonstrates how the work strategically and operationally incorporates the guidance reflected in the [Whole Family Approach and Family Inclusive Services Framework](#), showing how the proposed work takes a Whole Family and Family Inclusive approach to service design and implementation.

6. General Data Collection

Which is the primary local authority that this funding will be delivered in? By this we mean the area that most of the work will take place in and/or the base from delivery.

Please select from the drop down menu.

Tell us the area of your local MP

Please select from the drop down menu.

Tell us the area of your local MSP

Please select from the drop down menu.

Is the location you plan to deliver this work different to your organisation’s main address?

If selecting ‘Yes’, please provide the postcode for the location where the work will be delivered.

What is the planned geographical coverage for this funding?

Please select from the drop down menu.

Will this funding aim to help specific groups of people (including people with shared heritage/culture/experiences)?

Please tick all the relevant boxes.

Will this funding aim to help people with a shared ethnicity?

If selecting ‘Yes’, please tick all relevant groups.

Occasionally we contact groups to have a chat about the difference your grant made. If you receive a grant are you happy for us to phone you at a later date?

Please tick the appropriate box.

7. Governance and Sustainability

Please tell us how this project 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 your ADP or Children’s Services Partnerships will be kept appraised of progress/successes of the project). (max 400 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. ADPs, Children’s Services Partnerships, Integration Joint Board (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. (max 400 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. (max 400 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.

8. Funding Amount

How many years of funding you are applying for?

Please select from the drop down box. Up to a maximum of four years can be applied for.

What are your total yearly costs for delivering this work? This may be the same or more than the amount you are requesting.

We would like to know the total cost of delivering this work. This may be more than the grant request you are making, or it might be the same. Please detail the cost of delivering the work in each year. It may be that you need more funding in year one to set a project up, or it may be that a level amount is required.

Can you provide a breakdown of your request? Please be specific and clear about each budget heading or cost that your request is divided into. For instance, please have a separate budget line for each staff member’s salary costs. (Additional lines/rows can be added if needed.)

Use the boxes to provide a breakdown of your request. The maximum amount that can be applied for is £100,000 per year. Please be aware that this is a competitive process and we expect applicants to be realistic about how much funding they need.

If there are additional costs associated with the delivery of this work that you are not requesting from Corra, please detail them here and indicate how these will be funded.

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.

9. Additional Information

Please use this box to provide 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. **(max 600 words)**

10. 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.

11. Enclosures

Please ensure all required documents have been attached/uploaded. Without these documents we may be unable to proceed with your application.

- Accounts - full set, most recent, signed, independently examined/audited.
- Bank Statement – Must be in the name of the organisation and dated within last six months. 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).

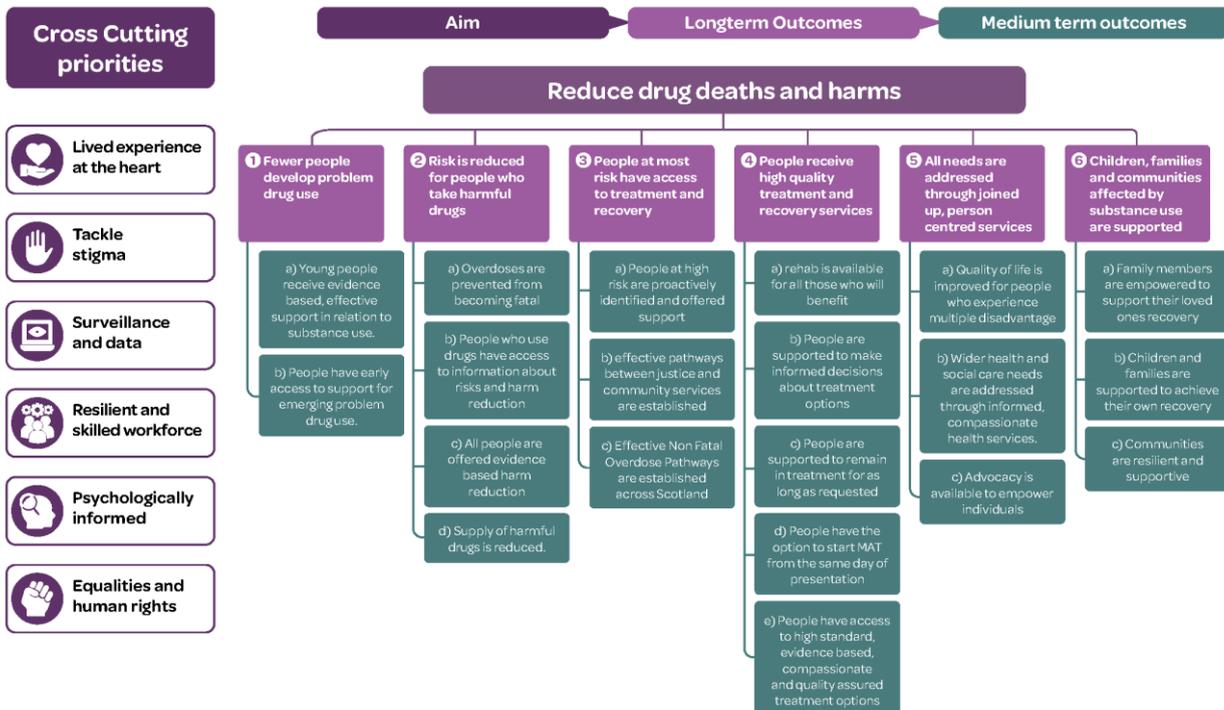
- A letter of support from the chair or co-ordinator of your local ADP.
- A letter of support from the Chair of the Children's Services Planning Partnership.
- Other supporting documents, such as Constitution/Governing Document.

12. Key Cross Cutting Priorities

The Scottish Government has outlined key cross cutting priorities that will make most impact on drug related deaths and harm. In your application, you should make sure to outline how your project will contribute to these priorities (overleaf).

Scottish Government Logic Model and Cross Cutting Themes

Applicants should consider the logic model and cross cutting themes when completing their application form. These high-level outcomes and themes will be used to assess the applications.



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