



Scottish Government  
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# Scottish Government National Drugs Mission

## Criteria Document – Local Support Fund Micro Grants

### Introduction

The numbers of drug-related deaths in Scotland are too high. These deaths are tragic and avoidable and reducing them is a priority for all of us. To that effect, the Scottish Government has launched the National Drugs Mission to improve lives, backed by significant additional resources. National Drugs Mission funds include the Improvement Fund, Local Support Fund, Local Support Fund Micro Grants, and Children & Families Fund delivered by the Corra Foundation.

There remains a lot of hard work ahead, but with extra investment in essential services, the work we do will be more secure and signals a determination to make change and no longer to fail those who need and deserve our help.

### About the Local Support Fund Micro Grants

The Local Support Fund – Micro Grants is focused on small community-based groups delivering frontline services to support **people who use or used drugs, people in recovery and/or families affected by someone else's drug use.**

This vital support is often delivered with very limited funding which means that small groups can be stretched to their limits. In some cases, the pandemic will have put more of a strain on finances, making it even harder to provide support for people and families when they most need it. This fund is designed to help these groups by providing grants which will offer some financial security for planning and delivering support to improve the wellbeing of both people who use drugs and their families.

Funding rounds will be conducted on a rolling basis. Applications for up to four years of funding will be welcomed in 2022. It may not always be possible to satisfy the demand for funding, and this may result in some awards being agreed for a shorter grant period.

### Who can apply:

- Micro grants are for organisations with an annual income of up to £50,000.
- Applicants can be charities, social enterprises or constituted<sup>1</sup> community/voluntary groups that operate on a not-for-profit basis.
- There must be at least three people on your management committee/board.

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<sup>1</sup> A constituted group is one that has been set up with a governing document, such as a constitution (a written form showing the aims and rules your group use) and has appointed a management committee/board of Trustees which meets regularly and is responsible for governance and keeping appropriate records. For the purposes of this fund, your governing document should state that in the event of the group closing, that any assets will be donated to a similar voluntary organisation or charity: this is called an 'asset lock'.

### Who can apply (cont'd):

- You must have a bank account in the name of the organisation.
- Applicants must already be delivering support in Scotland to people affected by drug use, and/or their families.
- Your work should be helping to deliver or support the Scottish Government's alcohol and drug treatment strategy, 'Rights, Respect and Recovery' which outlines that individuals, families and communities:
  - *have the right to health and life - free from the harms of alcohol and drugs*
  - *are treated with dignity and respect*
  - *are fully supported within communities to find their own type of recovery.*

If you are an un-constituted group that is interested in becoming incorporated, Scottish Recovery Consortium (SRC) may be able to help. SRC has a worker who can provide information and support. SRC also has a fund which can provide one-off grants of up to £5,000 to groups that support people affected by drugs and which are not constituted. If this support is of interest, you can contact Fiona at Scottish Recovery Consortium: [fiona@scottishrecoveryconsortium.org](mailto:fiona@scottishrecoveryconsortium.org).

### What can be funded:

- Funding from £1,000 to £10,000 per year for up to four years can be requested. Applicants are encouraged to only apply for what they need as this will allow the fund to support as many different groups as possible.
- Funding can support day to day running costs, project costs, training, new or existing activities, small pieces of equipment, expansion costs, etc. Further examples may be found in Appendix 1 of this document.
- Only one application per organisation will be considered unless each application is for work in a different Local Authority area. Priority will be given to applications for projects taking place in local authority areas where work has not already been undertaken.

### What **cannot** be funded:

- Work that will not deliver direct support to people affected by drug use or their families
- Major capital appeals including building projects, vehicles and major refurbishment costs.
- Retrospective funding – paying for something that has already been purchased/delivered.
- Contributions to funds which will be used for grant making to other organisations.
- Places/stays in residential rehabilitations for individuals.
- Funding cannot be used as matched funding for a project already supported through Scottish Government funds. Please speak to one of Corra's Grant Advisors if you are unsure.

## How to Apply

Please email [wellbeingteam@corra.scot](mailto:wellbeingteam@corra.scot) or phone 0131 444 4020 to arrange a chat with one of the Corra team. Our Grant Advisors will be able to help guide you through the application process and offer advice on whether your idea is a good fit for the fund. These conversations are supportive in nature and are intended to give you the best chance of success with your application. The conversations can take up to an hour.

Following your conversation with one of Corra's Grant Advisors, a link to the online application form will then be sent on to you.

## Timescales

This is a rolling programme meaning that you can send in your application at any time.

We will review your application and aim to advise you of the outcome within six weeks. We may contact you to have a chat about your application prior to any decision being made.

## Monitoring and Evaluation

You will be asked to complete an Evaluation Planning Grid (EPG) against which you will report annually. (A sample EPG can be found in Appendix 3 of this document.) If you receive funding with a grant period of more than one year, grant payments will be made annually and future payments will be dependent on satisfactory reporting each year and on the Scottish Government having funds available at that time. There is also an initial 3-month report in the first year of any grant. Reporting templates will be provided. We may also share information (like progress reports) about your project with your local ADP.

Corra will work with each grantee to create an appropriate plan for measuring the work of their project. This plan will form the basis for reports.

## Partnership Working

We will advise the local Alcohol and Drug Partnership (ADP) that you have made an application to this fund. ADPs are the local authority responsible for commissioning evidence-based, person-centred and recovery-focused treatment and support services to meet the needs of their populations, so it can be useful to build connections with them.

You can see who your local ADP is by following the link below:

<https://www.gov.scot/publications/alcohol-and-drug-partnerships-contacts/>

## Frequently asked questions

See Appendix 2 of this document.

## Further information

The team is always happy to talk, whether it's about an application, or a grant you already hold. Please get in touch by emailing [wellbeingteam@corra.scot](mailto:wellbeingteam@corra.scot) or calling us on 0131 444 4020.

If you have any questions which are not covered in the FAQ document, please contact us by phone or email. If you'd like more detailed information or support with your application, you can book a one-to-one funding advice session by phone or video chat. Support is also available through the Scottish Drugs Forum by e-mailing [localsupportfund@sdf.org.uk](mailto:localsupportfund@sdf.org.uk)

We are not able to look at draft applications, so it is best to chat to us before you complete the form.

## Appendix 1

Here are some further examples of what you can apply for:

- Funding for running costs for the group/organisation. This can include
  - Room hire
  - Rent
  - Heating and lighting
  - Improvements or equipment
  - Laptops for group members to use for things like DWP forms, or for hosting online meetings
- Funding can be used to pay for your current operations, or to expand the service (e.g. to move to a bigger venue if you need more space, or to open the service an additional day). We cannot fund capital costs such as vehicle purchase or building appeals, but small pieces of equipment and minor refurbishment will be considered.
- Funding to deliver/provide activities, such as
  - Paying for food and refreshments for the group
  - Paying people to run group work sessions or covering the costs of purposeful activities (art classes, fishing trips, teen-only drop-ins)
  - Groups specifically for underrepresented groups (for example, evenings/events specifically for Women, LGBT+ people, young people, Black and Minority Ethnic people).
  - Organised group activities where children and families can spend time together.
  - Training and capacity building
- Funding for costs that will help your group thrive. This could be paying for courses or training sessions on practical topics like food safety or paying for someone to teach the group about mindfulness or safety and harm reduction tactics.
- Promotion/Marketing:
  - To promote or market your group. You could apply for funding to make posters, leaflets or websites to advertise your group. You could also apply for things like mobile data and tech so that people can still access support during periods of self-isolation or further lockdowns as a result of Coronavirus. You could also apply for funding to help with consultation costs if you want to find out what people in your area need or want the support group to look like.

## Appendix 2: Frequently Asked Questions

### Eligibility Questions:

#### **We are a new organisation with no accounts available. Can we still apply?**

These funds are for organisations that are currently delivering services and not for startup costs. If the organisation is already delivering services but has yet to produce accounts, an application can be made. Instead of accounts, please give us an indication of the financial position of the organisation at the time of applying, and a budget for the current year.

If you are not constituted or are not currently operational, you can contact the Scottish Recovery Consortium, who may be able to help with start-up costs. To discuss further please email [fiona@scottishrecoveryconsortium.org](mailto:fiona@scottishrecoveryconsortium.org).

#### **The people we work with are affected by drug and alcohol problems – can we apply?**

These funds are specifically for work to support people who use drugs, people in recovery and their families. We understand that this may involve supporting a range of issues, but the predominant factor must be someone's drug use.

#### **We deliver lots of different projects in our community, but not all of them are for people who use drugs. Can we apply?**

Yes, you can apply for the project you deliver which is focused on supporting people who use drugs and/or their families.

#### **The charity I work with is not registered with OSCR (Office of the Scottish Charity Regulator), but with the Charity Commission in England and Wales. Can we still apply?**

If you are operating in Scotland as a charity, you must be registered with OSCR. For the Local Support Fund Micro Grants, constituted groups may also apply and do not need to be registered with OSCR.

#### **Will you accept an application to the Local Support Fund from an organisation that had an income of over £500,000 in the last year because of unusual circumstances?**

If the income is skewed in one year only because of something like a one-off capital project, then yes, you can apply and explain the position when completing the application. This fund is particularly aimed at smaller organisations working locally.

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### General Questions:

#### **What does it mean to be 'incorporated'?**

Organisations which are incorporated have a legal personality which means they are able to enter into contracts, employ staff, incur debts, own property, sue and be sued. Being incorporated also provides a high degree of protection against liability. Typical examples of incorporated organisations are Scottish Charitable Incorporated Organisations (SCIOs) and registered companies.

### **What do you mean by ‘lived experience’?**

By ‘lived experience’ we mean people who have first-hand knowledge and understanding, gained through personal – rather than professional – experience of drug use. This includes people affected by their own drug use, as well as family members who are affected by a relative’s drug use.

### **We’re making an application for a project we deliver that fits the criteria – can we include some core running costs?**

Yes, you can include a reasonable proportion of core running costs that are necessary for the project – this is known as full cost recovery.

### **Do we have to start using the funding right away?**

We expect work relating to a grant application to start within a few months, as we want funding to make an immediate impact. We expect each year’s funding allocation to be spent within that year.

### **What are the reporting requirements?**

We will need a brief update in once a year, after a year of delivery. Reporting templates will be provided.

### **What is Corra’s assessment process?**

After the closing date, Corra staff assess the application. This means we read and analyse your application, checking to see if it fits the criteria, doing due diligence checks on your organisation’s finances and checking things like your policies, approach to service delivery and the ways you keep people safe.

We then take each application to our panels of experts. These people are experts either by lived or professional experience, or both. They use their knowledge and experience to tell us if your proposal is likely to work and make a meaningful difference to the people we want to support. For the Local Support Fund and Micro Fund, this is the final stage in the assessment process.

After that, we can let applicants know about the outcome of their application.

### **If I am unsuccessful, will I be given feedback?**

Yes, you will receive an email outlining the outcome and feedback. Corra staff will also be happy to provide further feedback by telephone.

Unsuccessful Local Support Fund and Micro applicants are able to reapply to the funds.

### Appendix 3: Sample Evaluation Planning Grid

The Evaluation Planning Grid (EPG) is a tool to help you think about how you will measure and report back on your work. Following any grant offer we will work with you to complete this grid. This example is intended to demonstrate how the EPG may be completed and to provide guidance on the way content is worded. The outcomes, indicators and targets selected for each project should be **specific to the project** and **appropriate to the scale** of that project. The purpose of this document is to aid in the planning of your monitoring and evaluation. This should make reporting more straightforward.

<b>Outcomes</b> (These are <b>your predicted changes</b> . Please use the column below to list the 3 main changes you expect to see in participants' lives as a result of your service.)	<b>Indicators?</b> (These are <b>your indicators of success</b> . What type of feedback will you look for to indicate these changes are happening? What can your workers observe? Please list 2-3 key indicators for each change.)	<b>Measurement of indicators</b> (These are <b>your monitoring and evaluation tools</b> . Please list the tools and methods you will use to capture the changes being made, e.g. surveys, informal feedback, staff observations, focus groups etc.)	<b>Outputs</b> (These are <b>your services and activities</b> . Please list the activities that you will deliver to make each change happen.)	<b>Targets</b> (These are <b>your target numbers</b> . How many activities will you deliver each year? How often will they take place? How many people will take part in each of them?)	<b>Measurement of outputs</b> (These are <b>your record keeping methods</b> . How and where will you record all relevant data? E.g. attendance numbers in an attendance log, feedback in worker's notes etc. Please specify.)
Service users are better engaged with support	People receiving support report satisfaction with the support they receive.  Staff members observe increased engagement with support.  Workers with other organisations report	Service user feedback questionnaire  Anecdotal feedback  Outcome Star tool (baseline and follow up)  Conversations with workers from other organisations.  Staff feedback.	1:1 Support sessions  Group Support sessions  Informal discussions  Flyers produced  Support plans	150 1:1 support sessions are delivered each year  50 Group support sessions are delivered each year  75 Service users receive support.  Support plan created for each service user.	Team diary  Log of support sessions  Workers' notes  Service users' files

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