



Scottish Government
Riaghaltas na h-Alba
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Scottish Government National Drugs Mission

Criteria Document – Local Support Fund

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. The total budget for this five-year mission is £65 million.

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

The Local Support Fund is focused on community-based organisations delivering frontline services to support people who use drugs, people who are in recovery and their families. It aims to facilitate rights-based, relational support for people so that they can easily access the right support at the right time.

The Scottish Government is aware that organisations providing this vital support often exist on shoestring budgets and are stretched to their limits. In some cases, the pandemic may have pushed these budgets further. It is hoped that this extra funding can help to provide more security. This fund is intended to help these organisations to stabilise or increase capacity, extend services and provide further reach into the community.

Funding rounds will be conducted on a rolling basis. Applications for up to 4 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:

- The Local Support Fund is open to organisations with an annual income of up to £500,000.
- Applicants can be charities, social enterprises, community groups and other voluntary organisations that have independent governance and an asset lock.
- Applicants must be currently delivering frontline services in Scotland to support people who use drugs, people in recovery and/or their families.

What can be funded:

- Funding of up to £50,000 per year for **up to four years** if the application is received by Corra before 14 February 2023. Any applications received after this date will be considered for **up to three years** of funding.
- Funding can be used for existing or expanded service delivery, general running costs, staffing, equipment, etc. This means the total amount you can apply over four years is £200,000 and over three years is £150,000. Please note that we expect to provide a range of grant sizes and that the amount requested should be proportionate to the turnover of your organisation and the scale of the work proposed.
- Continuation funding for projects previously funded by a National Drugs Mission fund is available, with restrictions. No project will receive more than five years of funding. Please speak to one of Corra's Grant Advisors regarding eligibility and the appropriate term for continuation funding.
- If you previously applied to the Grassroots Fund, Local Support Fund or Improvement Fund and were unsuccessful, you are welcome to apply to the Local Support Fund. Please speak to one of Corra's Grant Advisors to ensure your idea is a good fit for the fund.
- If your application is for Residential Rehabilitation provision or associated services, it may be a better fit for the Improvement Fund. Please discuss this with one of Corra's Grant Advisors.

Exclusions:

- Work that will not deliver support to people 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.
- If you received funding via the Local Support Fund Micro Grants, you cannot apply to the Local Support Fund or Improvement Fund in the same financial year. However, you may apply to these funds in successive financial years, as part of the aspiration for this funding programme is to support smaller organisations to grow.
- Funding from the Grassroots/Local Support Fund (including Micro)/Improvement Fund cannot be used as 'match' funding for other Scottish Government funds (such as Partnership Drugs Initiative, PDI). Please speak to one of Corra's Grant Advisors if your project has received part-funding from a Scottish Government fund.
- 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.

How to Apply

Please email 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.

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 normally a rolling programme meaning that you can send in your application at any time. However due to high demand, **the fund will be paused on 6 March 2023 at 2pm** until further notice.

We aim to notify applicants of the outcome of their application within two months.

Applicants can request funding for **up to three years**.

Monitoring and Evaluation

You will be asked to report annually. 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 will also share information (like progress reports) about your project with your local ADP.

Corra will work with each grantee to create an evaluation plan for their project. This document will form the basis for reports. A sample Evaluation Planning Grid can be found in Appendix 3 of this document.

Projects are expected to have robust evaluation processes in place. The application form will specifically ask for details of the key outcomes/differences the project will make and the evaluation processes that will be used to measure these. Costs associated with the evaluation of work can be included in the grant request.

Good Practice

Corra and the Scottish Government are committed to principles of effective governance, transparency and good practice. We look for organisations to be able to show their commitment to:

- Listening to people with lived experience of the issues you work on and ensuring their views are at the heart of your approach.
- Understanding the difference that the work of your organisation makes to people's lives.
- Working with others, networking, sharing learning and avoiding duplication.
- Respecting the safety of vulnerable groups via effective safeguarding procedures.
- Being open to adapting delivery in the face of changing circumstances.
- Operating with openness and clear accountability.
- Complying with any relevant regulation or inspection.
- Implementing equal opportunities policies and valuing diversity, equity and inclusion, including in relation to recruitment.
- Being a responsible employer.

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 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

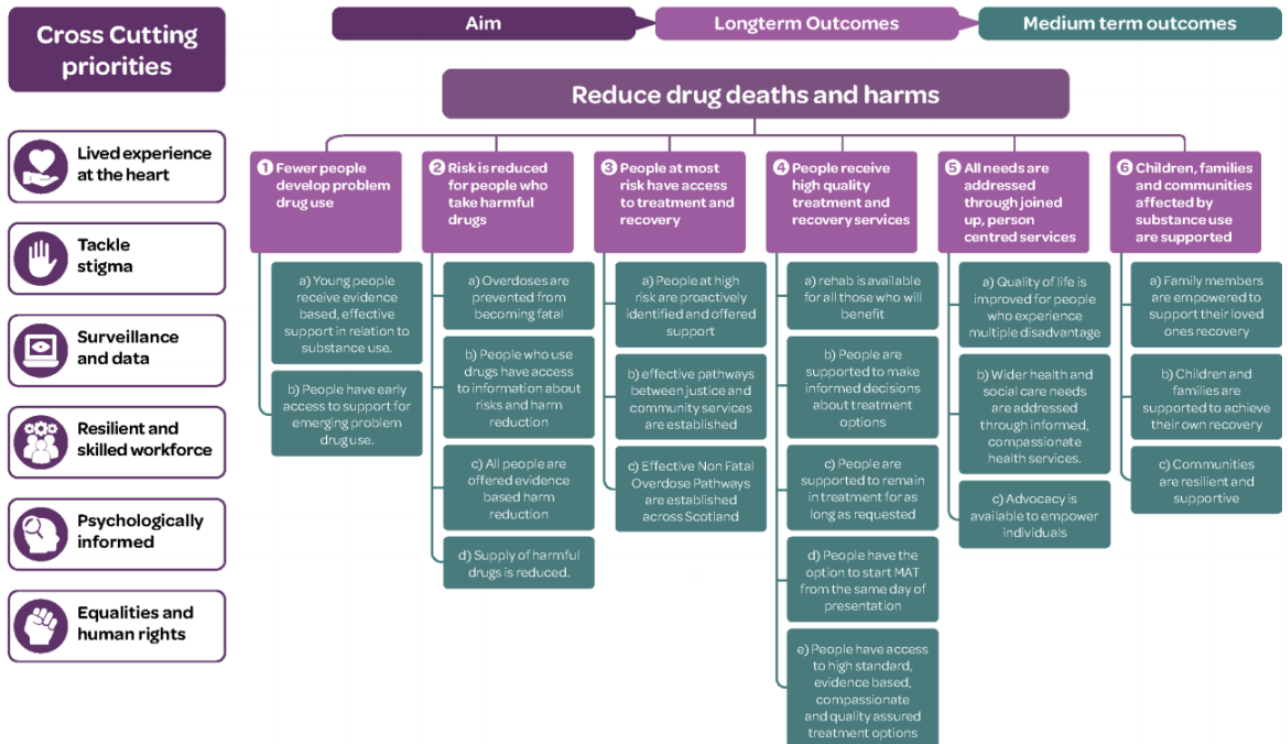
We are not able to look at draft applications, so it is best to chat to us before you complete the form.

Appendix 1

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.

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.



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.

We've previously received funding from a National Drugs Mission fund, can we still apply?

If you received funding from either the Grassroots or Improvement funding streams and your grant is approaching its end date, you can apply to this fund to expand your project (i.e. the funding you received already would count as the first year of funding).

You may also apply to the Local Support Fund for a completely different project to the one for which you previously received funding, for the same period of funding.

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.

Although we are applying for a grant, our partners will be delivering some of the work. Can we still apply?

Yes, as long as the applicant organisation is managing the grant and the work and is responsible for reporting. However, you cannot apply for grants on behalf of another organisation. For partnerships, any one of the partners could apply, as long as they are eligible and take responsibility for managing the grant. We will not fund multiple partners for the same project.

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?

No, if you are operating in Scotland as a charity, you must be registered with OSCR.

We are a project of a large charity, and our project income is less than £1million. Can we apply to the Local Support Fund?

The Local Support Fund is specifically for smaller organisations. However, if the project operates with its own management committee (which is responsible for governance), maintains its own financial accounts, and has a separate bank account, an application could be made.

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.

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 and for each year’s funding to be fully spent within a 12-month period.

What are the reporting requirements?

We will ask for an annual report each year (or a final report if it is your last year of the grant). There is also an initial 3-month report in the first year of any grant. 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.

Outcomes (These are your predicted changes . Please use the column below to list the 3 main changes you expect to see in participants' lives as a result of your service.)	Indicators? (These are your indicators of success . 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.)	Measurement of indicators (These are your monitoring and evaluation tools . 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.)	Outputs (These are your services and activities . Please list the activities that you will deliver to make each change happen.)	Targets (These are your target numbers . How many activities will you deliver each year? How often will they take place? How many people will take part in each of them?)	Measurement of outputs (These are your record keeping methods . 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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