



Scottish Government

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

Diagnostic Route: Application Guidance Notes

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Before You Start

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

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 Diagnostic 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/4950126>

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 **12noon 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 (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? (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. Your Plan

Please tell us about the main issues you have identified, and how and why the current ways of working pose challenges or why they need to change? 300 words

In this section, please tell us how you know there are issues with current approaches to supporting birth parents - and why those issues mean the support people get is not as good as it should be.

Have you committed any other resources or staffing to support this work?

Please tell us about any supporting resources your organisation or partner organisations will contribute to this work. This could be match funding or staff time in kind etc.

How will you ensure active participation from birth parents with experience of the child protection process in this proposal?

It is important that you show how people with lived/living experience will be involved in the design and the delivery of the proposal.

Please tell us what you plan to do as part of this project.

In this section, please give us details on the project, its main focus, and the practical and operational work you will do.

This fund aims to support organisations to get ready to make changes to the delivery and support they provide for birth parents whose child(ren) have been permanently removed from their care as a result of child protection processes. How ready is your organisation, and the organisations that you will work with, to challenge current practice and redesign the systems of support?

In this section, please tell us how you can be confident that the tests of change or mapping you do as part of this proposal will result in change or adaptations after this phase of work is complete. Tell us about how your organisation and the wider system will react and adapt to this work please, and where you anticipate any challenges.

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)?

If your work includes operational delivery, a test of change for example, this figure will relate to the people you plan to work with on a regular basis during the period of the grant. Please tell us about how many people 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.

5. 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 £50,000, 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.

6. 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.

7. 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).

8. 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 (for non charities).

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

These documents should be in 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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