

Guidance on completing the application form for the Families and Communities Fund

Before completing your online application **please** read:

- The fund criteria and guidance.
- Application guidance notes.
- Hints and tips to support you as you complete your online application.

They are all there to help you. You will find them on Corra Foundation's website in the Families and Communities Fund section.

You will also need to download the **budget breakdown document** from our website, as you will need this to complete question 6.3.

Note that **all applications must be sent to us using the online application form** that you can download from Corra Foundation's website. You can use the word template, which is available on Corra's website, to prepare your application before copying the information into the online form, but you cannot send us your final application on the word template.

The questions highlighted with an * and in red are the ones you must complete on the online form before you can save your first draft.

The closing date for applications is **2pm on 24th September 2019**. If we have not received a final online application form by this time we will not be able to assess your application.

Section 1: Assessment contact details

1.1 – 1.9 * Please provide contact details for the assessment of this application and for ongoing correspondence if this application is successful. This may be a different person to the one who is signing the declaration in section 11 below, or it may be the same person. The main contact should be able to answer any questions we have from assessing your application. They may be the person who would manage the work if your application is successful. Please make sure that all the contact details provided are work ones as opposed to personal ones.

Please note that you must complete sections 1.1-1.7 and 1.9 on the online form before you can save your first draft.

Section 2: Applicant details

2.1 Legal name of organisation *	Please tell us the name by which your organisation is formally registered with OSCR.
2.2 Trading name or 'known as' name of the organisation if this is different to the legal name	Sometimes an organisation uses a different name day to day than its formal legal name. If this is the case, please tell us what this trading or 'known as' name is.
2.3 Registered office (as registered with OSCR): street address	This lets us know where the organisation is based and where we can look for more information if we need it.
2.4 Town/city	
2.5 Postcode	
2.6 Website address (if applicable)	This lets us find out additional information about your work if we need it.
2.7 Organisation's social media page (if applicable)	As well as, or instead of, a website your organisation may have a social media page, for example on Facebook. If you do, please tell us the information we would need to find it. This lets us find out additional information about your work if we need it.
2.8 Organisation's twitter account (if applicable)	This lets us find out additional information about your work if we need it.
2.9 What is the status of your organisation?	<p>As well as being a registered Scottish charity your organisation MUST also have a legal personality to be eligible to apply for this funding. Please confirm whether your organisation is a Company limited by guarantee, a Scottish Charitable Incorporated Organisation (SCIO) or another type of incorporated body.</p> <p>You can find out more information about the legal structure of organisations at: https://www.oscr.org.uk/media/2506/legal-forms-</p>

	factsheet.pdf and https://scvo.org.uk/setting-up-a-charity/decide-on-structure
2.10 Scottish Charity number	If your organisation is NOT a registered Scottish charity then you are not eligible to apply for this funding.
2.11 When was your organisation formally constituted?	In order to understand a bit more about your organisation, please tell us when it was constituted as a registered Scottish charity. There is no maximum or minimum time we are looking for in order to be eligible to apply for this funding; we would just like to know how long your organisation has been operating. If you can't easily find the exact date when your organisation was constituted, please complete the information using 1 st January of the correct year.
2.12 – 2.14 If your application is successful, funds will be paid electronically. Please provide the following bank details:	If your application is successful, funds will be paid electronically. So that all your bank details are saved correctly on our grants management system please tell us the name of your bank account, sort code and account number, and remember to attach a bank statement so we can check these details.
2.15 Please attach a bank statement and tick here to confirm that you have done this.	Please tick the box once you have attached your bank statement to your application.
2.16 Please tell us what your organisation has done or is doing in relation to paying your staff the Living Wage.	The Scottish Government supports the Living Wage. Whilst having Living Wage accreditation is not being assessed, it would be beneficial to know if your organisation: <ul style="list-style-type: none"> • Has achieved Living Wage accreditation. • Is working towards Living Wage accreditation. • Has evidence of paying staff at Living Wage levels. • Is not paying all staff the Living Wage and has no plans to work towards this. Please tick the relevant box to indicate your organisation's position. You can find out more information about the Living Wage at https://scottishlivingwage.org/

Section 3: Governance

3.1 Describe the make-up and operational model of your board. (500 words maximum)	Please tell us: <ul style="list-style-type: none"> • How many people are on your management committee/board. • What range of skills they have. • How this operates, for example quarterly meetings with sub-groups meeting between these. Any other information you think is particularly relevant to this application.
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3.2 Please explain the financial and risk controls that are in place within your organisation. (500 words maximum)	We would like to know about your financial governance and risk governance. Please tell us about any policies you have in place for these areas, and also who in your organisation is accountable for ensuring these are properly followed.
3.3 Does your organisation have a safeguarding policy in place?	Safeguarding places a key role in ensuring safety and avoidance of harm. It is a requirement of Scottish Government funding that recipients must have a safeguarding policy in place. Please confirm that you do have a safeguarding policy in place for your organisation.
3.4 Please include a link to your safeguarding policy or attach it to this funding application.	Please either include a link to the relevant page of your website or attach it to your funding application. Safeguarding Guidance is provided by OSCR which can be found here: https://www.oscr.org.uk/guidance-and-forms/safeguarding-guidance-keeping-vulnerable-beneficiaries-safe/
3.5 Please tell us what safeguarding training your employees have received. (200 words maximum)	As well as your policy, Scottish Government would like an overview of the safeguarding training that your employees have had. This may include whether all employees have been trained or, if not, which groups of employees have had this training. There may also have been different types of training for different people.
3.6 Which of these other policies/checks are in place:	Please select all the policies/checks on the list that your organisation has in place. This information will help us understand more about the governance of your organisation.

3.7 Please provide the following information about the five risks you believe are likely to have the biggest impact on your work (i.e. risks affecting the work over which there is limited or no control e.g. key staff leaving, loss of other sources of funding). (There is a 200 words maximum limit for each of the sections in the table.)

Please give us details of the key risks you have considered during your planning of the work for which you are applying for funding. For each risk please tell us about the assumptions you have made, how likely you feel the risk is to actually happen, the actions you have taken to manage this risk and the plan you have in place should the risk actually become a reality. We are interested in knowing about the five risks you consider to be the most important ones for this work.

Section 4: Financial information

4.1 Please summarise your audited/examined accounts for the last two years.

You will find this information on your Income and Expenditure statement and on the Balance Sheet that make up your financial accounts at the end of each year. If you are uncertain about this, please do not leave it blank. We recommend that you speak to the person that prepares your accounts.

Please put in the dates that correspond to your organisation's financial year. We know this is different for different organisations, and it lets us know roughly when we'd expect accounts to be complete each year.

	<p>Free reserves include reserves that are classed as unrestricted and those that are classed as designated. It does not include restricted reserves or the value of any property or capital items.</p> <p>You will find your figures for cash in bank/on hand in your balance sheet under current assets.</p>
<p>4.2 Do you have free reserves available to cover more than one full year of your organisation's work?</p>	<p>Scottish Government wants its funding to have the greatest impact possible and is unlikely to fund organisations that can cover the costs for which they are applying through their own reserves. Therefore, organisations should only apply for this funding if they cannot fund the work themselves.</p> <p>Please tell us if you have free reserves in place that would cover more than one full year of your organisation's work. 'Free reserves' is the term used to describe the total of unrestricted and designated reserves; restricted reserves should not be included.</p> <p>If you do, we will ask you about this when we assess your application.</p>
<p>4.3 Is there anything you would like to explain about these figures? (200 words maximum)</p>	<p>If your organisation has free reserves of more than twelve months running costs, then you will need to explain why this money is not being used to support the work for which you are applying.</p> <p>We fully understand that circumstances during the year can skew figures and perhaps not accurately portray your true financial position – e.g. having lots of money in reserve most of which might be restricted for a specific purpose, or receiving an annual grant just before the end of your financial year.</p> <p>We also understand that some Scottish Registered Charities are part of national or international organisations, and they may not hold their own reserves. This can be included as part of any explanation of levels of free reserves.</p> <p>Please use the space provided to explain anything about your levels of free reserves that you think would be useful for us to know. We will ask you about this when we assess your application.</p>
<p>4.4 Please attach your most recent audited or independently examined accounts to this application and tick the box to confirm you have done this.</p>	<p>Please make sure you remember to attach your most recent audited or independently examined accounts to your application. We will look at these when we are assessing your application.</p>

Section 5: About your organisation

<p>5.1 What is the main aim of your organisation? (200 words maximum)</p>	<p>We would like to know what your organisation is working to achieve. This may well be set out in your strategic plan, or in information you share with people who fund or use your services. Please assume we don't know what acronyms or jargon mean.</p>
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5.2 Please tell us about your track record in delivering improved outcomes for children, young people, adult learners and their families. (500 words maximum)	We would like to understand more about the work you have already delivered to support children, young people, adult learners and their families. As well as describing what you have done please also give us evidence of the impact this has had. Remember that facts and figures can be powerful in showing what you have delivered. Again, please assume we don't know what acronyms or jargon mean.
5.3 Please tell us how your organisation would like to develop this work in the next three years. (500 words maximum)	We would like to know more about how you see this work developing over the next three years, which is when Families and Communities Funding is available. As with your organisation's aim, this may well be set out in your strategic plan or in information you share with people who fund or use your services.

5.4 In which local authority area(s) does your overall organisation work? Please select all that apply.	
<p>This funding is available to national organisations that meet the funding criteria. To meet Scottish Government's definition of 'national' you must be:</p> <ul style="list-style-type: none"> • Delivering face to face work in at least four local authority areas in Scotland. This might be through one or more core services or training you deliver, or • Providing non-face to face support across at least ten local authorities in Scotland. This might be support for member organisations if your organisation is an intermediary organisation, or through a telephone helpline. Note that sharing information via a website or newsletter do not in themselves meet this requirement, or • Able to give a clear explanation of why your work has national significance. 	

5.5 If your organisation delivers face to face work in less than four local authority areas or provides non-face to face support in less than ten local authority areas, please tell us what you feel makes this work of national significance. (200 words maximum)	<p>If you have shown in section 5.4 through the areas in which your organisation operates that it meets or exceeds the criteria to be considered a national organisation, you do not need to give us any more information in section 5.5.</p> <p>If you do not meet these criteria, then please use this space to tell us why you believe your organisation should be considered to have national significance. For example, your organisation may be leading a piece of work that is having a direct impact on national policy. It would not be enough to, for example, be delivering work in partnership with another organisation that was considered to be a national one which was then using this along with other work to feed into national policy development.</p> <p>Please note that if you don't meet the criteria for being a national organisation you will need to be make a very strong case to be considered for funding. This will be explored during the assessment process.</p>
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Section 6: Financial information

6.1 Please tell us in which years of the fund you are applying for funding.	You can apply for one, two or three years of funding. Please tick the boxes corresponding to all the years for which you would like to apply.
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Please make sure you use the same number of years when you come to complete the excel budget document for question 6.3.

Note that:

- Each year of the fund will run from April to March, in line with the Scottish Government's financial year.
- The funding decisions made by Scottish Government will be for the full three years of the fund. Subject to:
 - Scottish Government's Annual Spending Review provides sufficient budget for the funding to continue.
 - The organisation receiving funding has not made a specific request for funding to stop part way through this time period.
 - No concerns being raised by Corra Foundation or the organisation's Policy Officer about the organisation's ability to deliver the work as planned.
- There will be no opportunities to apply for further funding through the Families and Communities Fund.

So, if you apply for one or two years of funding you cannot apply to this fund for more funding later.

If your application is successful, in December 2019 you will be told the level of funding you have been awarded in each of the years of the fund for which you applied.

6.2 Please tell us the overall level of funding for which you are applying in each year. **Please give us the annual figure here** not the overall total over the three years.

Please give us the annual figure for the funding for which you are applying in each of the years of the fund you have chosen in question 6.1. Please make sure that this figure matches the one you give us as your annual total in the budget breakdown excel document you attach in question 6.3.

You cannot apply for a different level of funding in each year of the fund. This is because there is likely to be the same amount of funding available in each of the three years. So, if most applicants asked for a year on year increase in the amount for which they are applying it will not be possible to accommodate this.

We understand that this means the funding cannot accommodate salary increases across the three years of the fund, such as cost of living increases for any staff being paid using the funding. However, it seems fairer to set out from the start that this will not be possible than to let organisations apply for annual increases of funding which they are highly unlikely to receive. We hope that knowing this at the point at which you are applying for funding should help you with budget planning

It is worth noting that:

- There is a limited amount of funding available within the fund.

	<ul style="list-style-type: none"> • You are much more likely to be awarded funding if it is clear that you are applying for the level of funding you really need. • While this is core funding, that does not mean your application should include all of your organisation's core costs. It is much more likely that this funding would make a contribution to your core costs. • It is possible that Scottish Government may decide to award only part of the funding for which you have applied. • This application is for core funding, so should be for work that is already being delivered as opposed to new work you would like to start.
<p>6.3 Please complete and attach the 'budget breakdown' excel document provided on our website and tick the box to confirm you have done this.</p>	<p>The excel template for your budget breakdown is on Corra Foundation's website on the same page as the application form and guidance documents. Please use this template rather than designing your own one so it is as easy as possible for us to assess the information.</p> <p>The guidance for completing this excel document is included in the document itself, and there is space in the document for you to explain your figures.</p>
<p>6.4 Please tell us why you have applied for Scottish Government funding. (200 words maximum)</p>	<p>Please explain why you have applied for Scottish Government funding through the Families and Communities Fund rather than raising the funding through other routes.</p>

<p>6.5 If you receive or are applying for other Scottish Government funding, please provide details below.</p>	
<p>Please tell us about all the other sources of Scottish Government funding you either have at the moment or expect to have over the three years of the fund. Please make sure you include all Scottish Government funding for your whole organisation.</p> <p>Remember to include Scottish Government funding that is administered by other organisations.</p> <p>If you have more than one type of Scottish Government funding, please use the 'add another response' option on the online form to add space for each additional strand of funding.</p>	

Section 7: Funding aims

<p>7.1 Please provide a summary of the work you will be doing. (100 words maximum in plain English)</p>	<p>We need a short, easy to understand description of the work you will deliver if your funding application is successful. This will be used by Scottish Government in briefings, answering questions, etc. if your funding application is successful.</p> <p>You may already have this information somewhere else such as your website.</p> <p>Please assume we don't know what acronyms mean and try to make sure the information you put in is as clear and jargon-free as</p>
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	<p>possible. A good test of how easy it is to understand is to read it to someone who doesn't know about your work and get them to tell you what they think you are going to be doing.</p>
<p>7.2 Please tell us in more detail what it is you are going to do with this funding if your application is successful? Please make sure you tell us who you will work with/ support with this funding. (1000 words maximum)</p>	<p>We need to know enough about the work you are planning to do to understand how it fits with the funding criteria. Please tell us what you would actually do with this funding, and who you would be working to support.</p> <p>For example, if you are planning to use the funding to pay for delivery of some core services, tell us what these are and which groups of people you would be working with. If you are planning to use the funding to pay for some of the day to day running costs of your organisation, tell us which bits would be funded and the impact this would have on your organisation's work.</p> <p>You can use funding to pay for delivery of core service, or for your organisation's running costs, or for a mixture of both.</p>
<p>7.3 What is the evidence of need for this work? (500 words maximum)</p>	<p>Please tell us about research or other evidence-gathering you have done in order to understand why this work is needed and why it has the focus it does. This may include research that has been carried out by other organisations including Scottish Government, and your own research about how this relates to the work you deliver. You may also have evidence from delivering this work currently, including feedback from the people you work with and from other organisations you work with.</p> <p>If you are planning to use the funding to pay for some of the day to day running costs of your organisation, please tell us about the evidence of need for the overall work of your organisation. If you are planning to use the funding to pay for delivery of some core services, please tell us about the evidence of need for these specific pieces of work. If you are planning to use the funding to pay for a mixture of both, please tell us about the evidence of need for both.</p>
<p>7.4 Please describe how you involve the people you work with in the design, development, delivery and evaluation of your work, particularly in the communities you will be working with through this funding. (500 words maximum)</p>	<p>Scottish Government's Place Principle states that: "All those responsible for providing services and looking after assets in a place need to work and plan together, and with local communities, to improve the lives of people, support inclusive and sustainable economic growth and create more successful places." Please tell us how you are involving the people you will be working with in every stage of the work you are planning to deliver. You can find out more information about the Place Principle at https://www.gov.scot/publications/place-principle-introduction/</p>

7.5 Please provide details of the key outcomes and indicators for the work you are applying to have funded. You should have a maximum of three outcomes and each outcome should have a maximum of three indicators.

Please tell us the three most important outcomes that this work would lead to for the people you would be working with. These should tell us what will change as a result of this work. Each of the outcomes should cover either a different change or a different group of people. The 'who' in your outcomes should be the people you work with directly, so you can gather evidence from them of the impact your work is having. Please don't set outcomes that are about a group of people one step removed from the work you actually deliver. For example, if you work training staff in other organisations who then go on to work with young people, the 'who' in your outcomes will be the staff. However, if you deliver services directly with young people then the 'who' will be the young people themselves.

Remember that there should be a link between the work you are doing and the impact it will have and the national outcome/s that you choose as your priority areas in sections 9.1 and 9.2 of this application.

Note that your outcomes should not include the activities you will be doing – they are the differences that will happen because of the activities you have told us about in sections 7.1 and 7.2 above.

There is information about setting outcomes available on the Evaluation Support Scotland website including this introduction to outcomes: <http://www.evaluationsupportscotland.org.uk/evaluation-landing-page/evaluation/stage-1-getting-started/>

For each of the outcomes please give us up to three indicators you will use to help you know if your work is on track. Again, these are not the activities you will be delivering, but the things you will measure to let you know whether your work is achieving your outcomes.

Some of these might be 'hard' measures that are fairly easy to evidence, for example how many people achieve a certain qualification.

Some of these might be 'soft' outcomes that can be harder to measure but are just as important, for example an increase in confidence. Indicators for this might include things like 'ability to participate in group activities', and 'ability to express views clearly'.

There is an Evaluation Support Scotland guide on setting indicators for your outcomes that is available at <http://www.evaluationsupportscotland.org.uk/resources/429/> and a short video about indicators at <http://www.evaluationsupportscotland.org.uk/resources/447/>

More information on outcomes and indicators and wider evaluation work is available at: <http://www.evaluationsupportscotland.org.uk/resources/>

7.6 Please tell us how many people you expect to work with during the first year of the fund if your application is successful.

We are interested in understanding how many people you expect to benefit **through the work you are applying to have funded**. We understand that numbers are only one measure of the impact of the work. We also understand that this isn't always simple because of the type of work some organisations deliver. However, it is important to have some sense of how many people are likely to benefit.

We would like to know how many people you expect to have an impact on during 2020-21 **through the work you are applying to have funded**. To try to make it as easy as possible for you to explain who the people are who will benefit from your work we have split this into two groups:

1. **People you work with directly:** These are the people you either see face to face or are in direct contact with on a one to one basis. Examples of this include delivering face to face training for adult learners or providing direct support for professional staff in another organisation which is a

member of your network. In each case you should find it fairly straight forward to know how many people you are working with, and you can ask them directly about the impact your work is having.

- 2. People you don't work with directly but would expect to benefit from your work:** We understand that it is often much harder to know how many people benefit indirectly from your work, or the actual difference your work has made to them. However, for many organisations the people they are aiming to support are not the ones they work with directly. If this is the case for your work, then please tell us how many people you expect to benefit indirectly from the work you are delivering. For example, if you deliver 'train the trainer' work, the people you train are the ones you work with directly. The people who benefit indirectly are the people they then go on to train and the people these second lot of trained people then work with. While it is logical that these groups will also benefit from the work, it is much harder to know exactly how many people there are in each of these groups. It is also harder to know the actual impact of the work on these groups of people because you may never have direct contact with them. However, it is still possible to make some assumptions about how many people will benefit indirectly and to gather sample evidence.

To ensure we are capturing what is needed we have the following categories:

- Children and young people – all children and young people from birth up to 26th birthday.
- Whole family support – families where you engage with more than one member of the family
- Parents and carers – this includes grandparents and extended family.
- Adult learners – adults who are engaged in formal, informal or non-formal activities designed to progress their learning.
- Communities – a group of people united by at least one common characteristic including geography, identity or shared interests.
- Professional staff – professionals out with your organisation to whom you provide training or other input.

It is possible that the people you work with may fall into more than one category, e.g. a young person engaged in adult learning, so we ask that you just choose the category you feel fits best and there is space in the application form to expand on this if you wish. Different strands of your work may cover more than one category.

If you are giving us figures for people who you will work with or who will benefit from your work in communities, please give us the number of individuals as opposed to the number of communities.

If you are successful in being awarded funding, every six months during the course of the funding we will ask you for figures of the people who have benefited from your work.

7.7 Please tell us anything else you feel would be useful to know about either the type or number of people who would benefit from this work. (200 words maximum)

Please use the space to tell us about:

- Any assumptions you have made with the figures you have given us for the number of people you expect would benefit from your work.
- Anything else you feel would be useful for us to know about either the different types of people you will be working with or the numbers of people you will work with directly and/or indirectly.

7.8 How will this funding impact on your overall organisation? (200 words maximum)	Please tell us about the difference this funding would make to your organisation as a whole. This may be about something your organisation will be able to do which it couldn't do if this work isn't delivered. There may be two different aspects to this; the funding itself and the fact that this funding is coming from Scottish Government.
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7.9 In which local authority area(s) would the **activities for which you are applying for funding** take place? Please tick all that apply.

As covered in question 5.4, this funding is available to national organisations that meet the funding criteria. To meet Scottish Government's definition of 'national' you must be:

- Delivering face to face work in at least four local authority areas in Scotland. This might be through one or more core services or training you deliver, **or**
- Providing non-face to face support across at least ten local authorities in Scotland. This might be support for member organisations if your organisation is an intermediary organisation, or through a telephone helpline. Note that sharing information via a website or newsletter do not in themselves meet this requirement, **or**
- Able to give a clear explanation of why your work has national significance.

Question 5.4 asked about the local authority areas in which your overall organisation works; question 7.9 is about the local authority areas in which you would actually deliver the activities which you are applying to have funded. This may be exactly the same areas as your answer to question 5.4. However, it is also possible that the work for which you are applying will take place in a smaller number of local authorities than your organisation works in overall. We are asking this question so we can understand if there is a difference and so that we have a clear picture of where work will be delivered if it is funded.

7.10 If your organisation plans to use this funding to deliver face to face work in less than four local authority areas or to provide non-face to face support in less than ten local authority areas, please tell us what you feel makes this work of national significance. (200 words maximum)	<p>If you have shown in section 7.9 through the areas in which your organisation works that it meets or exceeds the criteria to be considered national, you do not need to give us any more information in section 7.10.</p> <p>If you do not meet these criteria, then please use this space to tell us why you believe the work you are applying to have funded should be considered to have national significance. For example, it may be for a core service operating in a small number of local authority areas, which you will then use to inform your wider practice across Scotland. It would not be enough to, for example, be delivering work in partnership with another organisation that was considered to be a national one which was then using this along with other work to feed into national policy development.</p>
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7.11 How do you know that no-one else is delivering these activities in the communities where you plan to work? (200 words maximum)	It doesn't make any sense to fund work that is already being delivered by someone else. From planning your work, you should have good knowledge of other work being delivered in the same geographic areas and/or with the same groups of people. Please tell us how you know that your work is not duplicating something another organisation is already doing or is planning to do.
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7.12 Please provide the names of all partners you will be working	Please tell us which other organisations or groups you will work with as you deliver your activities. These might be formal or
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with (e.g. local authorities, other charities, community councils, development trusts, etc.).	informal partners, or organisations who either refer people to you or to whom you refer people.
7.13 How will you ensure that your work represents good value for money? (200 words maximum)	<p>Please tell us how you know your work represents good value for money and how you will ensure this continues to be the case over the full length of the funding if your application is successful.</p> <p>Applications will be assessed across the four criteria provided by the National Audit Office (NAO):</p> <ul style="list-style-type: none"> • Economy: minimising the cost of resources used or required (inputs) – spending less; • Efficiency: the relationship between the output from goods or services and the resources to produce them – spending well; • Effectiveness: the relationship between the intended and actual results of public spending (outcomes) – spending wisely; and • Equity: the extent to which services are available to and reach all people that they are intended to – spending fairly. (Some people may receive differing levels of service for reasons other than differences in their levels of need.)

Section 8: Monitoring and evaluation

8.1 Tell us which systems, processes and procedures you have in place for monitoring progress towards your outcomes. (200 words maximum)	You will need to have a plan in place about how you will monitor your progress towards your outcomes. This plan will show which activities should be taking place when, and when you monitor your progress you are comparing what you had planned with what has actually happened. Tell us about this plan, and the systems, processes and procedures you will use to deliver it.
8.2 Please describe the evaluation activities you will carry out, including the tools and techniques you will use to let you know if the outcomes are being achieved. (200 words maximum)	<p>Evaluation is about using monitoring and other information collected to make judgements about the value of any component part of your work, products, services or benefits, or about the organisation as a whole. It is also about using the information to make changes and improvements.</p> <p>You will need to have a plan in place to evaluate the impact of your work. This is different to whether the work actually happened; you could have delivered work as planned but it might not have had the impact you were expecting. Evaluation can be done by various methods (for example: questionnaires, observation, interviews, keeping records or notes) and many tools are available. How much information is gathered and how often it is gathered can also vary.</p> <p>Tell us about the evaluation work you plan to carry out so you know the difference your work has made. If there are specific tools and techniques you plan to use please tell us what these are.</p>

	<p>There is information about evaluation methods and tools on the Evaluation Support Scotland website at http://www.evaluationsupportscotland.org.uk/resources/evaluation-methods/</p>
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Section 9: National Outcomes and policy links

<p>9.1 All applications must be linked to Scotland's National Performance Framework. From the five National Outcomes that are relevant to this fund, please pick the one which you feel best describes the aims of the work you are seeking to have funded.</p>	<p>All applications must be linked to Scotland's National Performance Framework. There are five National Outcomes that are relevant to this fund.</p> <p>In questions 9.1 and 9.2 you can pick up to a total of two of the five National Outcomes that are relevant to this fund which you feel best describe the aims of the work for which you are seeking funding.</p> <p>In question 9.1 please tick the relevant box to indicate the most relevant National Outcome for the work you would like to have funded. You must choose one National Outcome in this section.</p> <p>Note that if your work does not align with one of the five National Outcomes for this fund then it is highly unlikely it will be funded.</p>
<p>9.2 If you feel the work for which you are seeking funding also aligns to another of the five National Outcomes that are relevant to this fund, please select it from the list.</p>	<p>If you feel your work also aligns with another National Outcome, please tick the relevant box to indicate this here. You do not need to choose a second National Outcome.</p>
<p>9.3 Please tell us which policy area you feel provides the closest link for the work for which you are seeking funding.</p>	<p>Please choose the policy area which you feel is the best fit for the work you are applying to have funded.</p> <p>We understand that the work of many organisations does not fit neatly into just one policy area. If this is the case, please choose the area where you feel there is the strongest link for the work you are applying for through the Families and Communities Fund.</p> <p>Please only choose one policy area from the given list. If the work you are applying to have funded does not align with one of these policy areas it is highly unlikely that it will be funded.</p> <p>There is additional information about the focus and key priorities for each of the policy areas in the final section of criteria and guidance document for this fund. This document is on the fund pages of Corra Foundation's website.</p>
<p>9.4 Please explain why you have chosen this policy area. (200 words maximum)</p>	<p>Please tell us why you feel the policy area you have chosen is the best fit for the work you are applying to have funded. If your work could fit within more than one policy area, make sure you tell us why you believe the one you have chosen is the best fit. If the work you are applying to have funded does not align with the overarching</p>

focus of one of these policy areas it is highly unlikely that it will be funded.

Section 10: Equalities

<p>10.1 How will you ensure the activities and services which you are applying to have funded do not discriminate against people with protected characteristics as listed in the Equality Act 2010? (200 words maximum)</p>	<p>Please tell us how you have considered individuals from protected groups when you have planned your activities and services. This might include:</p> <ul style="list-style-type: none"> • Research you have carried out yourself or that has been carried out by other people. • Results of evaluation work you have carried out for existing services and activities. • Involving people from protected groups in planning your activities.
<p>10.2 Please describe how you will ensure that all those who require your activities/services including individuals with protected characteristics can access and benefit from them? (300 words maximum)</p>	<p>This is about the practical steps you will take and may include:</p> <ul style="list-style-type: none"> • How you plan to communicate your work and make sure communication methods are accessible. • Ensuring the individuals who will actually be delivering the work have been properly trained to understand the needs of individuals from protected groups.
<p>10.3 Will your activities particularly benefit individuals from a particular ethnic background?</p>	<p>Please ensure you complete this section by ticking the appropriate box.</p>
<p>If yes, which ethnic background?</p>	<p>If you answered yes, please ensure you complete this section by selecting as many of the ethnic backgrounds that are relevant from the drop-down menu.</p>
<p>10.4 Will your activities mainly benefit people of a particular sex?</p>	<p>Please ensure you complete this section by ticking the appropriate box.</p>
<p>If yes, which sex?</p>	<p>If you answered yes, please ensure you complete this section by choosing the appropriate option from the drop-down menu.</p>
<p>10.5 Will your activities mainly benefit people from a particular age group?</p>	<p>Please ensure you complete this section by ticking the appropriate box.</p>
<p>If yes, which age group? You can select up to two different age groups.</p>	<p>If you answered yes to question 10.7, please ensure you complete this section by ticking the appropriate box or boxes. You can choose a maximum of two of the different age groups.</p>

<p>10.6 Will your activities mainly benefit disabled people? We use the definition from the Equality Act 2010 which defines a disabled person as someone who has a mental or physical impairment that has a substantial and long-term adverse effect on their ability to carry out normal day to day activity.</p>	<p>Please ensure you complete this section by ticking the appropriate box.</p>
<p>10.7 Will your activities mainly benefit people of a particular religion or belief?</p>	<p>Please ensure you complete this section by ticking the appropriate box.</p>
<p>If yes, which religion or belief? You should select all that apply.</p>	<p>If you answered yes to question 10.10, please ensure you complete this section by ticking the appropriate box or boxes.</p>
<p>10.8 Are your activities directed at, or of particular relevance to, lesbian, gay, bisexual or transgender people?</p>	<p>Please ensure you complete this section by ticking the appropriate box.</p>

Section 11: Declaration

Please ensure all sections of the declaration are completed, including the tick box to confirm acceptance of the conditions linked to this funding. If we do not have all the information requested in this section, we may be unable to assess your application.

Please note that you must complete sections 11.2, 11.3 and 11.10 on the online form before you can save your first draft.

Please remember that **all applications must be sent to us using the online application form** that you can download from Corra Foundation's website. You can use the word template to prepare your application before copying the information into the online form, but you cannot send us your final application on this word template.

The deadline for applications is **2pm on 24th September 2019**. If we have not received a final online application form by this time we will not be able to assess your application.

The Corra Foundation

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