



Common Questions and Answers

We are committed to funding organisations that shift the power to communities and those with lived experience and recognise that application forms and assessment processes can present barriers in accessibility. If you feel that you would benefit from additional support – for example by completing this form in a different language or accessing the form in a different format – please get in touch with us to arrange this at henryduncan@corra.scot or on 0131 444 4020. Please note that the quickest way to reach us is through email.

WHO CAN APPLY?

1. We are a small community group run by volunteers. Can we apply?

Yes – the programme is open to community groups and voluntary groups provided you have a constitution, are registered with OSCR or Companies House, have your own bank account in the legal name of your organisation and have an annual income of less than £500,000. Please also check that you fit with the programme criteria and meet the minimum standards for applicants.

2. We are a Community Interest Company (CIC). Can we apply?

Yes, provided you fit with the programme criteria and meet the minimum standards for applicants. This includes having an appropriate dissolution clause, clear not for profit status, a clause ensuring that all income is applied to the organisation's purposes and not distributed to members, shareholders or owners and have a minimum of three directors, one of whom must be unrelated.

3. We are a Social Enterprise. Can we apply?

Yes, provided you fit with the programme criteria and meet the minimum standards for applicants.

4. Can we put in more than one application?

No, we can only accept one application per organisation.

5. Is there an upper or lower limit on the income for those who can apply?

There is no lower income limit but groups with an income over £500,000 are not eligible. You can apply for up to £8,000 across 5 years – a total grant of £40,000. You can apply for fewer years or a smaller amount per year – we encourage you to think about what your organisation needs and to apply for that.

6. Are there conditions if you are a branch of a larger organisation?

Yes, branches of larger organisations can apply if:

- You have your own management committee which is responsible for governance.
- You maintain your own financial accounts (which are incorporated into those of the parent charity).
- You have your own bank account.
- You work to the standards and under auspices of a parent body (as opposed to just being a member of an umbrella organisation).

7. We have had a Henry Duncan Grant before, can we apply again?

Yes, if you have had a previous Henry Duncan Grant that has now finished – you can apply again. You can only hold 1 Henry Duncan Grant at a time. This does not apply to Henry Duncan Micro Grant Holders who can apply even if they have an ongoing Henry Duncan Micro Grant. If you are successful in receiving a grant, we will expect any outstanding reports from previous Henry Duncan Grant Awards to have been sent in prior to the grant being paid.

CRITERIA

1. What do you mean by being able to demonstrate that an organisation is supporting children and young people?

An organisation should be able to show that they have been working with children and young people (aged 6-26 years) for at least 12-18 months to be considered. If you are a newly established organisation you can still apply, as long as you can demonstrate this and we will accept draft accounts until your first annual accounts are available.

2. What do you mean by mentoring?

The Scottish Mentoring Network defines mentoring as the process by which one person assists another to grow and learn in a safe and supportive relationship. The aim is to offer non-judgmental guidance, support and encouragement to explore what the person enjoys, find out what they are or could be good at and think about how they can achieve their goals and ambitions.

3. What do you mean by peer support?

There are different types of peer support including one-to-one, group and online forums, but they all involve both giving and receiving support. This could be by sharing knowledge or providing emotional support, social interaction or practical help in skills development, for example. Everyone's experiences are treated as equally important and no-one is more of an expert than anyone else. Research shows that peer support can improve people's wellbeing, and better self-esteem, confidence and social skills.

4. What is safeguarding?

Safeguarding is ensuring the welfare of children and vulnerable adults to protect them from harm including physical, emotional, sexual and financial harm and neglect. This includes making sure that the appropriate policies, practices and procedures are put in place and that staff and volunteers are aware of these.

5. We are a small organisation; do we need to have a safeguarding policy in place?

Yes, strong safeguarding is a key aspect of this programme. We need to see that you know what to do in the event of a safeguarding issue. We understand that not all organisations will have as much experience in this area and you can find further information on safeguarding responsibilities for charities at [Safeguarding children and child protection | NSPCC Learning](#)

6. We don't have a constitution – where can we find out more about this?

We don't recommend becoming constituted just to access this programme. We are only looking to fund organisations who are already working with and supporting children and young people (6-26 years) who experience inequality.

However, if you are interested in becoming a constituted group, you can find out more on structures for voluntary organisations here <https://scvo.org.uk/setting-up-a-charity/decide-on-structure> You should also be able to find the relevant contact details through your local council website.

7. We don't have company accounts, will a bank statement do?

No. When assessing the applications, we need to know that your organisation is already supporting children and young people experiencing inequality, and that you have the capability, capacity, and experience to manage a grant. We will accept a treasurer's report, financial summaries, or full accounts. These should be verified by an independent person. More information on this can be found in the Application Form Guidance Notes.

8. Will funding be distributed evenly across geographical areas in Scotland?

We hope that there will be reach across the country however each application will be assessed on merit.

9. Will the funding be evenly distributed across both themes?

No, there is not a specific amount for each theme.

10. Can we apply in partnership with another organisation?

We encourage applicants to collaborate and link in with other organisations. Your application needs to have a lead organisation which has responsibility for delivery and management of the project. This organisation would be the applicant and must meet our minimal standards for applicants

APPLYING

1. How can I get help with an application?

We are happy to speak with you about your application. The best way to reach is by emailing henryduncan@corra.scot and we will contact you to make an appointment to speak. You will also be able to attend an online information session during June 2022 which you can sign up to via [this link](#).

2. What do you mean by Black, Asian and Minority Ethnic Led?

In recognition of Corra's historic inequity in funding, Corra will commit around 30% of the total fund budget to support organisations that are led by Black, Asian, and Minority Ethnic communities.

Your organisation will be considered to be Black, Asian and Minority Ethnic Led if you fit both of these criteria:

- 75% or more of the Board of Trustees/ Management Committee, must self-identify as from a Black, Asian or Minority Ethnic community **AND**
- 50% of the senior staff must self-identify as Black, Asian or from a Minority Ethnic community, where staff exist.

If your organisation does not meet these thresholds, you can still apply and be considered along with all other applications.

3. Do I have to use the online form?

Yes. We can only accept applications via the online form that reach us by 12 noon on Tuesday 5th July 2022. If you send us your application in any other format, we will not be able to accept it. If you have any questions about the online form or have trouble accessing the internet, please just get in touch with us and we will be happy to help.

4. How do you decide who gets grants?

Applications will go through several assessment stages. The first will be carried out by the Grants Advisors who will check that your application is eligible and the strength of the fit with theme – we will use the priorities to help us do this. We will also speak with you to get clarification on any aspects of your application if necessary. Applications will then be considered by a panel of young people, including young people from Black, Asian and Minority Ethnic Communities, who will review the applications and make the final recommendation on which organisations should receive funding. This recommendation goes to our trustees who approve the grants.

5. How long will the funding last?

Grants may be spent over a period of up to 5 years depending on what suits your organisation's needs. If you are awarded a full 5-year grant, all funding should be fully spent by October 2027.

6. When will I find out if my funding application has been successful?

We expect to let everyone know the outcome by 14th October 2022. We will contact every organisation individually to let them know whether they have been successful.

7. If we are unsuccessful can I get some feedback on why this was?

Yes, feedback will be provided to all applicants.

8. If I receive an award, how and when will the money be paid to me?

If you are successful, you will receive a grant offer email containing the terms and conditions of funding. We will ask you to reply, accepting the terms and conditions. Once we receive your email, we will be able to transfer the grant directly into your organisation's bank account. This normally happens within 4 weeks.

9. What if I need longer than originally planned to spend the money?

We understand that things change and are happy to discuss any changes or difficulties you come up against. The important thing is to contact us as soon as there are any issues.

10. Will there be another round of applications for funding?

Not for this year's theme. The Henry Duncan grant programme launched a new five-year framework in March 2020. Each year has a different theme. In the previous 2 years we have funded organisations around the themes of 'Enabling families to cope with the impacts of poverty' and 'Mental health and wellbeing'. In 2022 the Theme for the year is 'Supporting children and young people experiencing inequality'. In 2023 the funding theme will be 'Increasing opportunities for disabled people and people with long term conditions' and in 2024 'Supporting people experiencing inequality or discrimination'. We encourage applicants to consider which theme is the best fit for their funding needs before they apply.