



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

Application Guidance Notes – Improvement Fund

Introduction: Before you start

About the Fund

The Improvement Fund is designed to provide additional resource to organisations that support people who use drugs, people in recovery and their families. It aims to support projects which provide fast and appropriate access to treatment and care, and which take collaborative, rights-based approaches to support people so that they can easily access the right support at the right time.

Who can apply?

- Applicants must be currently delivering frontline services in Scotland to support people who use drugs, people in recovery and/or their families.
- The Improvement Fund is open to public sector organisations, charities, social enterprises, community groups and other voluntary organisations that have independent governance and an asset lock.
- Private sector organisations which are currently providing residential treatment services, and receive referrals from health and social care partnerships, can apply. However, any funding provided will be required to be held in a separate bank account and used on a not-for-profit basis.

Please read the full **Criteria document** for this fund on our website

(<https://www.corra.scot/grants/drugs-services-funds/>) before completing your application form. This contains frequently asked questions.

Contacting your Alcohol and Drug Partnership (ADP) Co-ordinator

All applications to the Improvement Fund will need to provide a letter of support from the local Alcohol & Drugs Partnership (ADP) Chair or Co-ordinator. We would encourage you to contact your ADP early and to take a collaborative approach to developing this application, as we will be considering factors including partnership working, sustainability and strategic alignment as part of the assessment process.

Step 1- Contact Us

To get a link to the application form, please contact us via email at wellbeingteam@corra.scot with the subject line 'introductory conversation' and we will contact you with a time to meet. This may take up to an hour but will probably be quicker. After this meeting, we will provide you with the link to the application form, as well as some advice on your proposal.

Step 2- Filling out your application form

General Guidance

Please remember to regularly save your progress in your application form. Some e-mail servers, like Hotmail, block e-mails from the Form Assembly website. Let us know if you do not receive a confirmation e-mail after saving your application.

We can provide you with a Word version of the application if this would be helpful in drafting your application – however, applications can only be considered when they are submitted through the online form.

All applications and supporting documents must be received by **1pm on the closing date of Thursday 1st December 2022**. Unfortunately, we will not be able to consider applications received after this time. Please allow yourself enough time to complete and send in your application.

The rest of this document will guide you through the application form, providing information on what is required for each question/field on the form.

When you have completed the final page, if you are happy with the application, and have double-checked that all the required documents are attached, please click on the 'preview' button. This will show you a one-page version of your application. Please read through this to ensure it is correct and looks the way you want it to. If you want to make any changes, click the 'make a correction' button at the bottom of the page. You can also print the application or save a PDF copy – which we advise you to do. **Please note your application has not yet been sent to us at this stage.**

To send in your application you need to click the 'Confirm' button. You will get an e-mail to confirm this has been received by us and a PDF copy of your application. **If you do not get this, something has gone wrong, and you should contact us.**

Sections of the application form

Section 1 Organisation details

Organisation name/address/website:

Please enter these details for your organisation.

Organisation Email

Please provide an organisation email address rather than a personal email address. This is the e-mail address that notifications and correspondence relating to this application will be sent to.

When was your organisation formed/started?

This should be the approximate date when your organisation was established.

Type of organisation

Please tell us the legal status of your organisation. There are a range of options on the drop-down menu, please pick the one that matches your organisation.

Charity/Company number

If you are a charity registered with OSCR, please give your Scottish Charity number (begins with SC0). If you are a company registered with Companies House, please enter your company number. This field will appear if you select one of these options for the question above.

Has your organisation currently or previously held a grant from the Corra Foundation?

If you have, select 'yes'. If you are not sure, select 'not sure'.

What does your organisation do?

This is an overview of your general activities. Please also include your organisation's aims/purpose. It is often better to use your own words rather than copying and pasting from a founding document/constitution. It may be that you deliver additional work, which is not focused on drug support services, so it is good for us to know the breadth of your overall work.

How many people do you typically support each year?

This figure is the approximate number of people you directly support each year.

Tell us a bit about your management committee/board.

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 any of these people are related to each other and how often meetings take place.

How do people with lived expertise contribute to your organisation?

Please select all the options from the list that match how people with lived experience of substance use are involved. We realise there are other ways that people with lived experience can be involved and that this list is not exhaustive.

How many paid staff and/or volunteers support the organisation?

Please complete the boxes detailing the number of staff as well as the number of active volunteers (including your committee/Board).

What is the usual income of your organisation?

Select the income bracket that best represents your organisation.

Which of these policies 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?

Please select 'yes', 'in process' or 'no'. 'In process' means you are currently developing this.

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.

Relating to the question above, please tell us a bit more about the training and processes in place to guide staff and volunteers.

This may include:

- Training – who is involved and the frequency of training and refresher sessions.
- How often you update the policy.

Tell us about any links you have with the local Alcohol and Drugs Partnership (ADP). If you need support to build these links, you can detail this here.

Your application requires a letter of support from an ADP Co-ordinator or Chair. We would like to know what contact you have with them. For example, you may be delivering joint work or receive some funding from them. Please note ADPs will be notified of the outcome of your application, and we can help with introductions if that would be useful.

Section 2 Contact details

Once we receive your application, we may need to talk to you, 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.

Please enter the contact details for this person.

Please read the statement/points listed below this, describing how your data is used. Please tick the box to give your consent.

We like to let applicants know about grant opportunities that come up. If you do/do not want this information, please select the option that matches your choice.

Section 3 Financial information

Please summarise the last two years' financial accounts:

- Take information from accounts which have been independently checked/examined/audited.
- Information can be found within the Income & 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, particularly if this will give a better indication of your current 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?

Examples:

- Reasons why there is a high (or low) level of unrestricted reserves.
- 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.

Section 4 Operational Plans

Tell us about the services you would like to deliver for people who use drugs, people in recovery and/or their families. How will this work meet the aims of the fund? If your project will be open to family members, please tell us how the families will be involved and supported.

Please use this section to provide details of the work associated with this grant request. In other words, what will you deliver if this application for funding is successful?

This should include details of:

- Planned work, activities or services that will take place if the grant is awarded.
- Where work will take place and who will deliver it (your own staff or external partners).

We are unable to fund places/stays in residential rehabilitations for individuals.

Is this a new area of work?

Will the grant be used to fund existing work or a new project? Please select yes or no.

Is your application for the provision of residential rehabilitation services?

If your application is for the provision of Residential Rehabilitation, please select 'yes' if not, select 'no'. If you select yes, additional questions will appear. The questions in *italics* below will only appear if 'yes' is selected. These questions are designed to give us a better understanding of the type of Residential Rehabilitation service you provide and the safeguards in place for those who use your services.

[Questions for Residential Rehabilitation projects]

Please describe your admission process and criteria. We are specifically interested in learning more about your referral routes and how your service users are supported before and during their time in residential rehabilitation. This may involve other organisations.

We would like to know how your service users access your Residential Rehabilitation service. If your referral routes and support for service users involves other organisations, please name some of these.

Do you provide a detox facility? If so, what is the detox pathway? If detox is provided through a partner organisation, please provide details of the partner(s) and the pathway they use.

Detox is often a requirement for Residential Rehabilitation. We would like to know more about your detox pathway. We recognise that detox may be provided 'in-house' or through a partner organisation. Please provide details of the detox pathway and any partner(s).

Please provide details of the clinical governance in place for each stage of your work. If detox is provided through a partner organisation, please provide some information on their clinical governance.

This information helps to demonstrate the safeguards in place for those who access your service. We are also interested in the clinical governance in place for detox. If detox is provided through a partner organisation, please provide some information on their clinical governance.

How are your service users supported when leaving your residential rehabilitation facility?

*Aftercare support is recognised as an important factor, contributing to the efficacy of Residential Rehabilitation. We are interested in the support available to those who have **both** planned and unplanned discharges. Do you provide Naloxone and/or other harm reduction resources to those leaving rehabilitation, especially those that exit prematurely? Upon leaving residential rehabilitation, how are service users supported to re-enter the community? Please describe your links with providers of community services and recovery communities/networks.*

When service users have family members outside, how are they supported to maintain contact with their children and families whilst in residential rehabilitation? Is provision tailored to better support female service users, such as taking account of childcare needs?

Where a service user has expressed a desire to maintain contact with family members, how does your Residential Rehabilitation service facilitate this? Where you provide services to both men and women, you may have a gendered approach to service delivery. If so, please describe how provision is tailored to better support female service users, such as taking account of childcare needs.

If available, please upload a copy of your standard operating procedures.

It would be helpful to see your Standard Operating Procedures. Please use this space to upload a copy.

[Question for projects not providing Residential Rehabilitation]

Please tell us a bit more about your partnership working. We are particularly interested in partnerships that support people at different stages of their recovery journey. If you have any partnerships in place to deliver the proposed work, please detail this here. This may include referral partners.

It is important that there is a joined-up approach to delivering drugs support services, so we'd like to know about the partners you are involved with and how the arrangements work to improve services. If you don't work in partnership, please tell us why this is.

Please tell us why this work is needed. This may include the demographic of drug use in your locality, the specific impacts of drug use on your population, local needs assessments/reports, or findings from recent pilot projects.

When completing this section, please try to address the following points.

- What are the issues in the area?
- Who identified the need?
- Did you carry out a local consultation/survey? If so, tell us about the results.
- If you have delivered a pilot project, please tell us about the findings from this.

Explain what outcomes or differences this work will make.

Tell us what difference (outcomes) this funding will make to people's lives. The outcomes should be realistic and proportionate to the type of work you will be delivering. In other words, these should be differences that your project can make (and measure) within the lifespan of the project. You might explain how the outcomes you achieve could link in with local or national strategic outcomes.

If your proposal is to enhance/extend existing service provision, please tell us about your current levels of success/efficacy. For example, this could include the average length of stay/engagement in residential rehabilitation, the proportion completing treatment and the proportion that disengage early.

How will you measure the outcomes and differences noted above? What monitoring and evaluation tools will you use to evidence the differences you have made for people who use drugs, people in recovery and their families?

This question is all about monitoring and evaluation of the work you hope to deliver.

- How will you know you are achieving the stated differences/outcomes? What are the indicators that will help you to know how successful this project is?
- Tell us about the methods or tools you will use to evaluate the work. What information will you collect and from who? We recognise that projects may use a range of formal and informal tools including surveys, collecting ad-hoc feedback and case studies.
- For larger projects we would hope to see the incorporation of external evaluation to measure success/impact. The cost of this can be included in the grant request.
- How will you share any of the evaluation outcomes to help inform other organisations delivering similar work?

Tell us how people with lived experience of using drugs, and/or their families, have been involved in developing or running the service/project.

This may include:

- How people have identified the need for change, helped gather information and offered to share experience and knowledge around future delivery.
- Information on how people who use the service are also involved as members of the committee/board or as part of a steering group.
- How people who use the service are listened to and involved in the day to day running.

How many people will directly benefit from this work? (over 12 months)

This figure will relate to the people you plan to directly engage with through this project. Details about the frequency or depth of work carried out should form part of the first question in this section.

Section 5 General Data Collection

We gather this information to help identify areas of need and highlight communities that we may not be reaching. We also want to build and share knowledge of services that are being delivered in different localities. Your answers to these questions do not form part of the assessment or funding decision.

Please select the appropriate answers for each of the questions.

Section 6 Funding Request

How many years of funding are you applying for?

The maximum grant length is 4 years. Please select the number of years from the drop-down menu. This will alter the number of fields available for the following questions.

What are the total yearly costs for delivering this work? This may be the same or more than the amount you are requesting.

We would like to know the total cost of delivering this work. This may be more than the grant request you are making if you will meet some of the costs through other sources. It is fine to request the total cost of the project if this is within the limit for this fund. In this case, the cost of the project will be the same as the grant request.

Please detail the cost of delivering the work in each year.

Remember that decisions on applications will not be made before March 2023, so please factor this timing into your budget calculations.

Can you provide a breakdown of your request? Please be specific and clear about each budget heading or cost that your request is divided into. For instance, please have a separate budget line for each staff member's salary costs. (Additional lines/rows can be added if needed.)

Unlike the question above, this question is asking about the grant request you are making, so it may be less than or the same as the total project costs detailed above.

The maximum amount that can be applied for is detailed in the **Criteria document** for this fund. Please be aware that the fund is likely to be oversubscribed, so smaller grant requests may be more likely to be awarded.

Please use the boxes provided to break your request down into budget headings such as salaries, rent/heat/light, materials, expenses, and contribution to core costs. Salary costs can

include pension and tax contributions but there should be a separate line for each worker. Please use the '**Add another Budget Heading**' button to add more budget lines.

The total grant request row will be auto-populated with the request for each year. Please ensure that the total for each year does not exceed the upper limit for the fund.

In exceptional circumstances, applications above this upper limit may be considered, but these must be discussed with Corra in advance. This will need specific ADP approval. Failure to do so may leave us unable to consider your application.

If there are additional costs associated with the delivery of this work that you are not requesting from Corra, please detail them here and indicate how these will be funded.

If your total project costs are higher than the grant request you are making, you can use this space to detail the other costs associated with your project. We would like to know if there are funds already secured towards these costs, or how you plan to meet these costs.

We would expect to see the costs split into the main budget headings such as salaries, rent, heat/light, materials, expenses, and contribution to core costs.

Section 7 Additional Information.

This section is for additional information which is not already included within the application. Information may include details of information on the co-production of the project idea, a short case study, ideas for future developments or any other information which you feel strengthens your application.

If you are applying for funding towards refurbishment/improvement work you may wish to use this section to address the considerations listed in Appendix 4 of the **Criteria Document** for this fund.

Section 8 Authorisation and bank details

Please remember that this section must be completed by a member of your organisation's committee/board.

- Correspondence will be sent to this individual, apart from questions about the application – these go to the person detailed in section 2.
- Please read the consent statements on data use and click the relevant boxes if you give your consent.
- Please enter the bank details for your organisation.

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 can be uploaded on the next page of the application form and 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, please contact us to discuss this.

Section 9 Enclosures

Please ensure all documents have been attached/uploaded.

You will need:

- A copy of your most recent audited or independently examined accounts. If you are a new organisation and do not have accounts ready, please provide a note of your planned budget or draft accounts. See guidance in Appendix 1.
- A copy of a recent bank statement (in the name of the organisation and dated within the last six months). This statement should correspond with the account details provided in the previous section to allow payment of any grant by electronic funds transfer.
- A letter of support from the chair or co-ordinator of your local ADP. This is simply a letter to show that the ADP is aware of this application, that they are supportive of it and that the proposed work fits in with local priorities.
- If you are not a charity – please enclose a copy of your constitution or governing document.
- Any other supporting documents you have referenced in your application.

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

Remember that when you click the **'Preview'** button at the bottom of this page it will not send us your application. You need to click on the **'Confirm'** button at the bottom of the preview page. You will get a confirmation e-mail and a (PDF) copy of your application. If you have not, something has gone wrong, and you should contact us.

Requesting Support

Please do not hesitate to contact the team at wellbeingteam@corra.scot if you have any questions or need help with the financial requirements or any other aspect of the application.

Appendix 1- Additional guidance for non-charities and unincorporated organisations

Organisations with an annual income of up to £10,000:

We require all applicants to show that they produce annual financial accounts, and the most recent copy must be attached to your application. Your accounts should cover a 12-month period and be signed and dated by the Chair or Treasurer.

Organisations with an annual income of between £10,000 and £100,000:

If your organisation has an annual income of more than £10,000, we also require that your accounts have been checked/inspected by an independent person. Producing annual accounts and having someone independent look over accounts is good practice amongst small community groups.

By inspection, we mean that your accounts and financial records have been looked at by a suitably competent person. The purpose is to check that your accounts are consistent with the financial records (receipts, invoices etc.) of your organisation. The person carrying out the check should provide your organisation with a brief written statement confirming that this is the case.

The person carrying out the inspection should be impartial and should have no direct connection to the management committee of the organisation. This means the person should not be:

- a member of the management committee or anyone else closely involved in the administration of the organisation,
- a major donor or beneficiary of the organisation,
- a close relative, spouse, partner, business partner or employee of any of the above.

The person conducting the inspection should be familiar with financial record keeping of a similar level of complexity. For smaller organisations, this may be:

- the treasurer of another group,
- a bank manager or accountant, or someone retired from those professions,
- a community support worker,
- an individual with appropriate experience of financial record keeping.

Organisations with an annual income of more than £100,000:

Please note that for larger unincorporated organisations without charitable status and with an annual income of more than £100,000, we would expect a higher degree of external scrutiny to be applied to the accounts, e.g. at least an independent examination by a suitably qualified professional person, such as an accountant.