

Scottish Government National Drugs Mission

Criteria Document – Improvement Fund

Introduction

The numbers of drug-related deaths in Scotland are too high. These deaths are tragic and avoidable and reducing them is a priority for all of us. To that effect, the Scottish Government has launched the National Drugs Mission to improve lives. The National Drugs Mission funds include the Improvement Fund, Local Support Fund, Local Support Fund Micro Grants, and Children & Families Fund which are delivered by the Corra Foundation. The total budget for this five-year mission is £65 million.

There remains a lot of hard work ahead, but with extra investment in essential services, the work we do will be more secure and signals a determination to make change and no longer to fail those who need and deserve our help.

About the Improvement 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.

Funding rounds will be conducted annually until 2025. Applications for up to four years of funding will be welcomed in 2022. It may not always be possible to satisfy the demand for funding, and this may result in some awards being agreed for a shorter grant period or a reduced award. This will only be done after a conversation with the applicant.

The closing date for this fund is 1pm on Thursday 1st December 2022.

Priorities:

The fund will support drug service resources, with a particular focus on supporting organisations which deliver residential rehabilitation and associated services. Over the next 4 years, £23.7 million is available across the Improvement Fund and Local Support Funds, with approximately £7.8 million of this funding reserved for Residential Rehabilitation and associated services.

For the reserved portion of this fund, applications will be prioritised according to the following categories:

- 1. Increasing Residential Rehabilitation provision and capacity will be the top priority.**
- 2. Recovery housing¹ and Aftercare will be the secondary priority.**
- 3. Supportive pathways into Residential Rehabilitation will be the third priority.**

¹ Recovery housing is defined as a peer and self-supported environment for those who have achieved abstinence and feel they would benefit from living in a shared environment for longer with others who have had similar experiences.

The Improvement Fund will also be open to work that improves the quality of and access to support services that are not connected to Residential Rehabilitation. This includes projects that improve services including pathways, harm reduction support, additional capacity, workforce development, and/or support for family members, who often play a vital role in recovery.

Who can apply:

- All applicants to the Improvement Fund will need to provide a letter of support from their local Alcohol and Drugs Partnership (ADP) Chair or Co-ordinator. We would encourage you to contact your ADP early and to take a collaborative approach to developing your application, as we will be looking at things like partnership working, sustainability and strategic alignment as part of the assessment process.
- 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 require to be held in a separate bank account and used on a not-for-profit basis.

What can be funded:

Residential Rehab and Associated Services

- For Residential Rehabilitation and associated services **only**, funding of up to £200,000 per year for up to four years can be requested. This means a total of £800,000 is available to projects over the lifetime of the grant.
- For Residential Rehabilitation, Aftercare, and Recovery/supportive housing **only**, funding may be requested for improvement or restoration work that will help to repurpose existing facilities and increase capacity. See Appendix 4 for further details.

Projects that are not linked to Residential Rehabilitation or Associated Services

- Funding of up to £100,000 per year for four years can be requested for service development and improvements, which may include additional staffing, new equipment, and minor refurbishments. Please note that we expect to provide a range of grant sizes and that the amount requested should be proportionate to the turnover of your organisation and the scale of the work proposed.
- In exceptional circumstances, we may be able to consider an application for more than £100,000 per year. These will be considered on a case-by-case basis. This caveat is principally aimed at ensuring a more useful scale of funding for larger local authority areas. Any requests above £100,000 per year must be discussed with Corra before the application is sent in and must have a letter from the ADP lead to support the size of the request. We will not be able to consider applications that have not fulfilled these requirements. Please get in touch by emailing wellbeingteam@corra.scot.

For all projects:

- We are particularly interested in projects which are collaborative and delivered in partnership. These may be projects which involve both statutory and third sector organisations working closely together to meet the needs of people who use drugs, people in recovery and their families.
- We would be very keen to see ADPs or other public sector organisations working collaboratively with third sector partners and people with lived/living experience to identify the needs and gaps in the area and co-producing the proposed work as part of an ongoing and committed partnership.
- Where a partnership application is being submitted, one organisation must take the lead applicant role. The maximum grant request remains the same for partnership applications.
- Continuation funding for projects previously funded by a National Drugs Mission fund is available, with restrictions. No project will receive more than five years of funding. Please speak to one of Corra's Grant Advisors regarding eligibility and the appropriate term for continuation funding.
- While match funding is not a requirement for this fund, applications for work which have secured some funding from public sector organisations (for example from local authorities or ADPs) are encouraged, particularly in applications that are requesting the maximum grant award.

Exclusions:

- Work that will not deliver support to people to people affected by drug use or their families.
- Major capital appeals including building projects, and vehicles.
- Retrospective funding – paying for something that has already been purchased/delivered.
- Contributions to funds which will be used for grant making to other organisations.
- Places/stays in residential rehabilitations for individuals.
- Only one application per organisation will be considered unless each application is for work in a different Local Authority area. Priority will be given to applications for projects taking place in local authority areas where work has not already been undertaken.
- If you received funding via the Local Support Fund Micro Grants, you cannot apply to the Improvement Fund or Local Support Fund in the same financial year. However, you may apply to these funds in successive financial years, as part of the aspiration for this funding programme is to support smaller organisations to grow.
- Funding from the Grassroots/Local Support Fund (including Micro)/Improvement Fund cannot be used as 'match' funding for other Scottish Government funds (such as Partnership Drugs Initiative, PDI). Please speak to one of Corra's Grant Advisors if your project has received part-funding from a Scottish Government fund.

How to Apply

Please email wellbeingteam@corra.scot or phone 0131 444 4020 to arrange a chat with one of the Corra team. Our Grant Advisors will be able to help guide you through the application process and offer advice on whether your idea is a good fit for the fund.

Following your conversation with one of Corra's Grant Advisors, a link to the online application form will then be sent on to you.

Once we have received your application, we may be in touch if we require additional information on your organisation or the work you have proposed.

Please ensure your application is sent in by 1pm on Thursday 1st December 2022. Applications received after that date cannot be considered.

Timescales

Fund opens	Closing date for applications	Funding decisions announced
Thursday 20 th October 2022	Thursday 1 st December 2022 at 1pm	By end May 2023

Monitoring and Evaluation

You will be asked to report annually. If you receive funding with a grant period of more than one year, grant payments will be made annually and future payments will be dependent on satisfactory reporting each year and on the Scottish Government having funds available at that time. We will also share information (like progress reports) about your project with your local ADP. There is also an initial 3-month report in the first year of any grant. Reporting templates will be provided.

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

Projects are expected to have robust evaluation processes in place. The application form will specifically ask for details of the key outcomes/differences the project will make and the evaluation processes that will be used to measure these. For larger projects in particular, the incorporation of external evaluation would be seen as a positive factor. Costs associated with the evaluation of work can be included in the grant request.

Good Practice

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

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

Frequently asked questions

See Appendix 2 of this document.

Further information

The team is always happy to talk, whether it's about an application, or a grant you already hold. Please get in touch by emailing wellbeingteam@corra.scot or calling us on 0131 444 4020.

If you have any questions which are not covered in this, please contact us by phone or email. If you'd like more detailed information or support with your application, you can book a one-to-one funding advice session by phone or video chat.

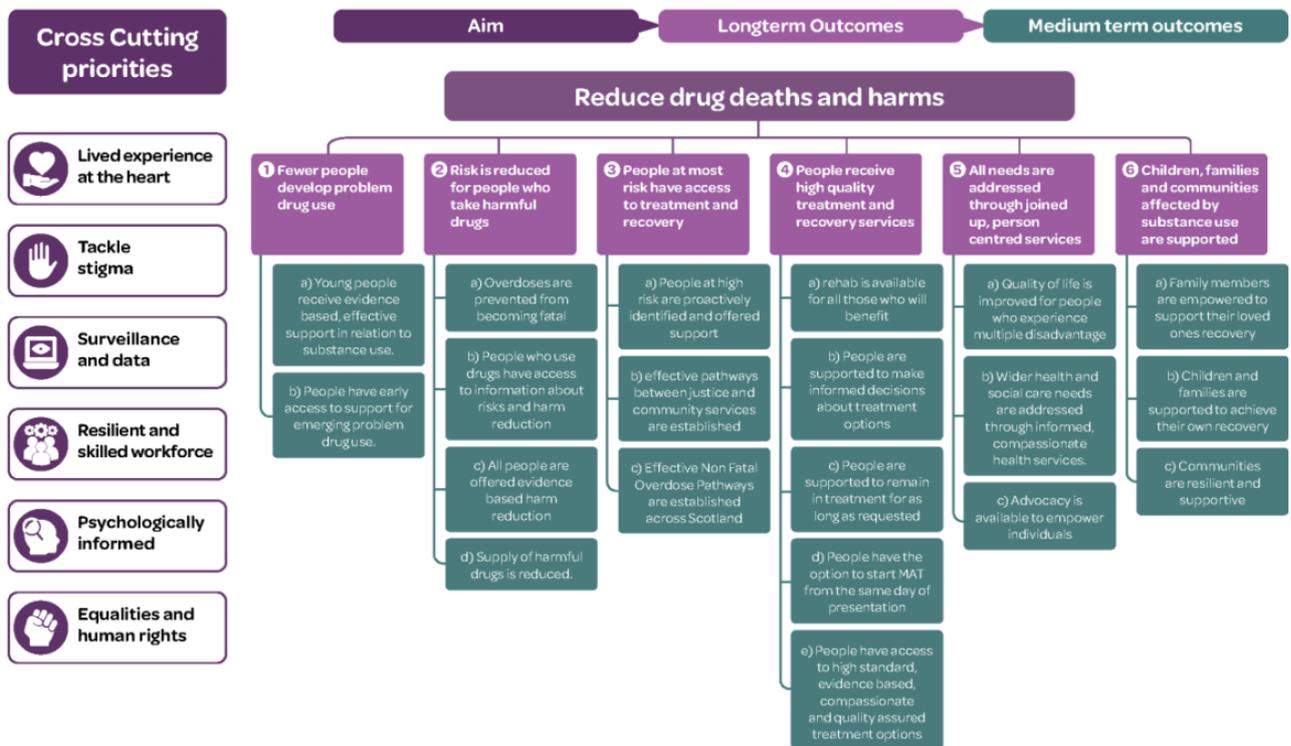
We are not able to look at draft applications, so it is best to chat to us before you complete the form.

Appendix 1

The Scottish Government has outlined key cross cutting priorities that will make most impact on drug related deaths and harm. In your application, you should make sure to outline how your project will contribute to these priorities.

Scottish Government Logic Model and Cross Cutting Themes

Applicants should consider the logic model and cross cutting themes when completing their application form. These high-level outcomes and themes will be used to assess the applications.



Appendix 2: Frequently Asked Questions

Eligibility Questions:

We are a new organisation with no accounts available. Can we still apply?

These funds are for organisations that are currently delivering services and not for startup costs. If the organisation is already delivering services but has yet to produce accounts, an application can be made. Instead of accounts, please give us an indication of the financial position of the organisation at the time of applying, and a budget for the current year.

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

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

You may also apply to the Improvement Fund for a completely different project to the one for which you previously received funding, for four years funding.

The people we work with are affected by drug and alcohol problems – can we apply?

These funds are specifically for work to support people who use drugs, people in recovery and their families. We understand that this may involve supporting a range of issues, but the predominant factor must be someone's drug use.

We deliver lots of different projects in our community, but not all of them are for people who use drugs. Can we apply?

Yes, you can apply for the project you deliver which is focused on supporting people who use drugs and/or their families.

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

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

The charity I work with is not registered with OSCR (Office of the Scottish Charity Regulator), but with the Charity Commission in England and Wales. Can we still apply?

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

General Questions:

What does it mean to be ‘incorporated’?

Organisations which are incorporated have a legal personality which means they are able to enter into contracts, employ staff, incur debts, own property, sue and be sued. Being incorporated also provides a high degree of protection against liability. Typical examples of incorporated organisations are Scottish Charitable Incorporated Organisations (SCIOs) and registered companies.

What do you mean by ‘lived experience’?

By ‘lived experience’ we mean people who have first-hand knowledge and understanding, gained through personal – rather than professional – experience of drug use. This includes people affected by their own drug use, as well as family members who are affected by a relative’s drug use.

We’re making an application for a project we deliver that fits the criteria – can we include some core running costs?

Yes, you can include a reasonable proportion of core running costs that are necessary for the project – this is known as full cost recovery.

Do we have to start using the funding right away?

We expect work relating to a grant application to start within a few months, as we want funding to make an immediate impact and for each year’s funding to be fully spent within a 12-month period.

What are the reporting requirements?

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

What is Corra’s assessment process?

After the closing date, Corra staff assess the application. This means we read and analyse your application, checking to see if it fits the criteria, doing due diligence checks on your organisation’s finances and checking things like your policies, approach to service delivery and the ways you keep people safe.

We then take each application to our panels of experts. These people are experts either by lived or professional experience, or both. They use their knowledge and experience to tell us if your proposal is likely to work and make a meaningful difference to the people we want to support.

For Improvement Fund and Children and Family applications, we then take the recommendations that our assessors and the panels make and collate them into a final recommendation for the Minister for Drugs Policy. They make the final decision about which applications receive funding.

After that, we can let applicants know about the outcome of their application.

If I am unsuccessful, will I be given feedback?

Yes, you will receive an email outlining the outcome and feedback. Corra staff will also be happy to provide further feedback by telephone.

Appendix 3: Sample Evaluation Planning Grid

The Evaluation Planning Grid (EPG) is a tool to help you think about how you will measure and report back on your work. Following any grant offer we will work with you to complete this grid. This example is intended to demonstrate how the EPG may be completed and to provide guidance on the way content is worded. The outcomes, indicators and targets selected for each project should be **specific to the project** and **appropriate to the scale** of that project. The purpose of this document is to aid in the planning of your monitoring and evaluation. This should make reporting more straightforward.

Outcomes (These are your predicted changes . Please use the column below to list the 3 main changes you expect to see in participants' lives as a result of your service.)	Indicators? (These are your indicators of success . What type of feedback will you look for to indicate these changes are happening? What can your workers observe? Please list 2-3 key indicators for each change.)	Measurement of indicators (These are your monitoring and evaluation tools . Please list the tools and methods you will use to capture the changes being made, e.g. surveys, informal feedback, staff observations, focus groups etc.)	Outputs (These are your services and activities . Please list the activities that you will deliver to make each change happen.)	Targets (These are your target numbers . How many activities will you deliver each year? How often will they take place? How many people will take part in each of them?)	Measurement of outputs (These are your record keeping methods . How and where will you record all relevant data? E.g. attendance numbers in an attendance log, feedback in worker's notes etc. Please specify.)
Service users are better engaged with support	People receiving support report satisfaction with the support they receive. Staff members observe increased engagement with support. Workers with other organisations report	Service user feedback questionnaire Anecdotal feedback Outcome Star tool (baseline and follow up) Conversations with workers from other organisations. Staff feedback.	1:1 Support sessions Group Support sessions Informal discussions Flyers produced Support plans	150 1:1 support sessions are delivered each year 50 Group support sessions are delivered each year 75 Service users receive support. Support plan created for each service user.	Team diary Log of support sessions Workers' notes Service users' files

Appendix 4: Specific Considerations for Improvement or Restoration Proposals

These projects will need to be discussed in detail with a Corra Grant Advisor. Considerations will include those listed below.

- Funding for capital improvement/restoration is limited to work that DOES NOT require planning permission.
- For any costs greater than £1,000, we would expect three quotes to be obtained for the proposed work.
- Organisations must be able to undertake the improvement/restoration works in a timely manner and complete the work within a 12-month period. Corra Foundation will not increase a capital improvement grant to cover higher costs resulting from inflation.
- For capital improvement/restoration works, 20% of grant funding will be retained until evidence has been supplied to Corra Foundation that the work has been completed.
- For capital improvement/renovation grants, the grantee must either own the property where the work is being carried out or have time remaining on the leasehold as follows-
 - Renovation costs up to £100,000, 5 years remaining on leasehold with no break-clause.
 - Renovation costs up to £200,000, 10 years remaining on leasehold with no break-clause.
 - Renovation costs over £200,000, 20 years remaining on leasehold with no break-clause.
- The grantee will need to confirm that they do not have any undisclosed loans secured on the capital assets/agree that they will not take out any loans secured on any capital assets funded or part-funded by the capital grant unless they receive our agreement in writing first.
- The fund cannot act as a contributor to larger capital campaigns. If your capital improvement/renovation costs exceed the funding limit for this programme, you should be able to evidence that the balance of funding is in place.
- If hiring professionals to undertake building work, grantees must confirm they are using building professionals that are fully qualified members of an approved professional body and have necessary professional indemnity insurance cover.
- Grantees must confirm that they will not sell, lease, let, sub-let or otherwise dispose of or change the use of any restored/refurbished capital asset without first obtaining Corra's written consent.
- Site visits may be required when application for improvement and renovation projects are being assessed.
- Grantees will need to demonstrate within the body of their application form how the proposed restoration/improvement work links to the aims of the Improvement Fund.

Corra Foundation, Riverside House, 502 Gorgie Road Edinburgh EH11 3AF
e: hello@corra.scot t: 0131 444 4020 www.corra.scot

(The) Corra Foundation is a charity registered in Scotland (No SC009481) and is also a company limited by guarantee (No SC096068). It is a member of the Scottish Grant Makers, the Association of Charitable Foundations and the Scotland Funders Forum.