



Scottish Government  
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# Scottish Government National Drugs Mission

## Application Guidance Notes – Local Support Fund

### Introduction: Before you start

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

Though you do not need to get a letter of support from your ADP Lead, we would encourage you to contact your ADP early and to take a collaborative approach to developing your proposal. We will be looking at things like partnership working, sustainability and strategic alignment as part of the assessment process.

#### About the Fund

The Local Support Fund is focused on community-based organisations delivering frontline services to support people who use drugs, people who are in recovery and their families. It aims to facilitate rights-based, relational support for people so that they can easily access the right support at the right time. This fund is intended to help these organisations to stabilise or increase capacity, extend services and provide further reach into the community.

#### Who can apply:

- The Local Support Fund is open to organisations with an annual income of up to £500,000.
- Applicants can be charities, social enterprises, community groups and other voluntary organisations that have independent governance and an asset lock.
- Applicants must be currently delivering frontline services in Scotland to support people who use drugs, people in recovery and/or their families.

Please read the full **criteria document** for this fund on our website before completing your application form. This contains frequently asked questions.

### Step 1- Contact Us

To get a link to the application form, please contact us via email at [wellbeingteam@corra.scot](mailto: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 much shorter. During this chat, 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

The Local Support Fund is a rolling programme, so there is no closing date. Please take the time you need to fill in the application form and make use of the support available to you through Corra.

Please remember to regularly save progress with 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.

Support is also available through the Scottish Drugs Forum by e-mailing [localsupportfund@sdf.org.uk](mailto:localsupportfund@sdf.org.uk)

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, 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- 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.**

### **1 Organisation details**

Organisation name/address/website:

Please enter these details for your organisation.

What is your 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 number – if you are a charity registered with OSCR, please give your Scottish Charity number (begins with SCO). This field will appear if you select 'Charity (registered with OSCR)' for the question above.

Organisation Email

Please provide an organisation email address rather than a personal email address.

When was your organisation formed/started?

This should be the (approximate) date when your organisation was formed.

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'.

Please tell us what your organisation does?

This is an overview of your general activities. Please summarise what your organisation does, including its purpose. Tip - use your own words rather than copying and pasting from your constitution.

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 anyone is related to each other and how often meetings take place.

How do people (with lived expertise) you work alongside and support 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/checks are in place?

It is important for us to know that you are taking appropriate steps to protect the people you work with. Some organisations are required to have more policies and checks in place than others; please select the policies that apply to your organisation.

Do you have a safeguarding policy that protects children, young people and vulnerable adults that you work with?

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)

This application does not require a letter of support from an ADP but we would like to know what contact, if any, 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.

## **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.

## **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.

If your most recent independently examined/audited accounts show an income of more than £500,000 because of exceptional circumstances in that particular year, **please contact us to discuss before continuing with the application.**

#### **4 Funding request**

Tell us about the frontline services you will deliver for people who use drugs and their families.

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).
- How many people will take part and how often?
- If you are already delivering this work - how successful has this type of delivery been?

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.

Please tell us a bit more about your partnership working.

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

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 you are already delivering this project and want to expand, tell us how you came to this decision.

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. You might explain how the outcomes you achieve could link in with local or national strategic outcomes.

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 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?
- 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.
- 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/project (please tell us the numbers of people you anticipate supporting per year)?

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.

## **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.

## **6 Funding Request**

How many years of funding are you applying for?

The maximum grant length is 4 years.

What are the yearly costs for delivering this work?

We would like to know the total cost of delivering this work. This may be more than the grant request you are making, or it might be the same. Please detail the cost of delivering the work in each year.

Can you provide a breakdown of your request?

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 £50,000 per year, for up to four years. Please be aware that requests at the lower end of this amount are 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.

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.

## **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.

## **8 Authorisation and bank details**

- A member of your organisation's committee/board should authorise this application.
- All correspondence will be sent to this individual using the email address given in Section one, 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.

## **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 section 9.
- If you are not a charity – please enclose a copy of constitution or governing document.
- A copy of a recent bank statement (in the name of the organisation and dated within the last six months) should be provided. This statement should correspond with the account details provided in the previous section to allow payment of any grant by electronic funds transfer.
- Any other supporting documents you have referenced in your application.

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

## **10 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.

## **11 Support**

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

Support is also available through the Scottish Drugs Forum by e-mailing [localsupportfund@sdf.org.uk](mailto:localsupportfund@sdf.org.uk)

## **12 Appendix**

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.