



Scottish Government
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Scottish Government National Drugs Mission

Application Guidance Notes – Local Support Fund Micro Grants

Introduction: About the fund

The Local Support Fund – Micro Grants, is focused on small community-based groups which deliver frontline services to support people who use or used drugs, people in recovery and families affected by someone else’s drug use. This vital support is often delivered with very limited funding which means that small groups can be stretched to their limits. In some cases, the pandemic will have put more of a strain on finances, making it even harder to provide support for people and families when they most need it. This fund is designed to help these groups by providing grants which will offer some financial security for planning and delivering support to improve the wellbeing of both people who use drugs and their families.

Who can apply:

- Micro grants are for organisations with an annual income of up to £50,000.
- Applicants can be charities, social enterprises or constituted community/voluntary groups that operate on a not-for-profit basis.
- There must be at least three people on your management committee/board.
- You must have a bank account in the name of the organisation.
- Applicants should help deliver or support the Scottish Government’s alcohol and drug treatment strategy, ‘Rights, Respect and Recovery’ which outlines that individuals, families and communities:
 - have the right to health and life - free from the harms of alcohol and drugs;
 - are treated with dignity and respect;
 - are fully supported within communities to find their own type of recovery.
- Applicants must already be delivering support in Scotland to people affected by drug use, and/or their families.

Please read the full **criteria document** 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 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 Micro Grants 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 and through Fiona McQueen at Scottish Recovery Consortium by e-mailing fiona@scottishrecoveryconsortium.org.

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, 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 or constituted group.

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 or constituted group.

Charity number – if you are a charity registered with OSCR, please give your Scottish Charity number (begins with SCO).

Organisation Email

If possible, please provide an organisation email address rather than a personal email.

We recognise that constituted groups may not have an organisation email address, or website. If you don't have a website but have a Facebook page or other social media presence for your organisation or constituted group, please tell us that.

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, if any are 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 the option from the drop-down menu that best matches 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?

We realise that not every group will have paid staff, but please let us know if you do and also how many volunteers are involved using the boxes provided.

Which of these policies are in place?

Don't worry if your organisation does not have all these policies in place – it will depend on the size of your group and the type of work you carry out. Tick the ones you do have.

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.

What was the total income and expenditure of the organisation in the last year?

If you have Annual Accounts, these figures can be found in your most recent accounts within the income & expenditure statement. To apply for a micro grant, your most recent accounts should show an income of less than £50,000. Additional guidance on accounts can be found under point 6- Enclosures.

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. Funding Request

How many years of funding are you applying for?

You can apply for up to four years funding. Please select the grant term you are requesting.

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. It may be that you need more funding in year one to set a project up, or it may be that a level amount is required.

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.

You can apply for between £1000 up to £10,000 per year. You will be able to use the fields to enter the amount you are requesting from this fund for each year. We anticipate that demand may be greater than the amount of funding available, therefore please only apply for the amount of funding you need.

Please use the boxes provided to break your request down into **budget headings** such as the costs for a specific staff member, 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' option to add as many lines as you need.

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.

What will this funding pay for?

Tell us what you will use the money for. Here we are looking to find out details of the work you will be delivering. This might be group support sessions, counselling, advocacy or anything else that supports people affected by substance use. Please check the **Criteria Document** for things that can't be funded.

What other orgs do you work with and, if so, how will they support the delivery of this project?

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. Partnerships may be as simple as receiving/making referrals to other organisations. If you don't work in partnership, please tell us why this is.

How do you know this project is needed?

We'd like to know why you want to deliver this work. Use this space to tell us how you know this work will meet a distinct need. This includes observations you have made about a gap in service provision, feedback from community members, the result of a co-production exercise or even the results from a pilot project.

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?

This is your estimate of the number of people who will directly benefit from the work you want to deliver. This may be based on previous experience of delivering the same or similar work.

What difference will this funding make to people who are affected by drug use?

This fund aims to enable practical support for people who use drugs, people in recovery and family members affected by someone else's drug use. Please tell us about how this funding will make a difference to the people you are supporting. It might be about how people will improve their health and wellbeing or their family relationships. Or perhaps your work will support people to have better access community support or engage with meaningful activities. Please just tell us in your own words.

4. 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.

5. 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/constituted group.

6. 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 7.
- 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.

If you do not have a recent bank statement available, we can accept:

- an original voided blank paying-in slip;
- an original voided cheque;
- a letter from your bank confirming the account name, bank account number and sort code.

Without these documents we may not be able to proceed with your application.

7. 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. They may be handwritten.

Organisations with an annual income of between £10,000 and £50,000:

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

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 check 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 check 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,
 - a member of your organisation's committee/board should authorise this application.

8. 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.

Support is also available through the Scottish Drugs Forum by e-mailing localsupportfund@sdf.org.uk and through Fiona McQueen at Scottish Recovery Consortium by e-mailing fiona@scottishrecoveryconsortium.org.