



Guidance on completing the application form for The Children, Young People, Families and Adult Learning Third Sector Fund

Before completing your online application **please** read:

- The fund criteria and guidance.
- Application guidance notes.
- How to set outcomes for core work.
- Hints and tips to support you as you complete your online application.

They are all there to help you. You will find them on Corra Foundation's website in [the Children, Young People, Families and Adult Learning Third Sector Fund section](#).

You will also need to download the **budget breakdown document** from our website, as you will need this to complete question 4.2.

Note that **all applications must be sent to us using the online application form** that you can download from [Corra's website](#). You can use the word template to prepare your application before copying the information into the online form, but you cannot send us your final application on the word template.

Some of the sections in the application form have suggested word limits which are intended as guidance so you know roughly how much information we are expecting. The online form will accept answers that are longer than the suggested word limits, but we recommend that you try to give answers within the suggested word limits as this means you are more likely to be giving us the amount of information we need.

The closing date for applications is **3pm on 5th September 2022**. If we have not received a final online application form by this time, we will not be able to assess your application.

Section 1: Assessment contact details

Please provide contact details for the assessment of this application and for ongoing correspondence if this application is successful.

1.1 First name of main contact for this application *

1.2 Last name of main contact for this application *

1.3 Position within the organisation *

1.4 Work address: street address *

1.5 Town/city *

1.6 Postcode *

1.7 Work telephone number *

1.8 Work email address *

Please provide contact details for the assessment of this application and for ongoing correspondence if this application is successful. This may be a different person to the one who is signing the declaration in section 10 below, or it may be the same person. The main contact should be able to answer any questions we have from assessing your application. They may be the person who would manage the work if your application is successful. Please make sure that all the contact details provided are work ones as opposed to personal ones.

Please note that you must complete this entire section before you can save your first draft.

Section 2: Applicant details

2.1 Legal name of organisation *

Please tell us the name by which your organisation is formally registered with OSCR.

Please note that you must complete this question before you can save your first draft.

2.2 Trading name or 'known as' name of the organisation if this is different to the legal name

Sometimes an organisation uses a different name day to day than its formal legal name. If this is the case, please tell us what this trading or 'known as' name is.

2.3 Registered office (as registered with OSCR): street address

This lets us know where the organisation is based and where we can look for more information if we need it.

2.4 Town/city

2.5 Postcode

2.6 Website address (if applicable)

This lets us find out additional information about your work if we need it.

2.7 What is the status of your organisation?

As well as being a registered Scottish charity your organisation **MUST** also have a legal personality to be eligible to apply for this funding. Please confirm whether your organisation is a Company limited by guarantee, a

	<p>Scottish Charitable Incorporated Organisation (SCIO), holds a Royal Charter or is another type of incorporated body.</p> <p>You can find out more information about the legal structure of organisations at: https://www.oscr.org.uk/media/2506/legal-forms-factsheet.pdf and https://scvo.org.uk/setting-up-a-charity/decide-on-structure</p>
2.8 Scottish Charity number	If your organisation is NOT a registered Scottish charity then you are not eligible to apply for this funding.
2.9 If your application is successful, funds will be paid electronically. Please provide the following bank details: Account holder	If your application is successful, funds will be paid electronically. So that all your bank details are saved correctly on our grants management system please tell us the name of your bank account, sort code and account number, and remember to attach a bank statement so we can check these details.
2.10 Account Number	
2.11 Sort Code	
2.12 Please attach a bank statement to verify your details and tick here to confirm that you have done this.	Please tick the box once you have attached your bank statement to your application.

Section 3: Governance

3.1 Please confirm that you have the following in place and, if you are successful in being awarded funding, will ensure they remain in place throughout the funding period:	<p>Please tick the appropriate boxes to confirm that your organisation has appropriate overall governance and appropriate financial and risk management controls in place. If you do not have either or both of these in place please leave the box/es blank.</p> <p>You can find more information about OSCR guidance on governance at https://www.oscr.org.uk/news/scottish-governance-code-and-checkup/</p> <p>Note that if you are awarded funding you must ensure that appropriate overall governance and appropriate financial and risk management controls are in place throughout the funding period.</p>
3.2 Tell us if you have a safeguarding policy in place that protects the people you	Please tick the appropriate box to let us know the current status of the safeguarding policy for your organisation.

support, volunteers and staff.	
3.3 Please either confirm that your organisation has a Child Rights Wellbeing Impact Assessment in place already, or that if you are awarded funding will have one in place by April 2023.	Please tick the appropriate box to let us know if your organisation has completed a Child Rights and Wellbeing Impact Assessment. Note that if you are awarded funding you will need to have a Child Rights and Wellbeing Impact Assessment in place before the funding starts.
3.4 Please confirm if your organisation has an Equalities Impact Assessment in place	Please tell us if your organisation has completed an Equalities Impact Assessment for the work covered in this application. There is no requirement to have an Equalities Impact Assessment in place, and this information will not be assessed, but Scottish Government is interested in understanding how many of the organisations that apply to this funding have put this in place.

Section 4: Financial information

4.1 Please tell us the overall level of core funding for which you are applying in each year. Please give us the annual figure here not the overall total over the two years.	<p>Please tell us how much funding you are applying for in each year of the fund. The overall total will be calculated automatically, so make sure you put in the figures for 2023/24 and 2024/25. You can apply for a different amount in each year of the fund.</p> <p>Please note that you cannot apply for only one year of funding, so please make sure you complete the amounts for which you are applying in each year of the fund.</p> <p>It is worth noting that:</p> <ul style="list-style-type: none"> • There is a limited amount of funding available within the fund. • You are much more likely to be awarded funding if it is clear that you are applying for the level of funding you really need. • Organisations can apply for up to 100% of core funding provided applications meet the required eligibility criteria and the funding applied for does not exceed total core costs as demonstrated in the budget breakdown form. • It is possible that Scottish Government may decide to award only part of the funding for which you have applied. • This application is for core funding, so should be for work that meets the definition of 'core'. For the purposes of this fund core funding is defined as: <ul style="list-style-type: none"> - Infrastructure investment: to support the costs for running the organisation towards achieving core aims, including support for networks / members, including support costs, staff salaries, utilities, office rent, associated rates, IT, office equipment, income generation and governance activities.
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	<ul style="list-style-type: none"> - Funding of an established service offered by an organisation on a national basis that can evidence ongoing contribution to improving outcomes. • You can apply for funding to expand your existing core work, but you cannot apply for funding to start completely new work or to deliver projects. • There is no upper or lower limit on the level of funding for which you can apply. <p>Note that:</p> <ul style="list-style-type: none"> • Each year of the fund will run from April to March, in line with the Scottish Government’s financial year. • The funding decisions made by Scottish Government will be for the full two years of the fund. Subject to: <ul style="list-style-type: none"> ○ Scottish Government’s Annual Spending Review providing sufficient budget for the funding to continue. ○ The organisation receiving funding has not made a specific request for funding to stop part way through this time period. ○ No concerns being raised by the fund administrator or the organisation’s Policy Officer about the organisation’s ability to deliver the work as planned. • There will be no opportunities to apply for further funding through the Children, Young People, Families and Adult learning Third Sector Fund. <p>If your application is successful, in December 2022 you will be told the level of funding you have been awarded in each year of the fund.</p>
<p>4.2 Please complete and attach the ‘core funding and budget breakdown’ excel document provided on our website and tick the box to confirm you have done this.</p>	<p>Please make sure you complete a ‘core funding and budget breakdown’ excel document, which you can find on Corra’s website here with the application materials.</p> <p>Please use this template rather than designing your own one so it is as easy as possible for us to assess the information. When you save the document it would also be extremely helpful if you could include your organisation’s name in the document’s name.</p> <p>The guidance for completing this excel document is included in the document itself, and there is space in the document for you to explain your figures.</p> <p>Once you have attached your completed document to your application form, tick the box to confirm that you have done this.</p>
<p>4.3 Please summarise your organisation’s financial position for the last two years. At least one year must be covered by audited/examined accounts, but the most recent year may be from accounts which have still to be</p>	<p>You will find this information on your Income and Expenditure statement and on the Balance Sheet that make up your financial accounts at the end of each year. If you are uncertain about this, please do not leave it blank. We recommend that you speak to the person that prepares your accounts.</p>

<p>audited/examined depending on your financial year end.</p>	<p>Please put in the dates that correspond to your organisation's financial year. We know this is different for different organisations, and it lets us know roughly when we'd expect accounts to be complete each year.</p> <p>Free reserves include reserves that are classed as unrestricted and those that are classed as designated. It does not include restricted reserves or the value of any property or capital items.</p> <p>You will find your figures for cash in bank/on hand in your balance sheet under current assets.</p>
<p>4.4 What is the usual annual income of your organisation?</p>	<p>We understand that the income of your organisation may vary significantly year on year. Please tell us the income range you would consider to be usual for your organisation.</p>
<p>4.5 Please tick to confirm that your organisation is currently a going concern</p>	<p>We need to know that the Board of your organisation believes that it is in a strong enough financial position to be able to continue to operate. Please tick the relevant box to confirm whether that is the case.</p> <p>If you need further guidance on what is meant by being a going concern, the Institute of Chartered Accountants of Scotland's Charities Panel published 'going concern guidance for charity trustees' and you can find that at: https://www.icas.com/landing/charities/charities-resources/icas-going-concern-guidance-for-charity-trustees</p>
<p>4.6 Is there anything you would like to explain about your financial figures? (200 words maximum)</p>	<p>We fully understand that circumstances during the year can skew figures and perhaps not accurately portray your true financial position e.g., having lots of money in reserve most of which might be restricted for a specific purpose, or receiving an annual grant just before the end of your financial year.</p> <p>We also understand that some Scottish Registered Charities are part of national or international organisations, and they may not hold their own reserves. This information can be included as part of any explanation of levels of free reserves.</p> <p>Please use the space provided to explain anything about your financial figures that you think would be useful for us to know.</p>
<p>4.7 Please attach your most recent audited or independently examined accounts to this application and tick the box to confirm you have done this.</p>	<p>Please make sure you remember to attach your most recent audited or independently examined accounts to your application. We will look at these when we are assessing your application.</p>
<p>4.8 Do you currently receive any core funding, from Scottish Government or from other sources of funding, in relation to the fund priorities set out in this application?</p>	<p>Please tick the appropriate box to let us know if you currently receive any core funding that covers work linked to the fund priorities.</p>

4.9 If you are in receipt of Scottish Government **core** funding or other sources of **core** funding that will be active from April 2023 to March 2025 please tell us the name/s of the fund/s and at what stage your funding is at e.g., 1st year of 3, 2nd year of 5.

Please tell us about all the other sources of core funding you expect to have over the two years of the fund.

Please make sure you include **all** Scottish Government funding for your **whole organisation**.

Remember to include Scottish Government funding that is administered by other organisations.

If you have more than one type of core funding, please use the 'add another response' option on the online form to add space for each additional strand of funding.

Section 5: About your organisation

5.1 Please tell us about your track record in delivering improved outcomes for children, young people, adult learners and their families. (300 words maximum)

We would like to understand more about the work you have already delivered to support children, young people, adult learners and their families. As well as describing what you have done please also give us evidence of the impact this has had. Remember that facts and figures can be powerful in showing what you have delivered. Again, please assume we don't know what acronyms or jargon mean.

5.2 In which local authority area(s) does your **overall organisation operate**? Please select all that apply.

Please tick the appropriate boxes to tell us in which local authorities your organisation currently operates.

5.3 If your organisation works in fewer than four local authority areas, please tell us what it is about your work that you believe gives it national significance or reach, or why you believe it fits the definition of work in a niche community. (300 words maximum)

If your organisation works in four or more Scottish local authority areas, you do not need to answer this question as you will automatically meet the definition of 'national'. If your organisation works in fewer than four Scottish local authority areas then you do need to answer this question, giving as clear an explanation as possible about why you believe your work either fits the definition of having national significance or reach, or fits the definition of being delivered in a niche community.

The following definitions are being used for this fund:

National

To be considered national for the purposes of this fund you must be:

An organisation which either offers services in four or more Scottish local authority areas or represents and supports membership organisations who operate across four or more local authority areas.

OR

An organisation working in fewer than four Scottish local authority areas but that can demonstrate national significance or reach.

	<p>Examples might include: operating a national online system for the purposes of sharing resources/best practice; a nationally available service or phonenumber; operating as a national centre of excellence; or serving a niche community. (Note that having a website that is accessible to anyone regardless of geography does not meet the definition of national significance or reach; you must be actively providing a national service.)</p> <p>Niche Community For the purposes of this fund, an organisation supporting a niche community would provide a service to a cohort of children, young people, families or adult learners who require a specific type of support that no other organisation can provide. In terms of location for example, an organisation who provides a service operating in a rural area of Scotland that supports a specific cohort of children, young people, families or adult learners and aligns with the policy priorities or criteria set out in this fund is eligible to apply for funding if there are no national organisations in the same local authority area(s) that deliver this work. Additionally, a service operating in an urban area that is supporting a specific community or cohort of children, young people, families and adult learners would also be eligible to apply for funding if there are no national organisations in the same local authority area(s) that deliver this work. (Note that we would not expect a local organisation serving a niche community to be awarded funding where they are affiliated to a national organisation.)</p>
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Section 6: Policy Links

6.1 Please tell us which policy priority or priorities you feel provides closest link for the work for which you are seeking funding.	<p>Please tick the relevant box/boxes to show which of the policy priorities are most relevant for the work you are applying to have funded.</p> <p>You can tick as many as are relevant, but please only tick policy priorities if they are directly relevant.</p>
6.2 Please tell us which funding criteria you feel provide/s the closest link for the work for which you are seeking funding.	<p>Please tick the relevant box/boxes to show which of the funding criteria are most relevant for the work you are applying to have funded.</p> <p>You can tick as many as are relevant, but please only tick funding criteria if they are directly relevant.</p>
6.3 Please tell us which policy area/s you feel provide the closest links for the work for which you are seeking funding. This allows applications to be assessed by the most relevant policy area in the Scottish Government	<p>Please tick the relevant box/boxes to show which of the policy areas are most relevant for the work you are applying to have funded.</p> <p>You can tick as many as are relevant, but please only tick policy areas if they are directly relevant.</p> <p>If there are none of the policy areas on the list that you believe are directly relevant for the work you are applying to have funded you,</p>

please choose the 'other' option and tell us which Scottish Government policy area you believe is the best fit for your work.

Section 7: Funding aims

7.1 Please provide a summary of the work you will be doing. (100 words maximum in plain English)

We need a short, easy to understand description of the work you will deliver if your funding application is successful. This will be used by Scottish Government in briefings, answering questions, etc. if your funding application is successful.

You may already have this information somewhere else such as your website.

Please assume we don't know what acronyms mean and try to make sure the information you put in is as clear and jargon-free as possible. A good test of how easy it is to understand is to read it to someone who doesn't know about your work and get them to tell you what they think you are going to be doing.

7.2 Please tell us in more detail what you propose to do with this funding and how this will deliver the policy priority or priorities you have selected in question 6.1. (1000 words maximum)

We need to know enough about the work you are planning to do to understand how it fits with the funding criteria. Please tell us what you would actually do with this funding, and who you would be working to support.

For example, if you are planning to use the funding to pay for delivery of some core services, tell us what these are and which groups of people you would be working with. If you are planning to use the funding to pay for some of the day to day running costs of your organisation, tell us which bits would be funded and the impact this would have on your organisation's work.

You can use funding to pay for delivery of core service, or for your organisation's running costs, or for a mixture of both.

7.3 What is the evidence of need for this work? (300 words maximum)

Please tell us about research or other evidence-gathering you have done in order to understand why this work is needed and why it has the focus it does. This may include research that has been carried out by other organisations including Scottish Government, and your own research about how this relates to the work you deliver. You may also have evidence from delivering this work currently, including feedback from the people you work with and from other organisations you work with.

If you are planning to use the funding to pay for some of the day to day running costs of your organisation, please tell us about the evidence of need for the overall work of your organisation. If you are planning to use the funding to pay for delivery of some core services, please tell us about the evidence of need for these specific pieces of work. If you are planning to use the funding to pay for a mixture of both, please tell us about the evidence of need for both.

7.4 How do people (with lived expertise) you work alongside and support contribute to your organisation?	Please tick the relevant box/boxes to tell us how the people you work alongside and support are involved in the work of your organisation.
7.5 Please describe in more detail how you involve the people you work with in the design, development, delivery and evaluation of your work, particularly in the communities you will be working with through this funding. (500 words maximum)	Please tell us how you are involving the people you will be working with in each stage of the work you are planning to deliver. You may find it useful to take each of the areas you have chosen in question 7.4 and give more detail about the approach you are taking.

7.6 Please provide a maximum of three key outcomes which this funding would contribute to your organisation delivering.	
Outcome 1:	Please tell us the three most important outcomes that this work would lead to for the people you would be working with. These should tell us what will change as a result of this work. Each of the outcomes should cover either a different change or a different group of people.
Outcome 2:	The 'who' in your outcomes should be the people you work with directly, so you can gather evidence from them of the impact your work is having. Please don't set outcomes that are about a group of people one step removed from the work you actually deliver. For example, if you work training staff in other organisations who then go on to work with young people, the 'who' in your outcomes will be the staff. However, if you deliver services directly with young people then the 'who' will be the young people themselves.
Outcome 3:	<p>Remember that there should be a link between the work you are doing and the impact it will have and the policy priorities, funding criteria and policy areas you have chosen in section 6 of this application.</p> <p>Note that your outcomes should not include the activities you will be doing – they are the differences that will happen because of the activities you have told us about in sections 7.1 and 7.2 above.</p> <p>There is information about setting core outcomes available on our website at: The Children, Young People, Families and Adult Learning Third Sector Fund as well as a short video we have developed with Evaluation Support Scotland to provide additional support.</p> <p>There is more general information about setting outcomes available on the Evaluation Support Scotland website including this introduction to outcomes: ESS Support Guide 1a Setting outcomes - Evaluation Support Scotland</p> <p>More information on outcomes and indicators and wider evaluation work is available at: http://www.evaluationsupportscotland.org.uk/resources/</p>

7.7 Please tell us how many people you expect to work with during the first year of the fund if your application is successful.

We are interested in understanding how many people you expect to benefit **through the work you are applying to have funded**. We understand that numbers are only one measure of the impact of the work.

We also understand that this isn't always simple because of the type of work some organisations deliver. However, it is important to have some sense of how many people are likely to benefit.

We would like to know how many people you expect to have an impact on during 2023-24 **through the work you are applying to have funded**. To try to make it as easy as possible for you to explain who the people are who will benefit from your work we have split this into two groups:

- 1. People you work with directly:** These are the people you either see face to face or are in direct contact with on a one to one basis. Examples of this include delivering face to face training for adult learners or providing direct support for professional staff in another organisation which is a member of your network. In each case you should find it fairly straight forward to know how many people you are working with, and you can ask them directly about the impact your work is having.
- 2. People you don't work with directly but would expect to benefit from your work:** We understand that it is often much harder to know how many people benefit indirectly from your work, or the actual difference your work has made to them. However, for many organisations the people they are aiming to support are not the ones they work with directly. If this is the case for your work, then please tell us how many people you expect to benefit indirectly from the work you are delivering. For example, if you deliver 'train the trainer' work, the people you train are the ones you work with directly. The people who benefit indirectly are the people they then go on to train and the people these second lot of trained people then work with. While it is logical that these groups will also benefit from the work, it is much harder to know exactly how many people there are in each of these groups. It is also harder to know the actual impact of the work on these groups of people because you may never have direct contact with them. However, it is still possible to make some assumptions about how many people will benefit indirectly and to gather sample evidence.

To ensure we are capturing what is needed we have the following categories:

- Children – In Scotland, the definition of a child varies in different legal contexts, but statutory guidance which supports the Children and Young People (Scotland) Act 2014, includes all children and young people up to the age of 18.
- Young people – A young person under some legislation is considered between the ages of 18 and 26 including transition periods for those living with disabilities.
- Whole family support – families where you engage with more than one member of the family.
- Parents and carers – this includes grandparents and extended family.
- Adult learners – Adult learning encompasses all 16+ post-compulsory education, taking place in a variety of settings including community venues, workplaces, colleges, universities, online and at home. The aim is that adult learning in Scotland will develop better skilled, educated, confident and empowered people contributing to connected and inclusive communities.
- Professional staff – professionals out with your organisation to whom you provide training or other input.

It is possible that the people you work with may fall into more than one category, e.g. a young person engaged in adult learning, so we ask that you just choose the category you feel fits best and there is space in the question 7.8 to expand on this if you wish. Different strands of your work may cover more than one category.

If you are successful in being awarded funding, each time you report during the course of the funding we will ask you to tell us the number of people in each of these categories who have benefited from your work.

<p>7.8 Please tell us anything else you feel would be useful to know about either the type or number of people who would benefit from this work. (200 words maximum)</p>	<p>Please use the space to tell us about:</p> <ul style="list-style-type: none"> • Any assumptions you have made with the figures you have given us for the number of people you expect would benefit from your work. • Anything else you feel would be useful for us to know about either the different types of people you will be working with or the numbers of people you will work with directly and/or indirectly.
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Section 8: Monitoring and evaluation

<p>8.1 Please describe the evaluation activities you will carry out, including the tools and techniques you will use to let you know if the outcomes are being achieved. (400 words maximum)</p>	<p>Evaluation is about using monitoring and other information collected to make judgements about the value of any component part of your work, products, services or benefits, or about the organisation as a whole. It is also about using the information to make changes and improvements.</p> <p>You will need to have a plan in place to evaluate the impact of your work. This is different to whether the work actually happened; you could have delivered work as planned but it might not have had the impact you were expecting. Evaluation can be done by various methods (for example: questionnaires, observation, interviews, keeping records or notes) and many tools are available. How much information is gathered and how often it is gathered can also vary.</p> <p>Tell us about the evaluation work you plan to carry out so you know the difference your work has made. If there are specific tools and techniques you plan to use please tell us what these are.</p> <p>There is information about evaluation methods and tools on the Evaluation Support Scotland website at http://www.evaluationsupportscotland.org.uk/resources/evaluation-methods/</p>
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Section 9: Equalities

<p>9.1 How will you ensure the activities and services which you are applying to have funded are fully accessible to people with protected characteristics as listed in the Equality Act 2010? (400 words maximum)</p>	<p>Please tell us how you have considered individuals from protected groups when you have planned your activities and services. This might include:</p> <ul style="list-style-type: none"> • Research you have carried out yourself or that has been carried out by other people. • Results of evaluation work you have carried out for existing services and activities. • Involving people from protected groups in planning your activities.
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<p>9.2 Please describe how you will ensure that all those who require your activities/services including individuals with protected characteristics can access and benefit from them? (300 words maximum)</p>	<p>This is about the practical steps you will take and may include:</p> <ul style="list-style-type: none"> • How you plan to communicate your work and make sure communication methods are accessible. • Ensuring the individuals who will actually be delivering the work have been properly trained to understand the needs of individuals from protected groups.
<p>9.3 Will your activities particularly benefit individuals from a particular ethnic background?</p>	<p>Please ensure you complete this section by ticking the appropriate box.</p>
<p>If yes, which ethnic background?</p>	<p>If you answered yes to question 9.3, please ensure you complete this section by selecting as many of the ethnic backgrounds that are relevant from the drop-down menu.</p>
<p>9.4 Will your activities mainly benefit people of a particular sex?</p>	<p>Please ensure you complete this section by ticking the appropriate box.</p>
<p>If yes, which sex?</p>	<p>If you answered yes to question 9.4, please ensure you complete this section by choosing the appropriate option from the drop-down menu.</p>
<p>9.5 Will your activities mainly benefit people from a particular age group?</p>	<p>Please ensure you complete this section by ticking the appropriate box.</p>
<p>If yes, which age group? You can select up to two different age groups.</p>	<p>If you answered yes to question 9.5, please ensure you complete this section by ticking the appropriate box or boxes.</p>
<p>9.6 Will your activities mainly benefit disabled people? We use the definition from the Equality Act 2010 which defines a disabled person as someone who has a mental or physical impairment that has a substantial and long-term adverse effect on their ability to carry out normal day to day activity.</p>	<p>Please ensure you complete this section by ticking the appropriate box.</p>
<p>9.7 Will your activities mainly benefit people of a particular religion or belief?</p>	<p>Please ensure you complete this section by ticking the appropriate box.</p>
<p>If yes, which religion or belief? You should select all that apply.</p>	<p>If you answered yes to question 9.7, please ensure you complete this section by ticking the appropriate box or boxes.</p>
<p>9.8 Are your activities directed at, or of particular relevance to,</p>	

lesbian, gay, bisexual or transgender people?

Please ensure you complete this section by ticking the appropriate box.

Section 10: Declaration

Please ensure all sections of the declaration are completed, including the tick box to confirm acceptance of the conditions linked to this funding. If we do not have all the information requested in this section, we may be unable to assess your application.

Please note that you must complete sections 10.2, 10.3 and 10.10 on the online form before you can save your first draft.

Please remember that **all applications must be sent to us using the online application form** that you can access from [Corra's website](#). You can use the word template to prepare your application before copying the information into the online form, but you cannot send us your final application on this word template.

The deadline for applications is **3pm on 5th September 2022**. If we have not received a final online application form by this time we will not be able to assess your application.

The Corra Foundation

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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). Fortify Social Enterprise CIC is a community interest company registered in Scotland and is also a company limited by guarantee (No SC507457). The Corra Foundation was previously called Lloyds TSB Foundation for Scotland.