



Third Sector Homelessness Fund. Application Form Questions

Preliminary Eligibility Check

1. Are you a Scottish Registered Charity? **YES/NO**
2. Are you a legally constituted organisation (eg a SCIO or registered company)? **YES/NO**
3. Do you have a track record working in homelessness? **YES/NO**
4. Does your proposed activity align with outcomes and actions identified in the [Ending Homelessness Together Action Plan](#)? **YES/NO**
5. Does your proposed activity support transformational change as envisaged in the [Ending Homelessness Together Action Plan](#)? **YES/NO**
6. Will all the proposed work take place in Scotland? **YES/NO**
7. Are you a residential social landlord or housing association? **YES/NO**

Application Form Questions

The following questions will be built into an online application form. There will be one form for organisations applying for one-year funding and another for multi-year funding. However, other than budgetary questions, the application form will be the same.

1. Organisation Details

1. Scottish Charity Number (SCO)
2. Charity Name
3. Website
4. What date was your organisation established (dd/mm/yyyy)
5. Address of charity (as recorded with OSCR)
6. Street
7. Town / City
8. Postcode
9. Are you a branch of a larger organisation? If yes, please provide details?
10. What are the general activities of your organisation (max 200 words)
11. Describe the make-up of your management committee/board (max 150 words)
12. Please provide the following staffing details
 - a. Staffing: Full-Time
 - b. Staffing: Part-Time
 - c. Staffing Sessional
 - d. Staffing: Volunteers
13. Which of these policies/checks are in place (select all that apply)
 - Disciplinary Policy
 - Safeguarding Policy
 - Employers Liability Insurance

- Equal Opportunities Policy
- Health and Safety
- Public Liability Insurance
- Other (please list)

14. **Safeguarding** Please tell us how you ensure you keep your staff, volunteers and people you work with safe and supported.

2. Financial Information

15. Please summarise the last two years' financial accounts below

	Year 1 (most recent)	Year 2
Financial Year-End	<input type="text"/>	<input type="text"/>
Total Income	<input type="text"/>	<input type="text"/>
Total Expenditure	<input type="text"/>	<input type="text"/>
Unrestricted/General Reserves	<input type="text"/>	<input type="text"/>
Cash in bank/on hand	<input type="text"/>	<input type="text"/>

16. Is there anything you need to tell us about these figures or about the current financial position of the organisation?

3. Application Contact

17. Name
18. Position within organisation
19. Email address
20. Contact Telephone number
21. Postal Address (if different to registered charity)

4. Project Proposal

22. What is the title of your project?
23. Will the project be delivered at a national or local level?
24. If local, what local authority area(s) will the project be delivered in?
25. Project Summary (200 words)
26. What change(s) to the provision of service delivery, policy or practise have you identified that need to be put into practice? How did you identify this need? (300 words)
27. How will you do this? (700 words)
28. How does the project represent a new/ transformational change services delivery? (200 words)
29. What will be the outcome(s)? (300 words)
30. When will the project start?
31. When do you expect to complete the project?

5. Links to strategy

32. Please indicate which of the following high-level actions in the Ending Homelessness Together Action Plan your project addresses:
- a. Embedding a person-centred approach.
 - b. Preventing homelessness from happening in the first place.

- c. Joining up planning and resources to tackle homelessness.
 - d. Responding quickly and effectively whenever homelessness happens.
 - e. Prioritising settled homes for all.
33. Please describe how your project fits within local and/or national strategic plans? Where possible, please refer to specific outcomes and actions within the Ending Homelessness Together Action Plan. (300 words)

6. Collaboration and partnership working

34. Have people with lived experience been involved in the development of this project/activity?
If yes, how have people been involved and how will they continue to be involved throughout delivery?
(400 words)
35. Which (if any) partners are you collaborating with in this work?
- Housing services
 - Community/recovery groups
 - Employment services
 - Mental health services
 - Primary care
 - Social services
 - Specialist drug and alcohol services
 - Other third sector organisations
 - Other (please specify in box below)
36. Please briefly detail the role and responsibility each partner/collaborator will take.
37. How will you develop these partnerships/collaborations?

7. Reporting

38. Please tell us about how you propose to monitor and evaluate your project? (500 words)
39. How will the success/learning from this work contribute to future activity? (300 words)
40. How will you plan to share the lessons from this project? (400 words)

8. Finances

41. What is the total grant you are seeking? (Broken down by year for multi-year grants)
42. Please detail the costs associated with your project.

Cost Description	Year 1	Year 2	Year 3	Total
Employment costs (eg salary, NI, recruitment)				
Property costs (eg rent, electricity)				
Equipment costs (eg computers)				
Other costs (eg travel, food)				
Management fees (if applicable)				
Evaluation Costs				

Total costs				

9. Authorisation

This application must be authorised by a member of your Board or Management Committee

- 43. Name
- 44. Position
- 45. Email Address
- 46. Phone

If you would like to find out more about what we do with your data, you can access our Privacy Notice here <https://www.corra.scot/privacy-notice>

To the best of our knowledge the information given on this form gives a true and accurate account of the proposal to which it relates. We confirm that on behalf of the Local Authority or Health and Social Care Partnership and the charity we authorise Corra Foundation to:

- publish details of financial support given to this proposal and of the objectives of the project;
- to pass any details obtained about the project through this application or through subsequent assessment procedures to the external partner funding agencies,
- and also to use such information as part of any Corra Foundation customer satisfaction survey;
- and as part of any Corra Foundation media release or publication.

These details will not be used for commercial purposes.

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