



Scottish Government
Riaghaltas na h-Alba
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Scottish Government Third Sector Homelessness Fund Guidance notes for applicants

Background

The Third Sector Homelessness Fund is a £4.5m fund for third sector organisations on the frontline of delivering homelessness services in Scotland. This £4.5m forms part of the Scottish Government's £50m Ending Homelessness Together Fund. The purpose of the Third Sector Homelessness Fund is to support organisations to innovate and transform the services they provide to people in line with the Scottish Government's [Ending Homelessness Together Action Plan](#).

The Third Sector Homelessness Fund will aim to:

- Support the programme of systematic transformational change set out in the Ending Homelessness Together High-Level Action Plan
- Support third sector organisations as they adapt to the transition that local authorities are undertaking to a rapid rehousing model.
- Build cross sector collaboration between third sector organisations, local authorities and other statutory services.
- Trial different and innovative approaches to service delivery.
- Ensure that programmes are well evaluated and that learning from successful approaches is shared amongst stakeholders in the homelessness sector.

Eligibility Criteria

To be eligible to apply for funding, an organisation must be a Scottish Registered Charity and must also have a "legal personality", meaning it is legally constituted and can enter into a contract. Being a Scottish Registered Charity means being registered with the Office of the Scottish Charity Regulator (OSCR) and having a Scottish Charity number. Examples of legal personalities include Scottish Charitable Incorporated Organisations (SCIOs) and registered companies. Unincorporated organisations, even with charitable status, are not eligible to apply. Community Interest Companies have a legal personality but are not Scottish Registered Charities and are therefore not eligible to apply for this funding.

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>

Funding Available

- The total value of the fund is up to £4.5m.
- Up to £1.5m will be available as grant funding for three years from 2020/21.
- Approximately £1m per annum will support multi-year projects.
- Approximately £500,000 per annum will support single year projects/ initiatives.
- An organisation may apply for up to two grants (1 single-year and 1 multi-year).
- Each individual application should clearly be for a separate project or activity.
- There is no minimum or maximum amount that an organisation may apply for. As a broad guideline, the fund anticipates applications of between £20,000 and £100,000 per annum for multi-year projects, and £20,000 to £75,000 for single year projects. Please contact us if your application is likely to sit significantly outside this range.
- Grants will be paid quarterly in arrears.
- All funds awarded to organisations must be spent by March 2023.

Key Fund Parameters and Priorities

- The overarching aim of the fund is to support the implementation of the [Ending Homelessness Together Action Plan](#). All applications should clearly demonstrate alignment with the Action Plan at a national or local level.
- At a **national level**, applicants will need to show that they align with at least one of the five outcomes set out in the Action Plan. We also expect applicants to be able to focus on at least one of the 49 recommendations set out in the Action Plan.
- At a **local level**, local authorities have all had to submit a Rapid Rehousing Transition Plan (RRTP). Applicants would need to demonstrate alignment with their local authority's RRTP, as well as the broader outcomes set out in the Action Plan.
- There are also two areas that are not explicitly set out in the Action Plan in which applications would be welcomed:
 - Projects that ensure a clear, effective focus on preventing and responding effectively to **homelessness amongst women**.
 - Continued support of **winter planning** designed to safeguard those who are at risk of rough sleeping.
- The fund is focused on supporting **transformational change** and all applications should demonstrate how activities represent new and innovate ways of working.
- The fund will also look favourably upon applications that demonstrate evidence of:
 - A **person-centred approach** to service delivery.
 - A focus on **preventing homelessness** in the first place.
 - Organisations working in **collaboration**.
 - Activities that demonstrate **quick and effective responses** for individuals.
 - Activities that prioritise **identification and achievement of settled housing**.

Timeline

Monday 27th January	Programme launches and website open to applications
Monday 24th February	Closing date for applications
25th February - 20th March	Period for review and assessment of applications
w/c 23rd March	Scottish Government announces funding decisions

Application Process

- Applications will be completed online via the [Corra Foundation website](#).
- All applications will be read by a Corra Foundation Grants Advisor.
- All applicants will have an assessment call with a Corra Foundation Grants Advisor.
- Corra Foundation will make recommendations to Scottish Government.
- Scottish Government will make final funding decisions and issue grant offers.

Application Form Guidance

All applications to the Third Sector Homelessness Fund will be completed online. Please remember to regularly save progress with your application form. Some e-mail servers, like Hotmail, block e-mails from the Form Assembly website. Please let us know if you do not receive a confirmation e-mail after saving your application.

If you would like a Word version of this application form, please get in touch with Tom Baughan (tom@corra.scot). This might be helpful when you are developing drafts, however, please note that only applications sent through the online portal will be accepted.

All applications and supporting documents must be received by noon on the closing date of Monday 24th February. We will not consider applications received after this time.

Section 1: Organisation Details

Please complete all organisation details and include a brief summary of the general activities of your organisation. We also ask for some detail on your management committee, please summarise the number of people on your board and the relevant skills/ experience they bring to the organisation. Please also include a comment on how frequently your board meets, any training they receive, and their engagement in the organisation's activities.

Safeguarding: We would like to know how your organisation operates with effective safeguarding policies and procedures that protect the safety of vulnerable groups. This includes having a named safeguarding representative, providing regular training for staff and volunteers, operating with clear steps to take in the event of an incident or disclosure, and ensuring that people working with young people are subject to relevant checks, i.e. Disclosure Scotland.

Section 2: Financial Information

Please use figures from your latest audited accounts to complete the key financial information for the last two years. Please note that your unrestricted/ general reserves

figure on the application form should include funds that are designated but not restricted. Please also provide us with any additional information you feel we should know regarding your organisation’s accounts or financial position.

We will also ask you to send us an electronic copy of your most recent signed audited accounts.

Section 3: Application Contact

Please complete contact details. We recommend that the Primary Contact is someone closely associated with the proposed project, a Project Manager for example. This person will act as a primary contact for questions Corra Foundation may have about the project.

Section 4: Project Proposal

What is the title of your project? (max 20 words)
Please tell us the title of your proposed project/ activity.
Will the project be delivered at a national or local level? If local, what local authority area(s) will the project be delivered in?
Please tell us whether the project will involve delivering services at a local or national level. If local, please tell us the local authority(s) in which you will be delivering activities. For local projects, Grants Assessors will be looking for evidence that the proposed activity aligns with the local authority’s Rapid Rehousing Transition Plan. We would also like to know the extent to which you have engaged with the local authority to date.
Project Summary (max 200 words)
Please give a summary of the activities you would like to deliver. Please include brief reference to how the proposed activities represent a different way of working and how they align with the Ending Homelessness Together Action Plan (Greater detail on these points will be requested later in the application)
What change(s) have you identified that need to be put into practice and how did you identify this need? (300 words)
Please describe the changes that you have identified as needing to happen through this project and tell us how you identified the need for the proposed activities. You could tell us that you have recognised need through practitioner or service user feedback; or through a needs assessment or service review.
How will you do this (Description of proposed activities)? (max 700 words)
Please explain in more detail: What you intend to do, how you intend to do it, who will do the work, when it will take place and how it will contribute to the desired change.
How does the project represent a new/ transformational change in the way services are delivered by your organisation(s)?
Please explain how the activities described in the previous question represent a new/ transformational change in the way services are delivered by your organisation. How do they differ from existing operations/ working practises? Are you trialling a new or innovative approach? Are you working with new partners, or collaborating with existing

partners in a new way? Are you shifting to a more person-centred approach or adopting a greater focus on prevention?

What will be the outcome? How will your project contribute to changes in systems?

We are interested in what you plan to do after you have completed the work. If it is successful, what will you do next? How will you build upon or implement the findings/successes/learning?

Section 5: Links to strategy

How does your project fit within local and national strategic plans, specifically, the Ending Homelessness Together Action Plan? (max 300 words)

- Please tick the check-box for each of the high-level actions in the Ending Homelessness Together Action Plan your project addresses.
- If you are proposing a **local project**, please tell us how the proposed activities align with the local authority's Rapid Rehousing Transition Plan (RRTP).
- If you are proposing a **national project**, please tell us how your proposed activities align with outcome(s) in the Ending Homelessness Together Action Plan.
- If applicable, please explain which of the specific actions in the Ending Homelessness Together Action Plan your project will address.
- If applicable, please explain which of the funds other priorities (homelessness amongst women, winter planning) your project will address.

Section 6: Collaboration and Partnership working

If you tick yes to 'have people with lived experience been involved', you are asked to demonstrate how you have consulted with people. Will people with lived experience continue to guide the project as it is delivered? (max 400 words)

Please tell us how you have meaningfully engaged with people who use services during the development of your proposed activities. Please let us know how people who use services or those with lived experience will continue to guide the development of your project as it is delivered.

If applicable, please detail which partners you will be working with and the role and responsibility each partner will take (max 300 words)

The Ending Homelessness Together Action Plan recognises that more needs to be done to ensure planning and resources are joined up around a person-centred approach. If applicable, please provide details of the other organisations you will be working with to deliver this project and their role(s). Who will do what?

How will you develop this partnership(s)? How will you collaborate as the project progresses? (max 500 words)

We recognise that sustained collaboration and partnership working can be integral to the success of any systemic change. For this reason, we ask you to explain how you will

develop partnership working as the project continues. Please tell us how you identify key stakeholders, and how you will foster good partnership working.

Please outline how partners will collaborate and share information during the implementation of this project. This could be details of how you will co-work or share information for example.

Section 7: Reporting

Please tell us about how you propose to monitor and evaluate your project? (max 500 words)

Please tell us your plans for monitoring your activities. This is measuring the **outputs** associated with your project. This could include details of your plans for progress review and reporting at operational level.

Please outline what evaluation data you will collect and how it will be used to show outcomes (change) for individuals and for the project as a whole. What will success or change look like and how will you measure it?

Proactively seeking the experiences of people who use services is a critical part of implementing systemic change. Please tell us how you intend to seek the views of people who use the service about what the changes have meant for them.

What monitoring/learning/evaluation tools will you use to track changes and improvements?

How will the success/learning from this work inform future strategy in your area? (max 300 words)

Please explain how the change that occurs as a result of a successful bid will influence future work and strategic direction in your area. Please tell us how you will ensure learning from your project will influence strategic development.

How will you share the success/learning from your project? (max 400 words)

We would like to understand your own plans for sharing learning and practice developments. Please tell us about how you will share learning with relevant bodies/organisations/groups across Scotland if appropriate.

Section 8: Finances

Please provide as detailed costings as possible for the project. These costings should be for the entire life of the project. You can add additional budget lines. Although match funding or funding in kind is not a requirement, you can detail here if appropriate. If you would like to upload a breakdown of the budget for your project, there is the option of doing so in this section. The maximum file size for attachments is 5MB.

Section 9: Authorisation

A member of your Board or Management Committee must authorise this application. Section 9 declarations ask for details of this person, and they should have reviewed and approved the application.

Section 10: Enclosures

We ask for two enclosures as part of this application. We cannot process your application without these. The maximum file size for each attachment is 5MB.

1. A copy of your most recent audited annual report and accounts.
2. A copy of your Safeguarding Policy.
3. If there is another document you have referenced in your application, there is space to upload it here. Please be aware, due to the volume of applications that are likely to be received, there will be limited capacity to review these documents. As such, please keep such attachments as succinct as possible.

Confirmation of receipt of application

After reviewing your application, you will be able to click on a link that will send this application to us. Very soon after this, you should receive an e-mail to the address provided on page 1 of your application form. If you do not receive this e-mail, your application has not been received.

If this happens, please contact Tom Baughan at Corra Foundation, who will be able to guide you through this final stage. Tom's details are:

tom@corra.scot

07974 987891

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

(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.

It is a member of the Scottish Grant Makers, the Association of Charitable Foundations and the Scotland Funders Forum.