



Q&A for the Children, Young People, Families and Adult Learning

Third Sector Fund

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1. Eligibility

Q1 The organisation I work with is not a registered charity but does some work in Scotland that fits the criteria. Can we apply?

- No – you must be registered as a charity in Scotland to apply.

Q2 We are a Community Interest Company (CIC). Can we apply?

- No – you must be registered as a charity in Scotland to apply.

Q3 We are a Social Enterprise. Can we apply?

- Only if you are registered as a charity in Scotland and your organisation has a legal personality and the work you are applying for meets the criteria.

Q4 The charity I work with is not registered with OSCR (Office of the Scottish Charity Regulator), but with the Charity Commission in England and Wales. Can we still apply?

- No – you must be registered as a charity in Scotland to apply.

Q5 We are applying for registered charitable status with OSCR at the moment – can we apply?

- If you have your registration completed and approved by OSCR before 5th September 2022 then you can apply - you do need to be able to put your Scottish Charity Number on the application.

Q6 Can intermediary organisations apply?

- Yes, provided their work fits the fund criteria.

Q7 Is there any limit on the turnover of organisations that can apply?

- There is no upper or lower limit on the turnover of organisations applying for this funding.

Q8 We are a national registered Scottish charity that meets all the fund criteria but for very specific reasons our organisation does not have a legal personality. Can we apply?

- No, having a legal personality is one of the basic eligibility criteria for the fund as this enables organisations to enter into a legal contract.

Q9 Will an application be judged negatively if it doesn't meet the 'national' criteria?

- If your application does not meet the 'national' criteria, it will not be fully assessed and it will not be considered for funding. If your organisation does not work in four or more local authority areas, and you believe the work of your organisation has national significance or reach or fits with the criteria around providing a service to a niche community you can set this out in your application.

Q10 We currently work in three local authority areas; can we use this funding to extend our work into another area?

- To make an application, the work being delivered by your charity must meet the criteria when you apply, so will need to be working in four or more local authority areas at the time the applications made, or be able to make the case that your work has national significance or reach, or that you are providing a service to a niche community.

Q11 My organisation did not apply for/was unsuccessful in applying for funding through the CYPFEIF & ALEC Fund – can I apply for funding through the Children, Young People, Families and Adult Learning Third Sector Fund?

- This is a new fund with an open application process, so if you meet the fund criteria then you can apply.

Q12 Can a charity apply more than once?

- No. This fund is for core funding, so each organisation will only have one lot of core costs and can make only one application. If you are applying for funding for different core services, you can explain this to us on your application in the section where you tell us about the work you are applying to have funded.

Q13 Is there an upper or lower limit on the income of charities that can apply?

- No. If your organisation meets the fund criteria it is eligible to apply regardless of its income.

Q14 We are a new charity, can we apply?

- You need to be able to show a track record of delivery and to meet the definition of 'national'. You also need to be able to attach a copy of your audited/independently examined accounts to your application.

Q15 Is there any link to any other Scottish Government funds?

- No, this is a completely separate fund, and applications to the Children, Young People, Families and Adult Learning Third Sector Fund will be assessed on their own merit.

Q16 Why is the funding limited to particular parts of the sector?

- The fund is not limited to particular organisations – it is open to any charitable organisation registered in Scotland that also has a legal personality as long as it can demonstrate that the proposed work fits with the criteria for the fund.

Q17 Can we apply in partnership with another organisation?

- No. As you would be applying for a contribution to the core costs of your own organisation, you need to complete an application for this. If the organisation or organisations you work in partnership with are also eligible to apply for the funding, they also need to develop their own applications. As this is for core funding we wouldn't expect there to be an overlap in the work being funded. While Scottish Government encourages partnership working, and funded organisations may well work in partnership with each other, each organisation applying for funding needs to complete their own application.

Q18 We are a local organisation that is a charity in its own right and we believe our work has national significance or reach, but we also have a national lead charity. Can we develop our own application which would be considered in addition to any application made by the national charity?

- Each application will be considered in its own right, so there is nothing to stop you doing this. However, we would strongly recommend that you speak to your national lead charity to find out if they are applying, and to work with them. When Scottish Government make funding decision they will consider whether there is any duplication of work, and so it is highly unlikely that two applications which cover the same work with the some of the same organisations would both be funded.

2. General criteria

Q1 Why is there a requirement for the work to be early intervention or prevention?

- Early intervention and prevention are key as evidence shows that this is the most effective way to support children, young people, adult learners and families both in terms of improving outcomes and ensuring the best use of resources.

Q2 What is the difference between core work and projects?

- Core work is already being delivered now, and is an ongoing, long term work that is fundamental to your organisation. A project is a shorter-term piece of work with a defined lifespan that is often about testing out a new approach. Work that is initially tested out through projects may or may not become core over time. This funding is for existing core work that is currently being delivered.

Q3 How far back should we go to demonstrate our track record?

- We just need enough information to show that you have experience and expertise in delivering the work you are applying to have funded. We don't need to know the full history of your organisation.

Q4 Can we bring in evidence from work we do outside Scotland as part of our track record?

- Yes, if it is relevant to your application. However, all the work you are applying for needs to be in Scotland and you will need to meet the definition of being a national organisation in Scotland.

Q5 We work with adult learners, their families and volunteers. How do we describe which groups of people we are working with?

- In question 7.7 of the application you are asked to tell us how many people you expect to work with during the first year of the fund if your application is successful. This is split into two different groups: people you work with directly, and people you don't work with directly but expect to benefit from your work. Within each of these groups there is a range of options of the type of people you will be working with, and you should pick the one/s that are the best fit for your work. We do understand that there is no one way of describing the people you will support, and that there are overlaps between these different groups. You will know your work better than anyone and are best placed to know how to describe the people you work to support.

Q6 What is the distinction between children and young people and young people and adult learners in the definition of people who will benefit from the work?

- There are different definitions of children and young people. For this fund, 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. A young person under some legislation is considered between the ages of 18 and 26 including transition periods for those living with disabilities. 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. However, there is obviously an overlap in the definitions of some of the groups of people who will benefit from work that is funded. If your work is mainly focused on adult learning, then even if you are working with people who are less than 26 years old, you will probably want to describe them as adult learners. Equally if you are working with young people and your focus isn't about adult learning you will probably want to describe them as young people. You will know your work better than anyone and are best placed to know how to decide how to describe the people you work to support.

Q7 If our focus is on a service for children and we chose the relevant policy area in our application, but we also deliver services for families (a different policy area) who do we count as benefiting from our work?

- You should include all the people who would benefit from the work you are applying to have funded, regardless of which policy area they may fit with best.

Q8 Has the focus of the funding changed significantly from the CYPFEIF & ALEC Fund?

- The Children, Young People Families and Adult Learning Third Sector Fund is a new fund. While there is some overlap with the criteria that were in place for the CYPFEIF & ALEC Fund, you should make sure you read the documents for the Children, Young People Families and Adult Learning Third Sector Fund carefully as they are not exactly the same.

3. Application process

Q1 How can I get help with an application?

- There is lots of support available:
 - A number of short videos covering key aspects of the fund are available on Corra's website, and you can watch these at any time.

- You can come to one of our online information sessions, and the dates and information on how to book a place are on our website: [The Children, Young People, Families and Adult Learning Third Sector Fund](#).
- There is guidance on every section of the application, and we strongly recommend that you take time to read the guidance document before you start your application.
- This Q&A document covers many of the questions we expect people to have, so please do look to see if it addresses your questions.
- We are very happy to speak to people about their application and to answer any questions, though we aren't able to look at draft applications. You can email us at CYPFALTSF@corra.scot
- We will be collating all the questions we are asked and if there are any that aren't covered in the existing documents we'll have a section on our website where we put the questions and answers so that everyone has access to the same information. This information will be updated between the launch of the fund and the closing date of 3pm on 5th September, so do keep an eye on our website for any new questions and answers: [The Children, Young People, Families and Adult Learning Third Sector Fund](#)
- There is a video and additional guidance on setting outcomes for core work.
- There is a hints and tips document on using our online application form, and you can find this on our website along with all the other information about the fund.
- To help people develop their applications, there is a word template of the application form. While we will only accept applications that have been completed using the online application form, you might find it useful to develop your application using the word template and then a number of you can work on it jointly and then cut and paste the final information into the online form.

Q2 Do I have to use the online form?

- Yes. We will only accept applications on the online form that reach us by 3pm on 5th September 2022. If you send us your application in any other format, we will not accept it. There is a word template on our [website](#) that you can use to help you develop your application which you might find helpful to use. There is also a hints and tips document to help you use the online form. If you have any questions about the online form, or need any additional support to

access it or to use the form, please just get in touch with us at CYPFALTSF@corra.scot and we will be happy to help.

Q3 The application form has suggested word limits – what additional information can be supplied?

- The suggested word limits are there to help you – they give you a good idea of how much information we are looking for. You should be able to answer the questions within the suggested word-counts, and this should help ensure you don't waste time writing really long answers where that isn't needed and that we are assessing a similar amount of information for every application. It will not help your application if you write much longer answers than fit within the suggested the word limits.
- We have not set a hard cut-off for the word counts as we understand that some people may need more space to answer the question, for example people for whom English is not their first or second language.
- Everything you want us to consider as part of your application should be included in the application, and there should be plenty of space for you to do this within the suggested word limits. The only things you should attach separately are set out in the application form and the guidance that goes with this: the budget breakdown, a copy of your latest audited or independently inspected annual accounts and a copy of a bank statement, and for partnership applications the partnership organisation information sheet and copies of the latest audited or independently inspected annual accounts for each organisation in the partnership. If you attach anything else to your application, we won't look at it. We won't follow links so please don't use these as a way of trying to include additional information.

4. What can I apply for?

Q1 Can applications be made on the basis of full cost recovery?

- Yes, as these will be applications for core funding we would expect full costs to be factored into applications.

Q2 Can you apply for part of the funding for members of staff as opposed to the full salary costs?

- Yes, you can choose to apply for any parts of your core budget, and this may be to cover the costs of part of one or more members of staff. There is space to explain this when you complete your budget.

Q3 Can funding be used to support staff not based in Scotland but delivering services in Scotland?

- The people who are supported by the work being delivered must be in Scotland. In most cases we'd expect that this means costs for the staff delivering the work would also be based in Scotland. However, we understand that for some organisations that work across the UK or more widely they may have some staff who aren't based in Scotland who provide support for work that is delivered in Scotland. If this is the case, you can apply for the proportion of these costs that relate to the work in Scotland you are applying to have funded.

Q4 Can applicants add new aspects to existing work?

- This fund is for core work that is aligned with the Scottish Government policy priorities set out in the guidance for this fund. There is space for you to tell us about the work you are applying to have funded in section 7 of the application, and if this includes any evolution or development of existing core services to align your work with Scottish Government policy priorities you should explain this here.

Q5 Will Scottish Government only fund part of an organisation's core costs?

- Scottish Government may choose to fully fund the core costs for an organisation if there is no duplication in the funding they are receiving from other sources.

Q6 Is there a maximum amount you can apply for?

- There is no cap on the amount of funding an organisation can apply for. However, organisations should be sensible about the level of funding they apply for – there is a limited amount of funding available and you are more likely to be successful if it is clear you are applying for funding you really need. Also, as this is for core funding it should be for core costs or for work that is already well established and being delivered, or for an evolution or development of this work. This funding is not for new or existing projects or for capital costs, including new buildings.
- Scottish Government may decide to recommend that only part of the funding for which you have applied is awarded. Again, you are much more likely to get the funding you have applied for if it is clear why you need this level of funding and that you aren't just asking for more than you really need in the hope of getting some of it.

Q7 Is there a minimum amount you can apply for?

- No. You may only want to apply for a small amount of funding, either because your core costs are fairly small or because you are only applying for a small contribution to your overall core costs.

Q8 If we are delivering services to people who require additional support, this means the costs are higher. Is this a problem?

- We understand that some services cost more to deliver than others. In your answer to question 7.8 there is space for you to tell us anything you feel would be useful to know about either the type or number of people who would benefit from this work.

Q9 Our organisation doesn't just work in Scotland. What should we include in the core costs budget breakdown?

- You should include the core costs for the work that is relevant to this application. It may be that some of the work of your organisation is delivered outside Scotland, and core costs for this work should not be included. It is also possible that your organisation delivers some work that is not relevant to the criteria for this fund. You should only include the core costs for work that is delivered in Scotland and meets the criteria for this fund. Scottish Government will then be able to compare this figure with the amount you are applying and use this to inform funding decisions.
- There is space on the application form to tell us about any other core funding you have in place during the course of this fund, including other core funding from Scottish Government. Again, Scottish Government will use this information to help inform funding decision.

Q10 If we've had core services that have run in the past that have then had to close because of lack of funding, can we apply for funding to start them up again?

- No. Applications should relate to current core services or the infrastructure costs for your organisation or a mixture of both. It cannot be used to restart work that has previously been delivered but is not still being delivered at the moment.

Q11 Can the funding be used to cover costs for new recruitment?

- Yes, provided that any new staff members are in post from April 2023 to deliver work which aligns with policy priorities or criteria for this fund.

Q12 Can we have outcomes that are about our overall organisation?

- There is additional guidance on writing outcomes for core-funded work available on the Corra Foundation website, and this explains that you should not write outcomes about your organisation. We appreciate our funding may contribute to the salaries of administration staff or the chief executive, but your outcomes should be about the people you work with directly. So, for example, don't write "our organisation is better run". The "who" in your outcomes should be the people you work with directly so you can gather evidence from them.

Q13 Can we keep some of the funding from year one and use it to pay for cost increases in later years?

- No, you can't carry any funding from one financial year to another, so if you have funding you haven't spent you will almost certainly need to pay it back.

Q14 If organisations currently receive funding through the CYPFEIF & ALEC Fund, can they increase the amount they are applying for if their core services have evolved since that fund started?

- It is entirely up to you to decide how much funding to apply for. The Children, Young People, Families and Adult Learning Third Sector Fund is a new fund, so is open to applications from any organisations that meet the fund criteria regardless of whether they currently receive funding through the CYPFEIF & ALEC Fund. Each application will be assessed on its own merit, and the final funding decisions will be made by Scottish Government. They can decide to award all, part or none of the funding that has been applied for.

5. Assessment process

Q1 How will applications be assessed?

- Applications will be assessed against the fund criteria using a consistent process, and this will be done by the Corra Foundation working with relevant Scottish Government policy teams. Along with checking basic eligibility to apply through being a charity which is registered in Scotland and that has a legal personality, the initial focus of the assessments will be focused on whether the organisation meets the criteria for being national or serving a niche community. If any application does not meet all of these basic criteria then no further assessment will be carried out and the organisation will be informed. If an application does meet these basic criteria, a full assessment of the application will be carried out.

- This will result in recommendations for funding being made to Scottish Government and Ministers will make the final decisions on which organisations are funded and how much funding they will receive.

Q2 If an organisation already receives a large proportion of its funding from statutory sources will this have an impact on the funding decision?

- We'll be assessing each of the applications on their own merit. There is space in the application form to tell us about any other core funding you have including from Scottish Government and, while this isn't something that will be considered during the assessment of applications, Scottish Government will consider this when they are making their funding decisions. While it is more difficult for some organisations than others, it is not advisable to have most or all of your funding coming from just one funding source.

Q3 How is this funding linked to the Children, Young People and Families Early Intervention and Adult Learning and Empowering Communities Fund (CYPFEIF & ALEC Fund)?

- This is a new fund that will start when the CYPFEIF & ALEC Fund comes to an end. There is an open application process, and all applications will be assessed in the same way. Therefore, there is no advantage or disadvantage to organisations that either have or haven't been funded through the CYPFEIF & ALEC Fund.

6. Distribution of funding awards

Q1 Will the funding be evenly distributed across all the policy priorities and/or policy areas set out in the fund criteria?

- The spread of applications across the policy priorities and policy areas will not be a part of the assessment process, and all eligible applications will be assessed in exactly the same way. However, Scottish Government may consider the spread across the policy priorities and policy areas when they make their final recommendations as they need to make sure that all their policy priorities for the fund are going to be addressed.

Q2 Will the overall balance of geographic areas of delivery across the fund play any part in the final funding decisions?

- No. Funding decisions will be based on which applications are the best fit with the funding criteria. While geographic reach is a factor for individual applications, with applicants having to meet the criteria for either being national or for work in a niche community, the spread of applications across the different local authority areas in Scotland will not be a part of the assessment process, and all eligible applications will be assessed in exactly the same way.

7. Funding decisions

Q1 When will I find out if my funding application has been successful?

- If an application does not meet the basic eligibility criteria of being from a charity which is registered in Scotland and that has a legal personality and which meets the definition of 'national' or 'niche community', then we will not fully assess the application and will contact the organisation to let them know this is the case. We are doing this so that no organisations which will definitely not receive funding have to wait longer than necessary to find out about this. While we can't give a definite date by which we would contact organisations whose applications don't meet the basic eligibility criteria because this will depend on the number of applications we get, we would expect to have been in touch with any organisations whose applications were not going to be fully assessed by the end of September 2022.
- For organisations whose applications do meet all the basic funding criteria so will be fully assessed, we will contact them in December 2022 to let them know Scottish Government's funding decisions. We will contact every organisation individually to let them know whether they have been successful and, if they have, the level of funding that has been awarded.

Q2 How will funding decisions be made?

- Corra and Scottish Government policy teams will assess the applications against their fit with the fund criteria. If there are applications that don't clearly meet the basic eligibility criteria we won't carry out a full assessment on these. The combined information from the full assessments will be used to make the final recommendations to Scottish Government, who will consider all the recommendations. Scottish Government Ministers will make final decisions on which applications will be funded.

Q3 If our application isn't successful is there any way to appeal?

- No – the decisions made by Scottish Government Ministers will be final. However, you will be able to get feedback on your application.

Q4 How long will the funding last?

- The funding will be available between April 2023 and March 2025 and you cannot apply for only one year of funding.

Q5 Will the funding be agreed on a year by year basis?

- No. The funding will be awarded for the full two years, subject to:
 - 1) Scottish Government's Annual Spending Review provides sufficient budget for the funding to continue.
 - 2) The organisation receiving funding has not made a specific request for funding to stop part way through this time period.
 - 3) No concerns have been raised by the fund administrator or the organisation's Scottish Government Policy Officer about an organisation's ability to deliver the work as planned.
- This means that we will be able to tell successful applicants in December 2022 how much funding we expect them to receive during each year of the fund, and that this will only change if it is affected by one or more of the conditions set out above.

Q6 If an organisation isn't awarded the full amount of funding it has applied for, will they be awarded part of the funding?

- Scottish Government will make the final funding decisions and may award the full amount applied for, part of the funding applied for, or no funding.

Q7 If we are awarded part of the funding for which we applied, how will we know which bits of work we are being funded to deliver?

- If you are successful in being awarded funding, it clearly needs to be used to deliver the outcomes you have put in your application. If you do not receive the full amount of funding for which you applied, it will be up to you to decide how best to use the funding to meet those outcomes. Once the funding awards have been announced, if you think you may need to revise any of your outcomes or focus on a smaller number of them, then there will be the time and space to have a discussion about that.

Q8 If I am unsuccessful can I get some feedback on why this was?

- Yes, personalised feedback on your application will be available and we'll share more information on the process for this when we contact organisations with funding decisions in December 2022.

Q9 If I receive an award, what sort of follow-up is there?

- We expect to be able to let everyone who has applied know Scottish Government's decisions in December 2022, so if your application is successful you will find out then.
- If your application is successful, we expect to be able to let you know in December 2022 and will give full details about the next steps at that point. Funding is paid in arrears by default, and we'll give you the opportunity to let us know if you would prefer to have your funding paid in advance. We will make sure you receive a grant offer letter in early 2023. You will need to report on what you have done with the funding every six months throughout the funding. The template for reporting is available on our website so you know what is expected before you apply for the funding.
- The fund administrator will also be delivering a range of support for funded organisations throughout the course of the funding, so if you are successful more details about this will be shared with you as the fund is delivered.

Q10 Will there be another round of applications for funding through the Children, Young People, Families and Adult Learning Third Sector Fund?

- No. All the funding will be allocated through this funding round.

Q11 Are there any other current Scottish Government funding streams being combined into this new fund?

- No. This is a new fund that will start when the CYPFEIF & ALEC Fund comes to an end. No other existing Scottish Government funding is being combined in the new fund.

8. What happens after the funding has been awarded

Q1 If I receive an award, how and when will the money be paid to me?

- The funding will be payable quarterly in arrears unless there is a specific reason for quarterly payments to be made in advance – we will make sure all successful applicants know what needs to happen to enable funding payments to be made once funding decisions have been made. Funding will be paid by BACS payment directly into the organisation’s bank account.

Q2 What do I need to do if I have an award but can’t spend the money on what we’d planned?

- The awards are made for specific work – they become restricted funds when a charity receives them. If you have been given an award to deliver agreed outcomes and aren’t able to do what you originally intended with it, speak to the fund administrator about this as soon as possible. It may be possible to make minor changes to the outcomes or, if what you want to do with the money no longer fits with the fund priorities, you may have to return part or all of the award. If you are unable to spend the money, for example if your charity closes, you will need to return the award to us.

Q3 What if I need longer than originally planned to spend the money?

- This funding is available between April 2023 and March 2025, and no funding can be carried forward between financial years or beyond March 2025. Any funding that isn’t used by the end of each of the financial years will need to be paid back. This funding is for core work that should already be underway in your organisation so, unlike for projects, there should be no time-lag in the work starting and limited reasons why the funding can’t be spent as planned.

The Corra Foundation

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

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