Scottish Government
Riaghaltas na h-Alba
gov.scot

Self Directed Support Scotland
the organisation of choice

Support in the Right Direction 2021

Fund Information and Guidance notes

Deadline for applying: 12pm (midday) 3rd April 2018

Email completed forms to SiRD2021applications@inspiringscotland.org.uk

INSPIRING SCOTLAND

Support in the Right Direction (SiRD2021) Guidance notes

1. Background

Self-directed Support is Scotland's mainstream approach to social care. The Social Care (Self-directed Support) (Scotland) Act 2013 places a duty on local authorities to offer people who are eligible for social care choice and control over how they receive their care and support. Since the Act came into force on 1 April 2014, anyone who receives social care should be asked what matters to them, leading to the development of their personal outcomes. Any social care support they then receive should be focussed on meeting these outcomes, and recipients of social care are to be involved in deciding how their support is delivered and by whom.

A 10-year national strategy was published in 2010 for the implementation of Self-directed Support. As part of this strategy, Scottish Government and partners are currently working to the Self-directed Support Implementation Plan 2016-2018 which outlines key outcomes for embedding Self-directed Support. The first of these outcomes is that *"Supported people have more choice and control: Citizens are engaged, informed, included and empowered to make choices about their support. They are treated with dignity and respect and their contribution is valued."*

Self-directed Support: A National strategy for Scotland can be found here:
http://www.gov.scot/Publications/2010/11/05120810/0

The Self-directed Support Implementation Plan for 2016 to 2018 can be found here:
http://www.gov.scot/Publications/2016/12/5432

2. Independent Support

As part of the 10-year national strategy, Scottish Government have funded the development of independent support at both a national and local level for people who may need social care. From 2012 two rounds of Support in the Right Direction (SiRD) funding have been used to build the capacity of third sector projects to develop independent support information and services.

The purpose of independent support is to help people and carers make informed decisions and plans for their social care and to maximise their choice, control and flexibility over those arrangements. It provides information on Self-directed Support principles and options, helping people to develop personal outcomes and put in place social care plans to meet those outcomes. Independent support can help people to manage a social care budget should they choose to do so, and to consider how to make best use of this budget to meet their personal outcomes. It can also support people to access resources in their community, including people who are not eligible for social care. This could include independent support for carers when the Carers (Scotland) Act 2016 comes into force on 1 April 2018.

Independent support is different and separate to delivering a social care service. It gives information and advice on a full range of different options available and supports people to identify the best way to achieve their outcomes, in flexible and creative ways, without being restricted to a particular service or provider.

A newly published report by Craigforth social researchers on the independent support provided by organisations funded through Support in the Right Direction ('Review of Independent Information

and Support Services'), found strong evidence to show that independent support plays a key role in the delivery of social care and that without it, many people would have struggled to access the support they need and make use of it in the way they would like to. Craigforth spoke to 141 people who had used one of the SiRD projects. They placed a significant value on independent support, with 80% saying that it had made an enormous or big difference to them. All of this points to the impact of independent support and a clear need for its continued provision.

Information on the current SiRD programme can be found here:
https://www.inspiringscotland.org.uk/what-we-do/thematic-funds/self-directed-support/

The research findings from the Craigforth review of independent information and support services can be found here:
http://www.gov.scot/review-supportservices

3. SiRD2021

To build on the success of previous SiRD programmes and to continue embedding Self-directed Support as the mainstream approach to social care, the Scottish Government have committed to continued funding of independent support services to March 2021. This new programme of funding is for project delivery from October 2018 to March 2021. It has been developed in partnership with Self Directed Support Scotland and Inspiring Scotland and is called SiRD2021.

The **aim** of SiRD2021 is to:

Increase the delivery of independent support for people who require social care.

To do this Scottish Government will fund a portfolio of projects that complement existing services and enable a good geographic spread of independent support for all potential users of social care.

SiRD2021 has been developed in consultation with the independent support sector. It also responds to findings from the Craigforth review and the August 2017 Audit Scotland progress report on Self-directed Support implementation, which recommends that: *"People using social care services and their carers need better information and help to understand Self-directed Support and make their choices".*

A summary of the SiRD2021 consultation findings can be found here –
https://www.inspiringscotland.org.uk/news/new-support-right-direction-fund-consultation/

The Audit Scotland progress report on Self-directed support can be found here -
http://www.audit-scotland.gov.uk/report/self-directed-support-2017-progress-report

4. SiRD2021 Fund outcomes and activities

The aim of SiRD2021 is to increase delivery of independent support services for people who require social care. A logic model for the programme is on page 12.

4.1 SiRD2021 Fund Outcomes

There are some high-level outcomes that the Scottish Government are aiming for from the programme. These are:

- People and carers are better prepared, confident to engage and contribute meaningfully to social care assessments and reviews;
- People and carers feel more informed, listened to, less stressed;
- People and carers can creatively and flexibly plan to achieve personal outcomes including accessing community assets;
- People and carers have increased skills so are better able to manage social care packages;
- People and carers have an increased knowledge and understanding of Self-directed Support principles and options for social care.

The programme's success will be measured against these outcomes and funded projects will be asked to report on how they are contributing to them through the achievement of their project outcomes.

As well as working to achieve these outcomes, projects are likely to undertake strategic engagement work in their local area, sharing learning and building relationships. There are no specific programme outcomes for this work, although learning from it will still be gathered over the life of SiRD2021.

4.2 SiRD2021 Fund activities

To achieve the SiRD2021 Fund outcomes, the Scottish Government would like to see a full range of the following independent support activities delivered locally across Scotland. A more detailed list of activities which deliver the full 'end-to-end' range of independent support is on page 13. By 'end-to-end' we mean support provided at every stage of someone's social care journey.

- Personal outcome and social care planning
  - Support to identify the outcomes someone would like to achieve
  - Support to understand their options and to prepare and participate in Social Work assessments

- Putting plans into action and support to manage a social care package
  - Support to access community based services
  - Support to set up and manage a funded social care package

- Social care information provision
  - Early contact work to provide basic information on Self-directed Support principles and options available locally

A wide range of accessible Self-directed Support information materials have been produced so it is anticipated that projects will use and distribute existing materials rather than develop an extensive range of new ones. Whilst some people will need basic information and advice, it is expected that the majority of project time will be spent on direct support to develop personal outcomes and social care plans and putting plans into action and managing self-directed support.

4.3 Social care eligibility

To provide the full range of independent support activities described above, projects will support people both before, during and after they have had a Social Work assessment. Based on local eligibility criteria, some people will be assessed by Social Work as not eligible for social care. Funded projects are therefore likely to support people without a social care budget as well. This support may be to seek clarity or challenge Social Work decisions as well as signposting and support to access community services to help them meet their outcomes.

5. Who can apply?

- Not for profit organisations operating in Scotland. It is most likely organisations will be registered with the Scottish Charity Regulator (OSCR). If the lead applicant is not OSCR registered, the organisation's founding document will need to include some asset lock protection.
- Organisations that have the understanding, capacity and structures in place to manage and deliver the project.

5.1 Unincorporated organisations

Any organisation that plans to employ staff should have a constitutional form that protects both the governing body and employed staff. It is therefore anticipated that all applying organisations will be either a registered company, CIC or SCIO. If you are not one of these constitutional forms, this will be discussed further with you during the assessment.

5.2 Service providers

If your organisation provides a service for people with social care needs but plans to apply to SiRD2021 to provide independent support, you must be able to show how you will promote and help people access a wide range of potential service providers and not just your own services. You must also be able to show that you will provide independent support to people beyond those you provide a service to.

6. What can you apply for?

Organisations can apply for all the costs needed to deliver their project including, staff costs, project running costs and overheads. You can also apply for capital costs for small items of equipment needed to deliver the project. A full budget is required as part of the application. Please include a description of all staff costs as well as a break-down of any budget headings that total over £5,000.

7. Funding length and amount available

This funding is available for 2.5 financial years for projects to be delivered from 1 October 2018 to 31 March 2021. The total funding available will be agreed by the Scottish Government each year based on the annual budget passed by the Scottish Parliament. This will be in the region of £2.9 million per financial year. Year 1 of the programme will be for six months (October 2018 – March 2019). Years 2 and 3 will be 12 months and grant agreements will give indicative awards for these years.

The average annual grant size is likely to be under £100,000 per year.

8. Learning and evaluation

All projects that are funded will be required to actively self-evaluate performance and commit to sharing learning. This may include working with others to evaluate your project and the programme, to demonstrate the benefits of independent support and build a case for its continued funding when this Scottish Government transformative funding ends.

The application will ask you about your plans to monitor activity and report on progress towards project outcomes, which in turn will contribute to programme outcomes. Funded projects will also be expected to contribute to programme learning about the service you provide and the impact on the people you support through various forums and programme wide events. Please allow sufficient resource for learning and evaluation activities in your project plans and budget.

9. Portfolio support

It is usual for projects not to go exactly as originally planned, and your project may need to change as a result. Or it could be that as part of the terms and conditions of being funded you are asked to address a particular aspect of your application during the life of the project. If this is the case, you will be supported to do this. Scottish Government and their representatives will proactively support funded projects. They will act as a 'critical friend', providing both challenge and support to help projects succeed, and funded projects will be asked to be open to developing this type of relationship. Organisational peer support will also be encouraged and facilitated across the portfolio of funded projects.

10. Fund criteria and priorities

After extensive consultation, fund criteria and priorities have been developed to identify the independent support projects to fund. It is recommended that you read the consultation findings summary to gain an understanding of where these have come from.

A summary of the SiRD2021 consultation findings can be found here – https://www.inspiringscotland.org.uk/news/new-support-right-direction-fund-consultation/

To meet the programme aim, a portfolio of projects will be selected to support a good geographic spread of direct, end-to-end independent support for all potential users of social care.

10.1 Funding criteria

To be successful in securing funding projects will be assessed under the following criteria:

A. Project activity and outcomes fit with SiRD2021 programme activities and outcomes
Applicant projects need to demonstrate that they provide direct independent support to people, to help them develop creative approaches to achieving their outcomes and identify and manage solutions that go beyond traditional models of delivering care. The focus of funded projects must be on supporting people, undertaking activities and working towards the impact described in Part 4 **'SiRD2021 Fund outcomes and activities'** above and in the SiRD2021 logic model on page 12. To be able to provide effective independent support however, projects may also be working to improve their local context by engaging in strategic work, building relationships and sharing what they learn

B. Project fit with the local context

Support in the Right Direction 2021 funding is a recognition that more action is needed to fully embed Self-directed Support as the mainstream approach to social care across Scotland. Funding independent support will help to progress this further by increasing the knowledge and capacity of people and carers to choose and direct their own care.

However, independent support is only one part of the solution. It exists within a local context that determines how social care is delivered, with systems, processes and social care eligibility criteria varying from one local authority area to another.

Funding will therefore be directed at projects which understand their local context and can demonstrate their role and relationships in the environment they are operating in. A positive working relationship with key local partners and a referral relationship with the relevant authorities is particularly important. Regional and national organisations will need to show that their project is firmly embedded in the local community and that they understand the local context.

10.2 Funding priorities

SiRD2021 is a strategic programme and we anticipate receiving more applications than can be funded. We will therefore prioritise projects for funding, taking into account equality of access and gaps in local provision.

Equality of access

Through SiRD2021, the Scottish Government's aim is for people with any social care need to be able to access a full range of independent support activities locally. Where this provision does not exist locally, projects which are open to all social care groups and provide the full range of independent support activities will be prioritised.

Gaps in local provision

Where there is some independent support provision locally, projects will be prioritised where they meet gaps in provision or work with a specific group of social care users, if this has been identified as a need. The assessment process will explore what independent support services are available locally and take this into consideration. This will also avoid duplicating independent support provision that is funded by other sources.

If your organisation does not deliver all the SiRD2021 activities, or work with all social care groups, you should describe how you will work with organisations that provide these other services, for example whether you have a referral pathway in place. If there are gaps in local provision, you may be asked how you could develop services so that there is a full range of provision available.

11. Application and assessment process

The application process will be managed and administered by Inspiring Scotland.

11.1 Application

To apply you are required to complete an application form. You will also be asked to send in the following documents:

- A copy of your governing document *(organisations that are not a CIC and are not a registered charity only*);
- The most recent set of annual accounts for each partner;
- A full budget for your project.

11.2 Assessment

There will be two phases to the assessment of applications – looking at the project fit with the SiRD2021 criteria and a priorities and strategic review. The assessments of applications will be undertaken by a panel with the final decisions made by Scottish Ministers.

1st phase - Project fit with SiRD2021 criteria

The first phase assessment will consider the project fit with both SiRD2021 Funding criteria.

A. Project activity and outcomes fit with SiRD2021 programme activities and outcomes. Applications will be reviewed to look at how project activity and outcomes fit with SiRD2021 programme.

B. Fit with the Local Context
The application should give information about the local operating context and how the project fits within it. The assessment will look for information on how projects work with local priorities for Self-directed Support, who else provides independent support services in the local context; and the relationship applicants have with local partners and relevant authorities.

The first phase will also include a review of:

Project planning
The application should set out clear project plans, milestones and targets. Project plans should include an appropriate budget and explain how the project activity will be monitored and quality assured, how impact will be measured and evaluated, and the approach to project sustainability

Organisation and partner capacity to deliver the project
As described in Part 5 **'Who can apply?'** organisations must be not for profit. The proposed independent support project should align with the aim and key activities of applying organisations and partners. Organisations must also have the understanding and capacity to deliver the project, with appropriate governance and management structures in place, a solid financial position, and suitably trained and experienced staff.

2nd phase – Priority and Strategic review

The second phase will be a strategic review. It will look at the applications which have a strong fit with the programme criteria. We will look again at the local context, taking into account a range of external information and evidence. The priorities of the programme will also be used to inform decisions about what combination of projects to fund to best meet the aim of the programme and enable a geographic spread of independent support.

The strategic review is designed to be pragmatic and flexible depending on the numbers and nature of applications received. It may look different to different applicants and could involve asking

applicants for more information via phone, or meeting, or for a project visit. To meet gaps or to avoid duplication, we may ask applicants to consider changing or enhancing elements of their project plans and these discussions could start during the strategic review phase.

During the strategic review, we will have discussions with the relevant authorities about independent support provision in their area. The local authority will not be involved in assessing applications but involving them at this stage provides an opportunity to discuss what may be funded in their area and allow for effective working relationships to be developed. Local authorities will also be surveyed separately to find out what independent support services are in their area.

The strategic review is scheduled to take place from 1 May to 25 May so please ensure an appropriate person from your organisation is available during that time.

Please note, if you are not contacted for further information in May this does not mean that your application is not being considered. All final decisions will be made and announced at the end of June.

12. Working in partnership

Given the amount of funding available and the aim of a geographic spread, it is possible that SiRD2021 may only fund one independent support service per local authority area. There will be some variance to this, for example in smaller or larger areas, or depending on the area a project covers.

If there are other organisations in your local area that are involved in providing independent support (and who may apply to SiRD2021), it is recommended that you discuss your project idea with them. It may be that a partnership application is an option or following discussions organisations may apply separately and deliver different elements of the independent support activities. The average grant size should be taken into account for any joint or partnership working.

13. Timescales

Support in the Right Direction 2021 opens	5 February 2018
Funding surgeries	5, 6, 8th March 2018
Application deadline	3 April 2018 (midday)
Assessment	3 April to 25 May
1st phase – Project fit with criteria	3 April to 30 April
2nd phase – Priority and strategic review	1 to 25 May
Assessment decisions	28 May to 22 June
Funding decisions announced	By 29 June 2018
Projects start	1 October 2018

13. 1 Pre-application support (Surgeries)Inspiring Scotland will be offering three surgery days (5th, 6th, 8th, March) where you can book a 45-minute appointment to talk about your project idea in person. It is recommended you book a surgery appointment if you are not sure whether to apply or want to establish if your project is a good fit with the programme aims and priorities. If you are unable to make any of the surgery dates, Inspiring Scotland will try to accommodate you separately, this may be through a phone call. For details and to book a surgery please check the Inspiring Scotland website. https://www.inspiringscotland.org.uk/what-we-do/thematic-funds/self-directed-support/sird2021

14. Funding conditions

Full details of the conditions that will apply will be included in the funding offer letter should your application be successful.

Conditions will include the following:

- The Scottish Government will ask you to return funding not used for the approved purpose, or not used within the financial year.
- The funding is not to be used for party political advocacy or activity.
- The Scottish Government must be acknowledged in any publicity about the work assisted by our funding.

15. Further information

If you have any questions about SiRD 2021 or the application process, please contact Kaylie or Ashley at Inspiring Scotland.

Kaylie Allen
Performance Advisor
T: 0131 442 8760 **M:** 07740 251 778
www.inspiringscotland.org.uk @InspScotlandSDS

Ashley Drennan
Performance Advisor
M: 07860 272 257

You can find out more about Self-directed Support on Scottish Government's dedicated website www.selfdirectedsupportscotland.org.uk

or from Self Directed Support Scotland http://www.sdsscotland.org.uk/

Information on the current SiRD programme can be found at www.inspiringscotland.org.uk/what-we-do/thematic-funds/self-directed-support

Scottish Government's 10-year national strategy for Self-directed Support can be found at http://www.gov.scot/Publications/2010/11/05120810/0

The Self-directed Support Implementation Plan for 2016 to 2018 can be found at http://www.gov.scot/Publications/2016/12/5432

The Audit Scotland progress report on Self-directed Support can be found at http://www.audit-scotland.gov.uk/report/self-directed-support-2017-progress-report

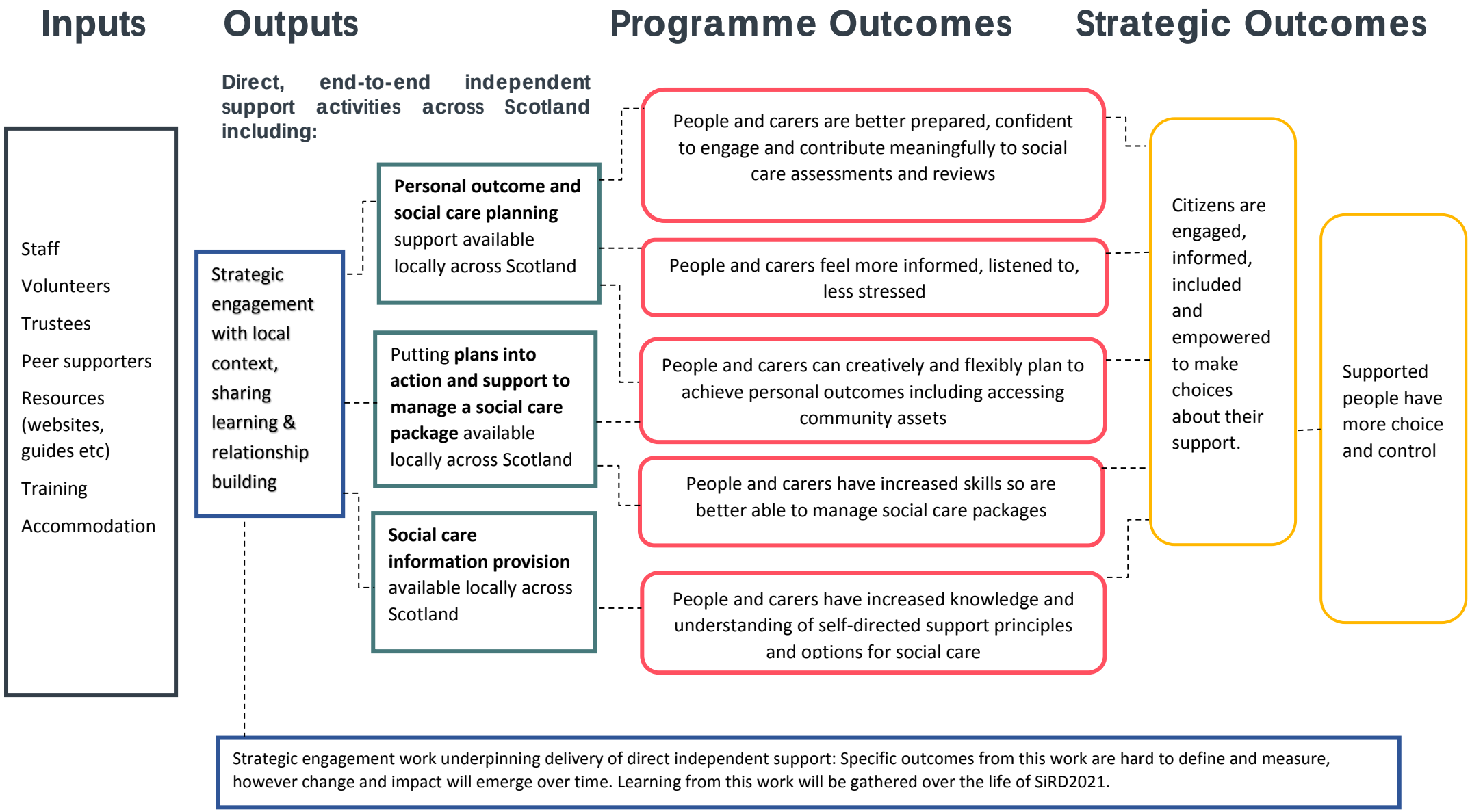
Carers (Scotland) Act 2016 can be found at http://www.gov.scot/Topics/Health/Support-Social-Care/Unpaid-Carers/Implementation/Carers-scotland-act-2016

The research findings from the Craigforth Review of Independent Information and Support services can be found at http://www.gov.scot/review-supportservices

A summary of the SiRD2021 consultation findings can be found at https://www.inspiringscotland.org.uk/news/new-support-right-direction-fund-consultation/

SiRD2021 programme logic model

SiRD2021 Aim: Increased delivery of independent support for people who require social care



SiRD 2021 – Fund activities (outputs) detail:

Direct, end-to-end, independent support for all (potential) social care user groups.

Personal outcome & social care planning	**Support to identify the outcomes someone would like to achieve** • One-to-one support work or coaching • Personal development training & group-work • Initial discussions with clients on what matters to them **Support to understand their options and to prepare and participate in social work assessments** • One-to-one preparation for social work assessments • Support at assessment or review meetings • Formal and informal advocacy • Exploration of Self-directed Support options available locally • Development of personal outcome plans or 'shadow care plan' • Help for clients to put points across / coping strategies • Practical support – taking minutes, keeping watching brief, follow-up correspondence • Seek clarity or challenge Social Work decisions on social care package or budget
Putting plans into action and support to manage a social care package	**Accessing community based services** • One-to-one support work • Community Brokerage • Peer support or group work for people to support each other • Support for people not eligible for a social care budget to put plans into action • Support to understand and access community based services • Making links & referring to other services & community based groups **Setting up and day-to-day management of funded package** • One-to-one support work • Brokerage • Training • Peer support or group work for people to support each other • Discussing options available locally • Direct support to employ a PA, in-house payroll, or referral to another agency to help • Legal requirements of being an employer & support to manage arrangements e.g. holiday cover • Support to manage packages e.g. track care, spend and progress • Alternative uses of budget
Social care information provision	**Early contact work to provide basic information on Self-directed Support (principles & options) and local eligibility** • Distributing publicity & basic info sessions • Community focussed information sharing • Outreach work • Enquiry-line, drop-in or advice point • Accessible guides & case-studies through leaflets, websites, social media • Receiving and responding to initial (or one-off) queries about Self-directed Support • Peer support & training on Self-directed Support • Basic Self-directed Support training for social care users, providers, local authorities

Ongoing strategic engagement activities might be undertaken to enable this direct support to function effectively