



Scottish Government
Riaghaltas na h-Alba
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Support in the Right Direction 2021

Application form

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

Email completed forms to SiRD2021applications@inspiringscotland.org.uk

INSPIRING SCOTLAND

Support in the Right Direction (SiRD) 2021

Application form

Before completing this application form, we strongly recommend you read the SiRD2021 Fund information and Guidance notes. [Please go to the Inspiring Scotland website to download a copy of the Guidance materials.](#)

Please also contact Inspiring Scotland if you have any questions.

There are two parts to this application form (Part A and B). To apply, please complete both parts and submit the [additional documents required for Part A](#)

Part A

How to complete Part A.

Please answer all questions and submit the [additional information required](#). The questions are structured to collect information on the applicant(s), project budget, project staff & project users.

A1. Lead applicant organisation details

Name	
Registered address	
Website	

A2. Main contact details

Name	
Position in organisation	
Telephone number	
Email	
Address	

A3. Is this a partnership project? Please provide organisational details of the other partners.

If you have more than 2 partners, please provide details on a separate sheet.

Partner 1

Organisational Name	
Registered address	
Website	
Contact Name	
Position in organisation	
Telephone number	
Email	

Partner 2

Organisational Name	
Registered address	
Website	
Contact Name	
Position in organisation	
Telephone number	
Email	

A4. Organisation(s) type

Please outline the legal status of all project partners by selecting the relevant box:

	Company Limited by Guarantee	Scottish Charitable Incorporated Organisation	Community Interest Company	Un- incorporated entity	Other
<u>Insert Lead Partner</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Partner 1</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Partner 2</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If other, please specify: _____

Please give all relevant registration numbers:

	Charity Number	Company number
<u>Insert Lead Partner</u>		
<u>Partner 1</u>		
<u>Partner 2</u>		

If you do not have charity registration and are not a CIC please submit a copy of your constitution. Please see [Additional Information Required \(1\) below.](#)

Please also submit the most recent set of annual accounts for each partner. See [Additional Information Required \(2\) below](#).

A5. Budget for Independent Support project and SiRD2021 request

Please outline the required budget for each financial year of your independent support project and the amount requested from the SiRD2021 programme.

Project Year	Financial Year	Total project budget (£)	SiRD2021 request (£)
1	Oct 2018- March 19 (6 months)		
2	April 2019 – March 2020		
3	April 2020 – March 2021		
	TOTAL		

Please note you are required to submit a full budget with your application. See [Additional Information Required \(3\) below](#).

A6. Project Staff

What project staff will the SiRD2021 funding you have requested pay for?

Role [Please include job title not individual's names]	Hours worked on project each week	F.T.E Salary

A7. Project users

Please tell us which age ranges your project will be open to by selecting all the relevant boxes:

Children and Families

Adults

People over 65

[Successful applicants will be asked to share further information on the different groups of people accessing their project to contribute to programme learning as part of progress reporting.]

A8. Local Authority area

Please tell us which Scottish Local Authority area(s) your project will operate in. Please list all areas.

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ADDITIONAL DOCUMENTS REQUIRED FOR PART A.

Check to confirm you are including:

1. For Organisations that are not a CIC and are not a registered charity a copy of your governing document.
 2. The most recent set of annual accounts for each partner.
 3. A full budget for your project. You are welcome to submit this in your own format, however please note the requirement to provide a break-down for any budget line over £5,000. Alternatively, you can use the budget template.
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DATA PROTECTION

Inspiring Scotland is committed to protecting and respecting privacy and any data it holds about applicants. When you engage with Inspiring Scotland, we may need to add personal data to our database to help with ongoing business matters. Inspiring Scotland recognises that it has a duty to make sure that data it holds is; processed fairly and lawfully; obtained only for specific, lawful purposes; adequate, relevant and not excessive; accurate and up to date; not held for longer than necessary; processed in accordance with the rights of data subjects and protected in appropriate ways. Inspiring Scotland has a suitable Data Protection policy in place which includes our Privacy Statement. If you would like to see a copy of this, you can do so by making a request to enquiries@inspiringscotland.org.uk

FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

In accordance with the Freedom of Information (Scotland) Act 2002, the Scottish Government may be required to make any application for funding available for public scrutiny. In submitting a funding application, please let us know if there are any elements of it which would prejudice substantially your commercial or other interests if they were made public. Please note there may nevertheless be a public interest in publishing the material submitted.

Support in the Right Direction (SiRD) 2021

Part B

How to complete Part B.

Either:

- answer the following questions in this form OR
- submit a project plan which covers all the information requested in Part B questions. If submitting a project plan, please reference where Part B questions are addressed in your plan.

There is no word limit for individual questions, but please submit no more than 15 pages in total for Part B. The help-notes in italics are the areas we want you to address. Feel free to delete when submitting your final application.

B1. Project activities

Describe your proposed project and tell us what you want to do with the SiRD2021 funding.

Tell us:

- *the range of independent support activities you plan to provide;*
- *what user involvement there has been in developing the project;*
- *how/ if you will support people without a social care budget;*

Note:

- *if you are not providing the full range of end to end independent support activities tell us how you will make sure people in your area get access to the full range of activities;*
- *if you are not working with all social care users, tell us what gaps you will fill and how have you identified this;*
- *if you are a service provider tell us how you separate independent support from the services you provide*

B2. Project outcomes

What are the outcomes you anticipate from your project activity?

Please link your project outcomes to one or more SiRD2021 Programme outcomes (outlined in Section 4 of the guidance notes).

Please select the SiRD2021 programme outcomes that you feel best fit the impact you are aiming to make. You may be using different words but confirm how the impact you plan to make fits within the SiRD2021 programme outcomes. It may be that your project outcomes link to one or more SiRD2021 outcomes. Please write as many project outcomes as relevant – we have left space for 6 but you may have fewer.

Project outcome 1:
SiRD2021 Programme outcome:
Project outcome 2:
SiRD2021 Programme outcome:
Project outcome 3:
SiRD2021 Programme outcome:
Project outcome 4:
SiRD2021 Programme outcome:
Project outcome 5:
SiRD2021 Programme outcome:
Project outcome 6:
SiRD2021 Programme outcome:

B3. Project delivery

What are your plans to deliver the project activities and why is your organisation or partnership best placed to deliver the project?

Tell us:

- *how the project fits with your current services;*
- *the key milestones and targets for the project and how you will know you are achieving them;*
- *what needs to be developed and what is a continuation of existing activity;*
- *how many people you expect to support on an annual basis under each of the SiRD2021 activity headings eg. 1) Personal outcome and social care planning, 2) putting plans into action and support to manage a social care package, 3) Social Care information provision; and*
- *what systems you will use to record project activity*

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B4. Project management

How will the independent support project be managed?

Tell us:

- *about the skills and experience of staff who will deliver the project and support people and what skills they have for dealing with difficult circumstances and managing conflict;*
- *how you train and support staff;*
- *how you measure the quality of the services you provide and ensure continual improvement;*
- *how you will keep abreast of local changes;*
- *who will manage the project and about their skills and experience;*
- *how the project's finances will be monitored; and*
- *if it is a partnership project how partners will work together, and the project be managed and supported.*

B5. Project access

Describe who you will support, and how people will access your project.

Tell us:

- *who you will provide support to;*
- *what demand you expect for the project;*
- *where referrals will come from; and*
- *if your project is open to all social care user-groups, how you know it is accessible.*

B6. Local context

What is the local context your project will be operating in? Please describe your knowledge of other local public and community services and how you link and work with them.

Tell us:

- *about your local operating context and how you fit in this;*
- *how you work with the current priorities for social care locally;*
- *who else provides independent support services in your local context and how you work with them;*
- *who you have referral relationships with;*
- *about your relationship with the relevant local social work teams; and*
- *what the identified gaps are in the area and how you know this.*

B7. Project Impact

How will you review the impact of your project activities? Please be specific as to how each outcome you have described will be evaluated.

Tell us:

- *what indicators will you use to measure project outcomes;*
- *what tools will you use to gather this information;*
- *how often will you monitor indicators and outcomes & who will be responsible for doing this;*
- *how you will analyse monitoring and evaluation information to report on the difference the project has made; and*
- *who you will share this information with.*

B8. Project sustainability

What approach will you take to continuing the project beyond March 2021?

Tell us:

- *how you will show the value and learning of your work;*
- *what things you would consider when deciding whether to sustain or exit from the project;*
- *who you anticipate involving when thinking about sustainability; and*
- *what actions you will take throughout the life of the project to consider sustainability*

B9. Organisational activities

What does the lead organisation do?

Tell us:

- *the aim, purpose and key activities for the applicant organisation*

What do the partner organisations do?

Tell us:

- *the aim, purpose and key activities of any partner organisations.*

B10. Organisational governance and management structures

Describe the governance and senior management structures of the lead organisation and explain how your governing body (or Board) will support the delivery of the project.

Tell us:

- *who is on your Board and what skills they have;*
- *about any user representation on the Board;*
- *how often your Board meets and what the reporting structure to the Board is;*
- *what financial oversight your Board has;*
- *how project progress will be reported or overseen by the Board; and*
- *what your senior management structure is and how this feeds into the Board.*

If this is a partnership application give details for each partner

B11. Organisational financial position

Describe the financial position of the lead applicant, your reserves policy and level of reserves.

Tell us:

- *your most recent analysis of income and expenditure (lead partner) if submitted accounts are more than 9 months old;*
- *what your reserves policy is and whether you are meeting it;*
- *how many months operational running costs your unrestricted reserves cover; and*
- *the percentage of your annual income a full year of your SiRD 2021 request represents*