**Scottish Government Autism Fund**

Improving Understanding of Autism in Scotland

October 2019 - March 2021 funding criteria and application guidance

**PLEASE READ THIS DOCUMENT CAREFULLY BEFORE COMPLETING THE ONLINE APPLICATION**

Applications are invited from organisations who wish to become part of a programme aimed at improving understanding and awareness of autism in Scotland.

If you have any questions about the application process, guidelines or application form please **email** **autismenquiries@inspiringscotland.org.uk** **before 4pm on 19 August 2019.**

Applications must be **submitted online via** [**http://sgiz.mobi/s3/19ca49312612**](http://sgiz.mobi/s3/19ca49312612)

 **by 12 noon on 26 August 2019.**

**Introduction**

Inspiring Scotland strives for a Scotland without poverty or disadvantage. We want to create a Scotland where everyone, no matter who they are, has the same opportunities to reach their potential and lead happy and healthy lives. To do this, we help essential charities to become extraordinary charities, allowing them to better help the vulnerable and disadvantaged in our communities and transform our society. We have worked with Scottish Government for several years to develop support for autistic individuals, their families and carers and others supporting the autistic community. On behalf of Scottish Government, we are seeking applications for funding to support creative approaches that make Scotland a more accessible, inclusive and understanding place for autistic people to learn, work and live, and which increase understanding and acceptance of autism and autistic people among the neurotypical population.

On 26 March 2019, Ms Claire Haughey, Minister for Mental Health, announced at the Scottish Strategy for Autism Conference that Scottish Government will be investing in raising society’s understanding and acceptance of autism so that Scotland can become a more accessible and inclusive place for autistic people.

This programme of work is a direct response to Scottish Government’s 2017 Engagement Exercise, which emphasised the need to raise understanding of autism amongst the non-autistic population. The consultation highlighted the importance of increasing understanding, awareness and acceptance of autism, reducing autism stereotypes and building a society which is accessible, inclusive and values neurodiversity.

Inspiring Scotland will work with Scottish Government to deliver this programme. It will have a positive approach and consist of a marketing campaign managed by Scottish Government and funded charity projects supported by Inspiring Scotland. Successful charities will be partners in this programme, helping to influence the direction of the national marketing campaign and promoting campaign messages at a local level.

**On behalf of Scottish Government, we are seeking applications** **to raise understanding of autism amongst the non-autistic population, helping to change behaviour and make Scotland a more accessible and inclusive society.**

**The fund**

The 2017 Engagement Exercise highlighted a need for autism awareness and understanding across employment, education, mental health, community activities and other areas. Given the scale of activity that would be required to build understanding at this national level, understanding autism in the employment context and in local communities have been chosen as the priority themes of the programme at this stage.

Making employment and community participation more accessible for autistic people to live active and independent lives is a key aim of the Scottish Government Strategy for Autism.

**Fund Themes**

**Positive employment experiences.**

We welcome applications from third sector organisations who will work with the non-autistic population to bring more positive employment experiences for more autistic people. This could be in increasing employers’ understanding of autism and working with employers to change practices.

**Community activities.**

Each community will have local challenges which have led to barriers for autistic people. For example, this could be taking the bus into town, visiting the shops or visiting the leisure centre. We would like applications to show a clear need for, and solution to, how to make community activities accessible by working with the non-autistic population.

At this stage of the programme’s development, we are only considering projects that are related to employment and community access.

The impact of your proposed work should be measurable, drive behavioural and environmental changes at a local level and ultimately lead to a more inclusive society.

An important aspect is that successful organisations will become part of a national programme. We are looking for organisations who will embrace being part of this collaboration and will be willing to actively feed into the creation of the marketing campaign and be the programme’s delivery partner at the local level.

**Fund Outcomes**

The overall aim of the programme is to deliver improved outcomes for autistic individuals, as articulated in the national strategy through raising awareness.

In order to be able to invest in a wide and interesting range of projects that support this aim, we have kept the outcomes at a high level.

**Active Citizenship**

* Increased awareness of how to support autistic people in the workplace
* Increased opportunities for autistic people to be supported into work and while in work
* Employers are more willing and able to support autistic individuals
* Autistic people are recognised for what they can do
* Improvements to the accessibility of cultural and social activities so that autistic people and their families and carers can participate more freely
* Reduce social isolation for autistic people and their families.

###  **Independence**

* Evidence is gathered to show that there is more awareness and acceptance of autism amongst the general public
* We have an improved understanding of services that create a more accessible society which supports autistic people to enjoy greater autonomy.

### **Choice and Control**

* Awareness and understanding of autism are raised among professionals and services that encounter or work with autistic people
* There is improved understanding of autism and how autism impacts upon a person's life.

**Application section summary**

**This page summarises the information we are going to ask you to provide as part of your answers during the application process.**

Section six:

Promotion

* Project cost relationship to organisation turnover
* Other SG funding
* Matched funding in place
* Upload budget template
* Proposals to actively promote project impact
* Proposals should cover both project and programme level

Section five:

Sustainability

* Proposal for project sustainability beyond 2021
* Exit strategy

Section four:

Finance

Section three:

Deliver, monitor and measure

* Outcomes and indicators
* Additional indicators proposed
* Evaluation plans
* Additional impact planned

Section two:

Project proposal

* Project summary/benefits expected
* Evidence of need/value add of project
* Project collaboration
* Threats and risks

Section one:

About your organisation

* Organisational details, geographic coverage and vision
* Upload organisational structure chart
* Upload annual report and audited accounts

**Essential application criteria**

**Applications for up to and including £50,000 will be considered. The minimum funding level is £10,000.**

**Applications will only be considered if they meet the following criteria:**

* You can apply for this funding if you are a voluntary or community organisation based in Scotland. This is limited to a registered charity, constituted group or club, incorporate group or club, Community Interest Company (CIC) or Social Enterprise
* The provision will bring positive employment experiences and positive experiences of community activities for autistic people
* The charity applying has experience of providing support for the autistic community
* The outcomes listed above are met
* Funding requested will not duplicate any statutory provision.

**Please note:**

1. Applications from both new and innovative projects and from existing services who want to deliver and/or scale tried and tested models will be considered
2. Applications from charities who have previously received Scottish Government funding will be considered
3. **We are interested in applications from charities who demonstrate partnership working and the potential to develop a replicable and/or scalable model**
4. **Autistic individuals will input into the decision-making process through the autistic advisory forums.**

**Types of proposals which are not eligible to apply for funding:**

* Applications from schools, statutory bodies, individuals, sole traders, organisations that are aimed at generating profits for private distribution or CICs limited by shares
* Applications which are predominantly for capital expenditure
* Applications from charities that are not registered Scottish charities
* Funding for significant core staff costs. Funding should ideally be for additional staff hours and not replace existing staff costs.

**In your application we are looking for:**

* Evidence of a clear need for your proposed approach and how you have worked with the autistic community to determine this need
* How your approach will address the need identified and how the autistic community is / will be involved in the development and delivery of your work
* The ways in which your project aligns to the outcomes of the Scottish Strategy for Autism
* What difference you expect to make and how you will evidence this difference
* How you have involved autistic people in the development of this proposal.

**Fund details**

The total fund available is £400,000. We are aiming to notify successful charities by the end of October 2019 and distribute funding by November 2019. Applications for up to and including £50,000 will be considered.  **Projects should run for up to 18 months and money for all projects should be fully spent by March 2021.**

As a condition of your funding, you will attend three Inspiring Scotland portfolio day events, meet with your Inspiring Scotland Performance Advisor to update on project progress and submit Inspiring Scotland’s evaluation form quarterly. These quarterly review forms will be co-produced with successful organisations.

Successful charities will become part of the national programme and will be expected to feed into the national campaign and actively promote the national campaign messages through your work.

**Support from Inspiring Scotland**

As well as funding, successful applicants will receive capacity building support from Inspiring Scotland and a dedicated Performance Advisor. Performance Advisors are highly skilled and experienced staff recruited from senior positions across the private, public and third sectors. They include former managing directors, civil servants, social entrepreneurs, risk practitioners, lawyers, bankers and accountants, investment managers and charity sector leaders.

Your Performance Advisor will work closely with you, providing individually tailored support, training and mentoring to help build your organisation’s capacity and capabilities. Your Performance Advisor can also draw on the experience within Inspiring Scotland’s central functions including communications, project management, IT, finance and strategy.

You will have the opportunity to participate in a portfolio of charities where you can share training opportunities, best practice, ideas and lessons learned with other organisations supported by Inspiring Scotland.

In addition, you will have access to our pro bono network of more than 350 professionals who work in the private sector and volunteer their time and skills free of charge to support our work. Our pro bono supporters range from lawyers, HR professionals and accountants to photographers, business mentors and marketing experts. They help our portfolio charities to address specific needs or build capacity.

**Application process**

Applications can only be made online at <http://sgiz.mobi/s3/19ca49312612>

**The closing date for applications is 12 noon on 26 August 2019.**

**Due Diligence**

All organisations submitting a funding application will be subject to financial and organisational due diligence checks prior to any final funding decision by Scottish Government and Inspiring Scotland. Due diligence will cover standard elements such as governance, management, financial position, future plans for your organisation, the needs your project is addressing and your ability to deliver planned activities.

Agreement to funding will be dependent upon organisations passing such due diligence checks. Organisations are required to provide their latest set of audited accounts, their Annual Report and their organisational chart.

We may contact you during this process for clarification.

**Autism Community Review**

To ensure that autistic individuals have an opportunity to provide input into the decision-making process, regional autism advisory forum groups are being set up. There will be forums in four locations across Scotland and an online forum. The forums will provide input on the applications received.

**Once the application review and due diligence are complete, funding decisions will be communicated to all applicants by the end of October 2019.**

**Application timeline**

1. The application process will open on Wednesday 17 July 2019
2. The closing date for applications is 12 noon on Monday 26 August 2019
3. Review, due diligence and scoring of applications will take place between 27 August and 9 September 2019
4. We anticipate that funding decisions will be communicated by the end of October 2019
5. Successful organisations must be ready to start project delivery by January 2020.

**Contact**

If you have any questions about the application process, guidelines or application form **please email autismenquiries@inspiringscotland.org.uk BEFORE 4pm on 19 August 2019\***

\*We will aim to respond to your enquiry within 72 hours.

**Useful Links:**

* SG Engagement Analysis

<https://www.gov.scot/publications/scottish-strategy-autism-engagement-analysis-9781788516150/>

* Scottish Strategy for Autism 2018

<https://www.gov.scot/publications/scottish-strategy-autism-outcomes-priorities-2018-2021/>

*Diagrams extracted from the 2018-2021 Scottish Government Autism Engagement Analysis*



**Help in completing the Application Form**

**Section 1 – Who are you? Tell us about your organisation**

Q1. Name of organisation

This should be the formal name of your organisation.

Legal status of organisation

Applications are invited from a variety of entity types. The following are **not eligible** to apply:

* Schools
* Statutory bodies
* Individuals and/or sole traders
* Organisations that are aimed at generating profits for private distribution or CICs limited by shares
* Local authorities

Q2. Geographical coverage

We wish to fund a spread of activities across Scotland. Please tell us the local authority areas in which you plan to operate in. This information will be helpful in analysing where your organisation is proposing to operate for this new project.

Q3. What is the mission/vision of your organisation?

This is your opportunity to demonstrate how the mission/vision of your organisation links with the aims of the autism programme.

Q4. Tell us the make-up of your Management Committee/Board of Directors and explain how the governance will support the delivery of the proposal.

You should include information about the number of Board members you have and any designated responsibilities, any sub-committees, how regularly they meet and explain how the governance structure will support the delivery of the project. (200 words max)

Q5. Organisational Structure Chart

Upload your latest organisational structure chart including brief details of which roles will be involved in the autism programme and to what extent? Include full time equivalent (FTE) for each role.

Q6. Latest Audited Accounts and Q7 Latest Annual Report

To assist with our due diligence process, we require you to upload a copy of latest audited accounts, or if not audited, latest financial report, as well as your latest annual report.

**Section 2 – What are you proposing to do? Tell us about your project.**

Q8. The Autism funding will support projects whose main aim is:

**Positive employment experiences.**

We welcome applications from third sector organisations who will work with the non-autistic population to bring more positive employment experiences for more autistic people. This could be in increasing employers understanding of autism and working with employers to change practices.

**Community Activities.**

Each community will have local challenges which have led to barriers for autistic people. For example, this could be taking the bus into town or visiting the shops. We would like applications to show a clear need for, and solution to, how to make community activities accessible by working with the non-autistic population.

At this stage of the programme’s development, we are only considering projects that are related to employment and community access.

The impact of your proposed work should be measurable, drive behavioural and environmental changes at a local level and ultimately lead to a more inclusive society.

Q9. Project Title

We would normally expect the word “Autism” or “Autistic” to be included within the title. As a partner you will be expected to raise the visibility of the programme.

Q10. Summary of your project and what you are seeking funding for. It should also make specific reference to how it will benefit those it is aimed at (500 words max)

Applications will need to demonstrate that they meet the criteria of the programme stated in this document on page 3.

Q11. What age range of people will participate?

Please specify the age ranges of the beneficiaries of your service.

Q12. Which local authorities will the project be delivered in?

Select those areas where you intend to deliver.

Q13. How many people do you expect to work with over the duration of your project?

Tell us your forecast for the number of people who will benefit from the funded activity over the duration of delivery. Please only specify ‘new’ people numbers, i.e. if there are people who will benefit in more than one year of activities, they should only be counted once.

Q14. What evidence do you have that the need exists for this proposal? (200 words max)

Provide information on current sources of evidence that demonstrate why the proposal is required.

Q15. Explain how the project will add value including how it will help improve opportunities for autistic people to be able to access their local communities. (200 words max)

We expect applicants to have considered which activities are already available in order to ensure projects will add value and avoid duplication. This is your opportunity to demonstrate that you have knowledge of what is already available, the impact current provision is having, and how your proposal will enhance this or address any identified gaps.

Q16. How did you take account of autistic people’s views in developing the proposal? (200 words max)

You must be able to show that autistic people have played an integral role in the proposal’s development and design.

Q17. Project start date.

Use the calendar provided to select start date. Projects need to start by January 2020.

Q18. Project end date.

Use the calendar provided to select end date. The latest project end date is 31st March 2021.

Q19. Information on proven track record of delivering similar successful projects and services for the benefit of autistic people across Scotland. (500 words max)

We would expect you to provide a summary of your proven track record and to reference your independent evaluations of the impact (if applicable). You may wish to indicate how you will include lessons learnt into your proposal.

Q20. Will you be collaborating with other organisations to deliver the project?

Select yes or no.

Q21. If yes, please provide details of how your proposal will be co-delivered. (200 words max)

If you intend to co-deliver, we require information on why this will be the case and what value this will add. You should provide information on the legal status of any organisations with whom you intend to co-deliver your proposal.

Q22. Where you are planning to collaborate to deliver your project? Please advise if you have worked with this/these organisations previously, and the extent of the partnership. (200 words max)

You may wish to explain how you have worked collaboratively with these organisations to shape your project proposal and outcome expectations.

Q23. What do you envisage to be the main threats and risks to delivery of your project? (200 words max)

It will be critical to understand the awareness you have of the risks of delivering the project and what you will have in place to minimise these risks.

**Section 3 – Tell us how you will Deliver, Monitor and Measure Impact**

Q24 and Q25. Monitoring and Measuring Impact – Outcomes

In these questions you are asked to set out how your proposal will support delivery of the outcomes and how you will measure success.

This programme is a Scotland-wide programme and each partner’s contribution must be able to be amalgamated into programme-wide impact and outcome measures.

You must put in place information collection processes which enable you to comply with this

We will develop a programme-wide logic modelwhich you will be expected to use to measure and offer indicators that will provide evidence that there is progress being made.

Please be aware that you will be expected to complete a standard quarterly report and provide these to Inspiring Scotland.

**Section 4 – Finance - How much will your proposal cost?**

Q26 to Q29 ask you about the funding you are seeking from us, whilst Q30 to Q33 seek information on other funding sources (if any) for the proposal.

Proposals are **ineligible** if they require funding of more than £50,000.

Funding Requirements

* At least 85% of funding must be spent on project costs, which will be comprised of:
1. at least 75% (depending on (ii) below) must be project activity revenue and reasonable support costs for delivery of the project; and optionally
2. 0 - 10% of funding can be used for capital costs, such as equipment, computers and software development should this be deemed a necessity in delivering the project

The overall minimum requirement of at least 85% of funding will be the total of (i) and (ii) e.g. 78% project activity revenue and 8% capital costs would be 86% project costs of total funding and would meet the criteria.

* Up to 10% of the total funding can be used as a management fee to contribute towards administrative and organisational costs to deliver and market the project\*\*;

*\*\*The Programme does not fund the core costs of an organisation. However, it is recognised that there are some organisational costs which are inextricably linked to the successful delivery of the project, therefore up to 10% of the total funding can be used to contribute towards these administrative and organisational costs. Such costs would relate to the project and might include marketing expenses for material branding/literature etc., communication support, annual and quarterly reporting costs, finance support, and senior management oversight.*

The following costs are ineligible and are excluded from funding:

* Organisational administrative costs, unless included as part of the management fee (see above)
* Travel and subsistence costs which do not relate to project delivery
* Any overseas travel costs
* Appearance fees;
* Consultancy fees (except in delivery of external evaluation).

Q34. Proposal Budget Template - Annex B

You should complete the budget template provided. Please do not add additional columns.

**Section 5 – What will happen to your proposal at the end of the funding?**

Q35. Please explain the level of sustainability that the proposal will achieve by the end of March 2021 and/or the exit strategy. (200 words max)

Achieving sustainability is essential and needs to be a central part of all applications. You should detail how you plan to continue the funded work beyond the funded period.

Some example questions which you should ask yourself are:

* How will you ensure that the project can continue after 31 March 2021?
* How will you source non-Scottish Government funding to continue the project?
* At what point in the future would it be appropriate to embed your project in your organisation and in the community?
* How do you know that you will be able to embed your project in the community?

**Section 6 – Communications Plan**

Q36. Tell us why you want to be part of this programme and how you will actively promote the raising awareness of autism programme. (200 words max)

It is essential that partners contribute to the visibility of the programme in local communities and nationally. Please set out your communications plan of how you will do so.

**Statement of Acceptance**

Q37. Authorised person to confirm accuracy of information provided and date application.

**Freedom of information (Scotland) Act 2002 and Environmental Information (Scotland) Regulations 2004**