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GUIDANCE PACK FOR COMPLETING APPLICATION FORM

SURVIVORS OF CHILDHOOD ABUSE SUPPORT FUND

April 2020 to March 2024

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE COMPLETING THE ONLINE APPLICATION

Applications are invited from organisations with a proven track record of working to support survivors of childhood abuse.

This document provides guidance for applicants, including a **Frequently Asked Questions section**.

Applicants will also wish to refer to the Fund logic model at <https://tinyurl.com/y4qdh2zl> and National Performance Framework at <https://nationalperformance.gov.scot/>

If you have any further queries about your application, please contact us using the following email address:

Email: survivorsfunds@inspiringscotland.org.uk

Applications must be **submitted online by 12 noon on 1st November 2019**.

SURVIVORS OF CHILDHOOD ABUSE SUPPORT FUND 2020-2024

GUIDANCE FOR APPLICANTS

BACKGROUND

Over the past six years, the Scottish Government has had dedicated funding streams for organisations and projects supporting survivors of childhood abuse. The Survivor Support Innovation and Development Fund has been in operation for three years from April 2017 to March 2020 and provides funding to 25 organisations and projects supporting survivors of childhood abuse. The funding cycle concludes in March 2020.

This new Fund – Survivors of Childhood Abuse Support Fund, covering April 2020 – March 2024 - aims to build on this commitment, with increased investment and greater flexibility for organisations to strengthen quality and access to existing services.

Purpose and aims

The purpose and overall aim of the Fund is to support recovery, resilience and wellbeing of survivors of abuse. It aims to achieve this by enhancing capacity and capability of third sector and community-based organisations providing dedicated support. There is evidence of pressure on services supporting survivors of childhood sexual abuse, so applications from those organisations are particularly welcomed.

The Fund aims to address waiting lists for support, improve quality standards, encourage collaboration and partnership working amongst third sector providers, and build integration with statutory services.

There is evidence linking childhood abuse, trauma and adversity to a range of inequalities including mental and physical health inequalities, alcohol and substance misuse, homelessness, crime victimisation, income inequalities, reduced participation in the labour market and other health, justice, social and economic inequalities.

Person-centred support can therefore take a range of different forms to address these inequalities and disadvantages, and respond to diverse and complex needs associated with childhood abuse.

By 2024, the Fund aims to improve access and support capacity through a range of third sector organisations throughout Scotland. It has a specific goal of increasing swift access, aiming to enable appropriate and high-quality support to be provided to at least 5,000 people over the lifespan of the Fund, within 4-6 weeks of first contact.

Size and duration of awards

The Fund will be set at **£10 million over a four-year period, with estimated spend of £2.5 million each year**, subject to parliamentary approval of the budget.

Bids of varying sizes are sought, with strong evidence required for any bid over £100,000 annum. Awards may not exceed £250,000 per annum.

OUTCOMES & APPROACHES

Outcomes

Applicants are asked to demonstrate how you could make a positive contribution towards achieving the purpose and aims of the Fund, with links to strategic and programme outcomes set out in the Fund logic model <https://tinyurl.com/y4qdh2zl>

Applicants are asked to consider how your work contributes towards delivery of the National Performance Framework (NPF), which can be found at <https://nationalperformance.gov.scot/>

Some key National Outcomes are included in the logic model as an illustration – others may be more applicable to your work, so please include what you consider to be most relevant to your proposal.

Approaches

The following approaches are vital to help address inequality and disadvantage, and the Fund will support activity that embraces these approaches:

- **People-led** – meaningfully involving the people you're working with in the development, design and delivery of your activity.
- **Strengths-based** – making the most of, and building on, the skills and experiences of people and assets within communities.
- **Working in partnership** – having a good understanding of what others are doing locally, developing good working relationships and complementing and adding value to other relevant activity in your area.
- **Trauma-informed** – showing knowledge, capability and track record in identifying and responding to needs of people who have experienced abuse, trauma and adversity, in line with trauma-informed principles and practice.

Applicants are asked to demonstrate best practice on **safeguarding of children and adults**, and clear commitment to relevant **professional standards, accreditation, governance and training requirements** for safe, appropriate delivery of any counselling, psychological therapies and other services.

ELIGIBILITY & SIZE OF AWARDS

Who can apply?

This Fund is aimed at Scottish-based charities, community-based organisations or social enterprises working with survivors of childhood abuse.

- Collaborative bids are welcomed – the lead partner to disseminate funding must be identified.
- Multiple bids can be submitted, both individually or in partnership.
- Statutory services are not eligible to apply as lead organisations, but strong, clearly-evidenced bids involving statutory services as part of a collaborative partnership bid may be considered. Primary funding beneficiaries must be the third sector partners.
- In line with previous years, the focus of this funding is on support for adult survivors of childhood abuse; however it is recognised that some organisations also operate services that support children and young people. This can help early intervention and transitions between child and adult services, and these are eligible for inclusion. Applicants are asked to supply detailed evidence of their approach and specialist workforce training to support this cohort.

An indication of the likely profile of applicants for different sizes of awards is included below. This is intended as a guide for applicants, rather than a fixed limit - the panel and Ministers retain discretion over the total value of awards.

Community / project-based awards (between £1,000 - £100,000 per annum)

Many smaller, grassroots, community-based organisations or dedicated projects can make a huge difference to supporting people locally, strengthening our communities, and driving innovation.

We hope to see a variety of creative, high quality applications of this kind from across Scotland, seeking funding from £1,000 to £100,000 per annum for a single or multi-year term.

Organisations applying for funding are likely to be:

- Working closely with survivors of abuse, either as part of the organisation's core mission, or operating a dedicated project aimed at survivors within an organisation working in a closely related field.
- Able to provide evidence of need.
- Able to evidence how this work fills a gap in current service provision or knowledge base.
- Able to evidence how survivors are involved in developing the project or service.

Large awards (between £100,000 - £250,000 per annum)

Organisations applying for over £100,000 per annum on a multi-year basis will meet the points above, and they are also likely to:

- Specialise in support for survivors of childhood abuse, including childhood sexual abuse, with good evidence on quality.
- Make a significant strategic impact to supporting survivors of abuse, and to meeting National Outcomes.
- Support larger number of survivors, although consideration will also be given to those working more intensively with smaller numbers.
- Have a strong national or regional presence and/or contribute strategically to the development of the sector.
- Have clear commitment to continuous learning and quality improvement.
- Actively identify ways to fill gaps in current service provision.
- Fully comply with safeguarding and relevant professional standards, governance and training requirements for safe, appropriate delivery of any psychological therapies, counselling and other services
- Apply trauma-informed principles, including involvement of survivors in service improvement.
- Demonstrate a collaborative or partnership approach, showing strong links with statutory services and local community assets.
- Have a clear sustainability/exit strategy at the end of the funding period.

Priority categories

Priority will be given to:

- Applications that seek to **promote equality of opportunity** for groups identified in the Equality Act 2010 (age, disability, sex, race, religion or belief, sexual orientation, gender reassignment and pregnancy and maternity).
- Applications that focus on **improving access in rural or remote areas**.
- **Organisations not already in receipt of direct funding from the Scottish Government.** Applications will not be disqualified but applicants are asked to detail access to other Scottish Government funding streams on their bid, so this can be taken into consideration.

Collaborative bids

We encourage collaborative bids made in partnership with other organisations – for instance, linking up services on a geographical basis, providing complementary services or other new ways to combine strengths to support people's recovery journey.

- Collaborative bids should state which organisation will be the lead and how the reporting and payment of funding will work between them.
- Budgets must identify what each partner receives and contributes to the project.

- Any organisations applying for funding in collaboration are also able to make individual bids.
- If one of the organisations is part of a statutory service, eg NHS or local authority, the third sector organisation(s) in the partnership must be the lead applicant and primary funding beneficiary(/ies).
- A Memorandum of Understanding must be provided for each collaborative application – help can be provided to develop this.

Other points to note

- We will consider strong project bids from organisations who also support non-survivors. However, those organisations will be expected to consider carefully how to report accurately on which beneficiaries are survivors, and ensure that the funding maximises the impact on survivors.
- We will consider bids from organisations who work with survivors who may also be perpetrators. These organisations will be expected to demonstrate clear evidence on their approach to safety considerations for other clients and staff, including workforce training and support.

HOW WILL APPLICATIONS BE ASSESSED?

Award categories

The core purpose of this Fund is to facilitate quality support to **recovery, resilience and wellbeing** of survivors of abuse, alleviating capacity and capability pressures.

Bids that aim to improve **knowledge, skills and innovation** are also welcomed, with potential to:

- Transform service delivery and standards;
- Support prevention of childhood abuse; and/or
- Improve evidence, knowledge and/or skills on recovery from abuse.

You are invited to select which category relates most clearly to your application:

- 1) **Recovery, resilience & wellbeing**
- 2) **Knowledge, skills & innovation**

What are we looking for?

All applications will be expected to demonstrate how they support the purpose, aims and outcomes. Strong applications are likely to contain:

- Clear evidence of need, quality and scope/scale of services;
- Clarity of purpose, and how work fits with other services;
- Realistic, achievable and efficient plans for delivery, with reasonable efforts to demonstrate value-for-money;
- Detail on how funding will be used to improve access to services, including reduction of waiting times, if appropriate to your work;
- Commitment to improving quality standards and continuous learning;
- Commitment to partnership working with statutory and non-statutory partners;
- Clear financial and corporate governance mechanisms in line with appropriate regulatory requirements and best practice;
- Knowledge and application of risk management and safeguarding measures for children and adults; and
- Clarity on staff and volunteer training requirements, with reference to professional governance and standards, and the National Knowledge and Skills Framework for Psychological Trauma, where appropriate.

Larger awards (over £100,000 per annum) will also require evidence of a strong track record delivering specialised support to survivors of childhood abuse.

MEASURING PROGRESS

Applicants are asked to consider how your work contributes towards delivery of the National Performance Framework (NPF) and National Outcomes, which can be found at <https://nationalperformance.gov.scot/>

Applicants should indicate how you intend to measure and evaluate progress, and propose which local or national performance indicators you will use to measure progress towards achieving your intended outcomes.

You may wish to include direct links to National Performance Framework (NPF) indicators, and, where appropriate, to waiting times for access.

FINANCIAL INFORMATION

What costs can you apply for?

You can apply for funding to improve or continue existing services or projects, or to develop new activity on a project basis.

The Scottish Government are committed to enhancing capacity and sustainability of third sector and community organisations. With this in mind, core costs may be included within this application.

These costs may include: salaries, training, supervision, volunteer expenses, rent, electricity and gas, telephone costs, postage, materials branding/literature, communication support, annual and quarterly reporting costs, evaluation, finance support, and senior management oversight etc.

If you have questions on what costs are eligible or ineligible, please contact Inspiring Scotland for guidance by email survivorsfunds@inspiringscotland.org.uk

Due Diligence

All organisations submitting a funding application will be subject to financial and organisational due diligence checks prior to any final funding decision.

Due diligence checks will be undertaken by Inspiring Scotland and 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. Please note we reserve the right to undertake additional (financial) due diligence on all organisations in a collaboration if they are to receive a proportion of the funds and have a significant role in delivery.

Agreement to funding will be dependent upon organisations fulfilling such due diligence checks. Organisations are required to provide their latest set of Audited Accounts and their Annual Report.

APPLICATION PROCESS AND REPORTING

Decision Making Process

Applications should be submitted by noon on 1st November 2019 at the latest.

Applications will be reviewed by a panel bringing together people with lived experience and/or professional expertise of childhood abuse, knowledge of NHS clinical practice and standards and third sector performance, governance and best practice expertise.

The panel will make recommendations for consideration by Scottish Ministers, who will make the final decision on awards.

Confirmation of Awards

We aim to notify applicants of decisions in December 2019. Successful applicants will be able to draw down funds from April 2020.

Multi-year awards are subject to satisfactory performance, adherence to grant conditions and parliamentary approval of budget. Recipients will report on progress on a six-monthly basis, and further evaluation will be considered in conjunction with recipients to evaluate long-term impact.

Ongoing reporting, evaluation and sustainability

As a condition of funding, organisations who are successful with their funding applications will be expected to report on progress on a six-monthly basis and to attend dedicated Fund network events (held at least three times per annum). Additional information may be requested to support evaluation of impact.

All successful applicants are expected to engage proactively with the Fund Managers to strengthen long-term sustainability and governance.

FUNDING CONDITIONS

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

Conditions include the following:

- We will ask you to return funding not used for the approved purpose, or not used within the financial year.
- We pay funding only on what you actually spend. We will ask you to return any overpayment.
- The fund 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 this fund.

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.

SURVIVORS OF CHILDHOOD ABUSE SUPPORT FUND 2020-2024

FREQUENTLY ASKED QUESTIONS

Q What is the size of the Fund and how long will it run for?

A The total amount of funding available is anticipated to be around £2.5 million per annum and is expected to be available for up to four years, subject to Parliamentary approval. Applications can be for any period between one to four years.

Q Who can apply

A Applications are welcome from Scottish registered charities, non-profit making organisations with a constitution and constituted community groups who are considering applying for Charitable Status.

Q Who cannot apply

A Unconstituted organisations, statutory bodies, individuals, sole traders, organisations that are aimed at generating profits for private distribution or CICs limited by shares. Organisations that are not predominantly operating in Scotland. Organisations who do not support survivors of childhood abuse.

Q How do I apply

A Please submit your proposal using the online application form. <https://www.surveygizmo.com/s3/5116594/Survivors-2020>

Q Can I send supporting evidence with my application?

A We are unable to accept any supporting documentation or evidence.

Q How much can I apply for

A The minimum award is £1,000 per annum; the maximum is £250,000 per annum up to four years.

Q Can I apply for funding for core costs? If so, are there any limits?

A We recognise that many grant funders do not support core costs and acknowledge that funding these are vital to allow services to be delivered. Applications will be considered which include core costs such as staff costs, management overheads, marketing, office premises etc.

There is no fixed limit to the proportion of core costs; however strong evidence must be offered to demonstrate that support for survivors of childhood abuse is core to your organisation's purpose and mission.

Q Can I apply for funding for capital items? If so, are there any limits?

A Capital items are generally excluded from this funding, the only exceptions are small items of capital which may be required to allow services to be delivered for example computer equipment. These costs will be limited to £5,000.

If you have queries about capital or eligibility of other costs, please email survivorsfunds@inspiringscotland.org.uk

Q What are the deadlines for application

A Noon 1st November 2019.

Q When will awards be confirmed

A We aim to notify applicants of the outcome in December 2019.

Q What is the National Performance Framework? What are National Outcomes? What are National Performance Framework (NPF) Indicators?

A The Scottish Government's National Performance Framework (NPF) is for all of Scotland, with the purpose and aim to:

- create a more successful country
- give opportunities to all people living in Scotland
- increase the wellbeing of people living in Scotland
- create sustainable and inclusive growth
- reduce inequalities and give equal importance to economic, environmental and social progress.

The Framework includes Values and National Outcomes, aimed to achieve the Framework's purpose. The Outcomes reflect the values and aspirations of the people of Scotland, are aligned with the UN Sustainable Development Goals and help track progress in reducing inequality.

The Framework helps measure and report on Scotland's wellbeing. It sets out a wide range of National Performance Framework (NPF) Indicators which provide a broad measure of national and societal wellbeing, incorporating a range of economic, social and environmental indicators and targets, updated when data is available.

The Framework is available via this link <https://nationalperformance.gov.scot/>

Q Can I propose my own indicators to measure progress?

Yes – applicants are encouraged to specify which National Performance Framework (NPF) indicators are most relevant to your service where possible; otherwise, please suggest the most appropriate alternative indicators you will use to measure progress towards achieving your intended outcomes.

Q Can I make an individual and a collaborative application?

A Yes, you can apply both as an individual organisation and in collaboration with other organisations, however if you are successful with one bid this will be taken into consideration when we review any others.

Q What do you mean by collaborative applications?

A We are interested in applications from organisations who wish to work in collaboration with other organisations to enhance the service provision for survivors. We would expect the lead organisation to receive and manage the funding and assume responsibility for reporting. Due diligence will be undertaken on all the organisations involved in the collaboration, where feasible. Collaborative bids should also describe how the organisations will work together to deliver services.

Statutory services are not eligible to apply as lead organisations, but strong, clearly-evidenced bids involving statutory services as part of a collaborative partnership bid may be considered. Primary funding beneficiaries must be the third sector partners.

Q Can I apply for more than one bid?

Yes, multiple bids can be submitted, both individually or in partnership.

Q Will our application be considered if we already receive funding from Scottish Government?

A Applications will be considered, however priority will be given to organisations who do not receive alternative sources of funding from the Scottish Government.

The Survivor Support Innovation and Development Fund 2019/20 and Section 10 Grant Scheme operated by the Survivor Support Team will both conclude before this new integrated Fund is available for drawdown, so this will not impact on applications from organisations currently in receipt of those sources of funding.

Q My organisation currently receives a Section 10 grant from the Scottish Government. Will this continue?

From 2020/21 onwards, the Section 10 grant scheme administered by the Survivor Support Team will be integrated within this new Fund, and any current recipients should apply for core costs (or other types of funding) through this route.

If you receive Section 10 or other Scottish Government funding from a different route, this scheme may still be in operation and you should contact your relevant policy lead for information if necessary. Applications will be considered, however priority will be given to organisations who do not receive alternative sources of funding from the Scottish Government. You will need to detail all direct grants from the Scottish Government on your application. If you have any queries on this, please email survivorsfunds@inspiringscotland.org.uk

Q If we work with survivors and non-survivors will our application be considered?

A The principal beneficiaries of this Fund should be survivors of abuse; however applications will be considered from services that are also accessed by people who have not experienced or disclosed abuse.

It is recognised that not all people accessing some services will have disclosed abuse, or they may be family members or friends supporting survivors of abuse. You are encouraged to reflect this as accurately as possible within the application form and subsequent reporting.

Q Some people we work with may also be perpetrators, can we still apply?

A Yes, you will still be eligible to apply. You will need to provide clear evidence on how clients will be identified, processes for risk assessment, specialist training and any systems or processes you have to keep all clients and staff safe.

You will also need to consider carefully how the project or service fits with the purpose, aims and outcomes of the Fund, specifically the core purpose to support recovery, resilience and wellbeing of survivors.

Q If I am successful what are the reporting requirements?

A We will require six-monthly reports on progress together with financial reports showing spend. We are also keen to see any external evaluations of your work.

You will also be expected to attend regular networking events run by Scottish Government for the portfolio of funded organisations. These take place three to four times per annum.

Q What is the role of Inspiring Scotland?

A Inspiring Scotland were appointed by the Scottish Government to assist management of the Innovation and Development Fund, which is now in its final year. Inspiring Scotland is providing support to the Scottish Government with the application process for this new Fund.

Q What support will I receive during the funding year?

A A Performance Advisor will work closely with you, providing individually tailored support, training and mentoring to help build your organisation's capacity and capabilities in areas including communications, project management, IT, finance and strategy.

You will be part of portfolio of charities where you can share training opportunities, best practice, ideas and lessons learned with other organisations funded by the Scottish Government.

Q What checks will be carried out?

A All organisations submitting a funding application will be subject to financial and organisational due diligence checks, carried out by Inspiring Scotland, prior to any final funding decision. Due diligence checks 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. Please note we reserve the right to undertake additional (financial) due diligence on partners if they are to receive a proportion of the funds and have a significant role in delivery.

Q Who should I contact if I have any questions?

A Any questions should be sent by email to survivorsfunds@inspiringscotland.org.uk and you will receive a response within three working days.