**SOCAS 2024 Fund - Application form word template**

**Please note this document is only a guide to enable you to plan and draft your answers.**

You must submit your final application form **online.** To receive a link to the online application form, you need to first submit an expression of interest.

[Please submit an Expression of Interest through this link](https://survey.alchemer.com/s3/7717469/SOCAS2024Fund-EOI).

Please submit your online application by **12pm (midday) on Friday 3 May 2024.**

**Before starting your application**

Before completing this application form, we strongly recommend you read the SOCAS 2024 Fund Guidance Notes. These are available on our [website.](http://www.inspiringscotland.org.uk/fund/survivors-of-childhood-abuse-support-fund-2024-2026)

**Documents you will need**

As part of your application, you will be required to submit / upload:

* Service budget
* A copy of your organisation's constitution or Memorandum & Articles
* A copy of your organisation’s most recent, signed Statutory Accounts
* *For partnership applications*, a copy of your partnership agreement(s) or MOU

Applications that do not include the documents above will be incomplete and will not be considered.   

**Maximum word limits**

Please note there are word limits to most questions. You do not need to write up to the limit; a clear and concise response that answers the question fully is much better than a long one.

**Formatting**

Please note that formatting (including bold text and bullet points) is not captured by our online form, although paragraph breaks are.

**Questions and help**

If you have any questions when completing your application, or have difficulty applying online, you can email [socasenquiries@inspiringscotland.org.uk](mailto:socasenquiries@inspiringscotland.org.uk) and we will get back to you as soon as possible.

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# **Section A: Organisation eligibility**

**Q1 Main applicant organisation details**

* Name of organisation:
* Legal form: please tick [Company Limited by Guarantee] [Scottish Incorporated Charitable Organisation] [Community Benefit Society]
* Charity Number:
* Company Number: (If applicable)
* Year established:
* Registered office address:
* Telephone:
* Website:
* Social Media addresses:
  + Facebook
  + Instagram
  + X
  + Linked In

**Q2 Main applicant contact details**

* Name:
* Position in organisation:
* Telephone number:
* Email:
* Address:

**Q3 Does your bank account require two signatories to make withdrawals?**

*To be eligible to apply, your bank account must require two signatories for withdrawals.*

​​☐​ Yes  / ​​☐​ No

**Q4 Will the work that you are applying for be delivered in Scotland?**

☐​ Yes  / ☐​ No

**Q5 Please tell us about your track record in delivering services to adult survivors of childhood abuse** (300 words max)

*You should describe the services your organisation delivers for adult survivors of childhood abuse, detailing how long you have been delivering them for, and your skills, knowledge and experience in this area.*

# **Section B: About your organisation**

**Q6 What is your organisation's main purpose and aims?** (200 words max)

*Please tell us the main purpose and aims of your organisation, detailing the services you deliver and who the organisation supports.*

**Q7 Tell us about your current financial position** (250 words max)

*Please describe the current financial position of your organisation. This should cover your annual turnover, reserves policy and level of reserves. You should also include information about:*

* *How you generate income (who funds you and for how long)*
* *If you have any contracts e.g. Local Authorities, HSCPs or NHS*
* *How many months operational running costs your unrestricted reserves cover*

**Q8 Tell us about your governance, leadership, and management arrangements** (300 words max)

*Please tell us about the number of Board or Management Committee members, how often they meet and what skills they have, and if any board members are related/have a personal relationship. You should also include information about:*

* *Lived experience representation on the Board*
* *Any designated responsibilities or sub-committees and how often they meet*
* *What financial oversight your Board has;*
* *How activity and impact is reported or overseen by the Board; and*
* *What your senior management structure is and how this feeds into the Board*

**Q9 Is your organisation currently in receipt of Scottish Government grant funding? [Yes/ No]**

[If yes, supplementary question]

*Please give details of this funding, giving details on which directorate/fund you receive funding from, how much you receive, what it is for, how long it’s for, and when it is due to finish (200 words max)*

**Q10 In addition to the service you are seeking funding for, please tell us about any work you do that supports childhood abuse prevention** (300 words)

*This could include:*

* *Awareness-raising and advocacy focused on childhood abuse prevention*
* *Developing training and guidance on trauma-informed practice and approaches for organisations*
* *Engaging with survivors who are/may become perpetrators of an act of abuse against a child*

**Section C: The service you are applying for**

**Q11 Is this a partnership application? [Yes/ No]**

[If yes, three supplementary questions need to be answered]

**Q11b Please provide organisational details of the other partner(s).**

*If you select ‘Yes’, please provide contact details and upload a partnership agreement for each partner.*

* Partner Organisation Name
* Charity Number (if applicable)
* Name and Email of Partner Contact
* Position in organisation
* Website

**Q11c Do you have a partnership agreement or Memorandum of Understanding in place?**

*For partnership applications, you must have a partnership agreement or Memorandum of Understanding in place. Please let us know if you have this:*

​​☐​ Yes  / ​​☐​ No

**Q11d Please explain how partners will work together, and how the project will be managed and supported** (200 words max)

*Please tell us why you are applying in partnership, what strengths does each organisation bring, the partnership agreement you have in place, and how you will manage and support the delivery of the service.*

**Q12 Please give us an overview of the service you would like funded** (500 words max)

*Please be as specific as possible, ensuring you include information on:*

* *What type of service it is (counselling, peer support etc)*
* *Who will be accessing the service, how will they know about your service*
* *How you will support survivors*
* *Who will deliver the service - be specific about the staff and volunteers that will deliver this work*
* *Where and when will you deliver the service, how frequently can survivors access the support?*

**Q13 How many unique adult survivors do you estimate your service will support over the 18 months of the fund?**

Please estimate numbers of beneficiaries, and detail if all, or a proportion, will be identified as survivors of abuse. Survivors can only be counted once throughout the 18months of the fund.

Please split these over the two years of the fund:

Year 1 – October 2024 – March 2025 (6 months) – survivors / non-survivors

Year 2 – April 2025 – March 2026 - survivors / non survivors

**Q14 Please tell us the types of support you are looking to deliver with the SOCAS 2024 funding:**

☐ Counselling and psychological support ☐ Peer support ☐ Other survivor support services

**Supplementary questions if [counselling] ticked** (150 words max)

**Please tell us more about the therapies you offer and for what purpose (400 words max)**

***Please include:***

* *What the evidence base is for your therapeutic work*
* *The rationale for why those therapies have been chosen for the people you work with*

**How many sessions of counselling are usually offered?** (100 words max)

**Supplementary question if [other survivor support services] ticked**

*Please describe (50 words max)*

**Q15 Which Local Authority areas will the service be delivered in?**

Please tick all that apply

[ ] Aberdeen [ ] Edinburgh [ ] Orkney

[ ] Aberdeenshire [ ] Eilean Siar [ ] Perth & Kinross

[ ] Angus [ ] Falkirk [ ] Renfrewshire

[ ] Argyll & Bute [ ] Fife [ ] Scottish Borders

[ ] Clackmannanshire [ ] Glasgow [ ] Shetland

[ ] Dumfries & Galloway [ ] Highland [ ] South Ayrshire

[ ] Dundee [ ] Inverclyde [ ] South Lanarkshire

[ ] East Ayrshire [ ] Midlothian [ ] Stirling

[ ] East Dunbartonshire [ ] Moray [ ] West Dunbartonshire

[ ] East Lothian [ ] North Ayrshire [ ] West Lothian

[ ] East Renfrewshire [ ] North Lanarkshire

**Q16 What evidence do you have that the activities you describe are needed for the people you are supporting?** (300 words max)

*Tell us:*

* *About the demand for your service*
* *What gaps in provision your activities address locally*
* *What evidence you have that demonstrates the effectiveness of your proposed service*

**Q17 Tell us about the engagement rates with your service** (200 word max)

*Please include:*

* *Details of current engagement and drop-out/return rates for the service*
* *How this is measured*
* *How you use this information to design and adapt your service*

# **Section D: Ensuring your support is survivor centred**

**Q18 Describe how you balance the needs of individual survivors with meeting the level of demand for support** (300 words max)

*Tell us:*

* *The pathways in-through-out of the service you are requesting funding for*
* *How long it would take for a survivor to get support*
* *If there is a time limit to your service*
* *Whether you have a waiting list, and if so, how this is managed and what support is on offer during this time*
* *How you ensure survivors understand what is on offer and they have choice and control in their recovery*
* *How it is decided when support will finish and how this is managed*
* *How you work collaboratively with other organisations to support survivors’ recovery and minimise the potential for re-traumatisation*

**Q19 Tell us how you ensure that the design and delivery of your activities are informed and influenced by people accessing them** (300 word max)

*Please tell us:*

* *What you do to ensure your activities are informed by people who are accessing them*
* *Any lived experience groups you have and how these inform your service*

**Q20 How do you ensure that your service is accessible?** (300 words max)

*Please include information on how you ensure that your service is accessible to those who wish to access it.*

*Tell us:*

* *The demographics of your current service users*
* *How you monitor who is using your service*
* *What you do to proactively address barriers to your service for people from different communities and marginalised groups, and those with additional vulnerabilities (including neurodiversity)*
* *How you ensure people know about your service (including referring agencies)*

**Q21 What approach will you take to continuing or sustaining the service beyond March 2026?** (200 words max)

*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 the service*
* *Who you anticipate involving when thinking about sustainability*
* *What actions you will take throughout the life of the funding to consider sustainability*

# **Section E: Delivering safe services**

**Q22 Please describe how you ensure the safe delivery of your service** (400 words max)

*Please include details of:*

* *Training, support, supervision for staff/volunteers delivering activities*
* *If you are delivering counselling, please separately detail the specific training, qualifications or accreditation staff who deliver counselling/psychological support*
* *Case load management*
* *How you ensure that the qualifications, experience and supervision of staff is appropriate for the complexity of the support required*
* *Suicide risk management assessment and management processes*
* *How you safeguard vulnerable adults*
* *If you work with perpetrators, please evidence your approach to safety*

**Q23 Please describe how your organisation embeds trauma-informed practice** (300 words max)

*Please include:*

* *How your service ensures that survivors consistently experience services that offer choice, trust, safety, collaboration and empowerment?*
* *How you support staff wellbeing and practice?*
* *How you create a safe and supportive organisational culture where feedback loops and continuous improvement are embedded?*
* *Where possible, show how your work promotes broader environments, relationships and ways of working that recognise the prevalence and impact of trauma*

# **Section F: Impact and evaluation**

**The SOCAS 2024 fund has two outcomes:**

* + Survivors have improved health and wellbeing
  + Survivors feel an increased sense of safety and trust with their support and in their relationships

**Q24 How will you demonstrate the difference that your activities are making for survivors?** (500 words max)

*In your answer, please refer to the fund outcomes and potential indicators, which are in the* [Fund Logic Model](https://inspiringscotland.org.uk/wp-content/uploads/2024/02/SOCAS-2024-Fund-Logic-Model.pdf)*. Please be specific in your answer and explain your rationale.*

*This should include:*

* *The methods or tools you use to collect information about the impact your activities are having. e.g. Clinical tools, survey, observations, interviews,*
* *Why these are the most appropriate measurement techniques for your service*
* *What you will measure or what information you will gather (indicators)*
* *How often you will gather feedback and evaluation information and*

*how you will analyse and act on your findings*

**Q25 Are you applying for the upper band of funding (£225,001 - £300,000) Yes/No**

**Supplementary question if [ ] Yes**

**Q25b Please tell us how your service supports strategic outcomes and/or contributes to the development of knowledge and practice in the sector**

*Please tell us about how your service supports the strategic outcomes of the Scottish Government’s Mental Health and Wellbeing Strategy. You should also detail your commitment to continuous learning and quality improvement, and how you are working, or plan to work, to fill gaps in current service provision or support prevention of childhood abuse (300 words max)*

# **Section G: Budget**

**\*\*Please upload the budget indicating what your grant will be spent on using the required template\*\***

**Q26 How much funding are you applying for?**

*Enter numbers only - you should not use £ symbols or commas. Please confirm the amount of funding you are applying for each year.*

Year 1 - October 2024 - March 2025 (6 months) - Total funding request Year 1(£) -

Year 2 - April 2025 – March 2026 - Total funding request Year 2(£) –

Total Funding requested (£) -

**Q27 Will this pay for all the intended activity described? [Yes/No]**

**Supplementary question – If [] no***,*

**Q27b Tell us how the remainder will be funded** (100 words max)

**Q28 Please provide a narrative to your budget** (300 words max)

*Please describe:*

* *The main elements of your costs and how you calculated them i.e. direct staff costs, indirect staff costs, service delivery costs and overhead and management costs*
* *Please provide a break-down for any budget line over £5,000*
* *Detail any additional funds raised*
* *If a partnership application, please show how proposed expenditure is split across organisations working in partnership*

**Q29 What percentage (%) of your organisation’s turnover does this SOCAS 2024 fund request represent?**

**Q30 Are you seeking funding to pay for staff? [Yes/ No]**

**Supplementary question - if [] Yes**

**Q30b) What staff will the SOCAS 2024 fund pay for?**

*Please tell us the job titles of each staff member you are seeking funding for, the hours worked each week, and the F.T.E salary. Please also tell us which of the staff you currently have in post.*

*Job Title / Hours worked per week / FTE salary / Are the staff currently in post (Yes/No)*

**Q31 The Scottish Government adheres to the** [**Fair Work**](https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2023/03/fair-work-first-guidance-2/documents/fair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland/fair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland/govscot%3Adocument/fair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland.pdf) **principles**, are all staff employed/contracted by the organisation paid at least the Real Living Wage (currently £12 p/h at the time of writing in March 2024)

Yes [ ] / No [ ]

# **Section H: Uploads**

Please upload the following documents:

* Service budget
* A copy of your organisation's constitution or Memorandum & Articles
* A copy of your organisation’s most recent, signed Statutory Accounts
* *For partnership applications*, a copy of your partnership agreement(s) or MOU

# **Section I: Declaration**

I certify that, to the best of my knowledge and belief, the statements made by me in this application are true and the information provided is correct.

The SOCAS 2024 fund is a Scottish Government programme with the application process managed by Inspiring Scotland. By submitting this application, I, give consent that information in this application form can be shared in confidence with the Scottish Government for the purposes of assessment, decision making, publicity, or promotion of any award.

The Scottish Government is subject to the provisions of the Freedom of Information (Scotland) Act 2002 I therefore note that information provided may be disclosed in accordance with this legislation.

**Name of authorised person**

**Position of authorised person**

**A note on privacy and personal data:**

Inspiring Scotland recognises its obligation to handle personal data it collects and uses in accordance with data protection legislation and best data protection practices. We will only collect personal data which is necessary for us to do our job and where we have a legitimate interest in doing this. By completing this form, you are agreeing to the terms of Inspiring Scotland’s privacy statement found here <https://www.inspiringscotland.org.uk/privacy-statement/>.

Any questions regarding this Policy and our privacy practices should be sent by email to [enquiries@inspiringscotland.org.uk](mailto:enquiries@inspiringscotland.org.uk)

**Contacting you in future about other projects**

Sometimes Inspiring Scotland is involved in, or finds out about, other funding opportunities, resources and research that could be relevant to you and/or your organisation. When this happens we might want to contact you about them.

If you do not wish to hear from us in this way, please tick the Opt Out box below, or contact us at any time at enquiries@inspiringscotland.org.uk

Opt-Out

**Use of Artificial Intelligence (AI):**

Inspiring Scotland may use AI to support the administration and management of the application process. This would be limited to using AI features in software to aid in coding, analysing and summarizing funding proposals. It will not include any personal or commercially sensitive information. Use of any AI features will be overseen and validated by fund staff.

If you do not want information you provide in your application to be used in AI technology, please opt out by ticking this box []

**Freedom of Information:**

Applicants should be aware that the Scottish Government is subject to the provisions of the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004. Please therefore note that information provided may be disclosed in accordance with this legislation.

When submitting an application, please let us know if there are any parts of it which would prejudice your commercial or other interests if they were made public, and explain (in broad terms) what harm might result from disclosure and/or publication. However, given our statutory obligations, please note we cannot guarantee confidentiality.