



# **SOCAS 2024 Fund Guidance Notes**

Application deadline:  
12pm (midday) Friday 3 May 2024

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## Section 1: About this fund

The Scottish Government is committed to funding services to support adults affected by childhood abuse. The Survivors of Childhood Abuse Support (SOCAS) 2024 fund will support third sector organisations currently delivering services to adult survivors of childhood abuse. The aim of the fund is for survivors to enjoy a safe and healthy life, with improved wellbeing. The fund will provide £3,345,000 over 18 months from 1 October 2024 – 31 March 2026. This fund will build on existing provision, focusing on continuing and improving third sector services for adult survivors of childhood abuse in Scotland.

This fund follows the success of the SOCAS fund 2020-2024. Organisations who are currently being funded by SOCAS and new organisations who are not currently in receipt of a SOCAS fund grant, are eligible to apply for funding.

### Key information

- Applications are invited from incorporated third sector organisations who are currently delivering support to adult survivors of childhood abuse.
- The fund will support third sector organisations who are delivering counselling services, peer support, or other services to adult survivors of childhood abuse.
- The total amount of funding allocated to the SOCAS 2024 fund is £3,345,000.
- There are four bands of funding available:
  - Up to £75,000
  - Between £75,001 - £150,000
  - Between £150,001 - £225,000
  - Between £225,001 - £300,000
- To be awarded funding at the upper funding band, applications will also need to demonstrate impact at a strategic level.
- Year one of the fund is from October 2024 – March 2025 (six months) and Year two is from April 2025 – March 2026.
- Applications will be accepted from new applicants as well as organisations that are currently or have previously received SOCAS funding.

### Timescales

- Applications open Wednesday 20 March 2024.
- Application support available:
  - Live webinar Wednesday 27 March 2024, 2pm
  - 30 mins fund surgery with a Fund Manager – various dates available
- Applications will close on **12pm (midday) Friday 3 May 2024.**
- The decision-making panel are scheduled to meet in June with decisions communicated as soon as possible after the meeting.
- Funding will be distributed to successful organisations from October 2024 through to March 2026.

Inspiring Scotland is managing this application process on behalf of the Scottish Government. If you have any questions, or require further guidance, please contact us via email: [socasenquiries@inspiringscotland.org.uk](mailto:socasenquiries@inspiringscotland.org.uk).

## Section 2: SOCAS 2024 fund

### Background

The new fund builds on the work of the previous SOCAS work which funded 29 organisations to provide support for adult survivors of childhood abuse. The SOCAS fund invested £10m across four years from 2020-2024, impacting over 16,000 survivors to date. An [independent evaluation](#) of the current fund highlighted the value of funding to survivor organisations, and that survivors would like to see more support be available across Scotland.

The purpose and overall aim of the fund is to support the recovery, resilience, and wellbeing of survivors of abuse. The fund follows trauma-informed practice: building safety and trust; and reducing the risk of further harm or re-traumatisation. These principles and good practices highlight the importance of choice and the needs of survivors being the focal point of any support service provision. We recognise that support in many forms is required to support the health and wellbeing of adult survivors of childhood abuse.

The SOCAS 2024 fund aligns with the Scottish Government's [Mental Health and Wellbeing Strategy](#) (June 2023) and a [strategy delivery plan](#) (November 2023) which highlight the impact of trauma/abuse and the importance of enabling equitable access to support.

Funding will support and strengthen existing third sector organisations which support adult survivors of childhood abuse. This fund aims to sustain and build upon current service provision; therefore, priority will be given to programmes of work which continue and/or improve an existing service for adult survivors of childhood abuse.

### Fund purpose and aim

#### Aims and objectives

The SOCAS 2024 [Fund Logic Model](#) details the aim and outcomes of the fund.

The aim of the SOCAS 2024 fund is:

***Survivors enjoy a safe and healthy life, with improved wellbeing***

The outcomes of the SOCAS 2024 fund are:

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

All applications to the fund will need to demonstrate how the work they are applying for meets the aims and objectives of the fund. In the [Fund Logic Model](#) there are several indicators against each outcome, and in the application form we will ask about how you will deliver to those indicators. The list of indicators is not exhaustive, and we recognise that you may have your own indicators which you are welcome to use in addition to those listed.

#### Types of services that can be funded

The SOCAS 2024 fund can be used for a range of support services, which we have grouped into three main categories.

### **Counselling and Psychological support**

Provision of one-to-one counselling services to survivors, either conducted in-person, online or by telephone. Counselling may be provided to survivors for a set number of sessions, or survivors may be able to access the support for as long as they need it. Applicants should explain the rationale for their approach.

### **Peer support**

Provision of peer support to survivors through peer groups and/or community activities.

### **Other survivor support services**

This includes all support that is provided to survivors outside of counselling or peer support. This could also include working with perpetrators and those at risk of harming a child by abuse. Other examples could include (this is not an exhaustive list):

- Emotional support, psychoeducation, and providing survivors with tools to manage their emotions and triggers. This form of support is often used to stabilise survivors at the beginning of their recovery journey.
- Wellbeing support. This encompasses a broad range of support to help people feel good and function well. This may be offered alone or in conjunction with other forms of support and at different times of the survivor journey.
- Practical support, for example helping with benefits applications, housing, or interactions with statutory partners.

## **Section 3: Eligible organisations**

We ask four questions to confirm that you are eligible to apply for SOCAS 2024 funding.

### **You must be a Scotland-based registered charity with a 'legal personality' (Q1)**

Applications are invited from incorporated third sector organisations, who are registered with Office of the Scottish Charity Regulator (OSCR) and are currently delivering support to adult survivors of childhood abuse. Incorporated means an organisation that has a legal personality<sup>1</sup>. Please note if you are a registered charity this does not automatically mean you are an incorporated organisation; please check the legal form of your organisation before applying.

Eligible organisations applying will be one of the following:

- A Company Limited by Guarantee AND registered with OSCR
- A Scottish Charitable Incorporated Organisation (SCIO) – who are automatically registered with OSCR
- Community Benefit Society AND registered with OSCR

Unincorporated groups such as associations and trusts, have no legal personality and are not eligible to apply. Scottish Community Interest Companies (SCIC) and Statutory services (e.g., NHS, Local Authorities) are not eligible to apply. However, strong, clearly evidenced applications from eligible third sector organisations working in collaboration with statutory services may be considered.

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<sup>1</sup> For information on legal structures for third sector organisations [The Resource Centre](#) or [SCVO](#). If you have any questions, please speak to Inspiring Scotland directly ([socasenquiries@inspiringScotland.org.uk](mailto:socasenquiries@inspiringScotland.org.uk))

### **Your bank account must require two signatures to make a withdrawal (Q3)**

Organisations must have a bank account which requires two signatures to make a withdrawal, including when using online banking.

### **You can only apply for work taking place in Scotland (Q4)**

SOCAS 2024 funding can only be used to fund work taking place in Scotland. You are not eligible to apply for work which will take place outside of Scotland.

### **You should clearly demonstrate your experience of working with adult survivors of childhood abuse (Q5)**

This fund seeks to improve the health and wellbeing of adult survivors of childhood abuse.

**Please note:** We define adult survivors of childhood abuse as people aged 16 years and over, who experienced the abuse when they were under 16.

Applicants should be able to clearly demonstrate their experience of working with trauma and supporting recovery for adult survivors. This could be part of the of the organisation's core mission, or a specific service they provide.

Your application may also support people who are not survivors. However, you should be able to report accurately on which beneficiaries are survivors and ensure that the funding maximises the impact on survivors.

## **Section 4: Fund criteria**

We are looking to fund high quality services delivered by well managed organisations. To enable us to assess your organisation, we will ask you questions about the following:

- Your organisation's **main purpose**
- The current **financial position** of your organisation
- Your organisation's **governance, leadership, and management** arrangements
- If your organisation is in receipt of **funding from Scottish Government**
- If your organisation does any work to support **childhood abuse prevention**

Organisations should apply for funding for activities that are in line with fund aim. To allow us to assess this, we ask you to:

- Tell us if you are applying in **partnership with another organisation**
- Describe your **service and how you deliver it**
- Tell us **how many people** benefit from your service
- The **type of service** you are delivering
  - If you deliver counselling, you will need to provide further details of your approach
- Tell us where your **work takes place**
- Evidence how you know your **service is needed**
  - Does it meet demand in your area and/ or meet a gap in service provision
- Tell us about the **engagement rates** with your service

Successful organisations will be able to demonstrate how they ensure that services are survivor centred. We will assess your application on how you:

- **Balance the needs** of individual survivors with meeting demand for support
- **Involve survivors** throughout their service/organisation
- Demonstrate that **your service is accessible**
- Have considered the **sustainability** of your service

We want to ensure organisations are delivering safe services, we will ask you to:

- Demonstrate how you ensure the **safe delivery of your service**
- Describe how you deliver a **trauma-informed service**

Organisations will need to demonstrate how they are contributing to the fund outcomes and how they will know their service is making a difference to survivors. You will be asked to:

- Evidence how you **robustly monitor and evaluate** your service
- If you are applying for the upper band of funding, you must demonstrate how your service will make a **strategic impact**

You will also be asked questions about the funding you are requesting to deliver your service. We will ask you to provide a narrative for your budget, including information on:

- How **much you are applying** for
- If the funding requested will **cover the cost of all the activities**
- What **% of your annual turnover** the funding represents
- If you are requesting **funding for staff**
- If you adhere to **Fair Work** principles

**Organisations applying for the upper band of funding (over £225,001) will need to provide full evidence across all assessment areas and demonstrate how they contribute to the wider strategic environment by end of March 2026.**

## Section 5: Application guidance

This section relates to the questions you will be asked in your application. Please use the guidance below to help plan and write your application. We have indicated which question(s) the guidance relates to.

### About your organisation

#### Your organisation's main purpose and aims (Q6)

You should detail the main purpose and aims of your organisation, including the services you deliver and who the organisation supports. Please tell us if you are a specialist organisation to support survivors of childhood abuse, or if this is only part of the work that you do.

### **Your organisation's current financial position (Q7)**

In addition to reviewing your latest annual accounts, we are interested in the current financial position of your organisation. You should tell us about your annual turnover, reserves policy and level of reserves, how your organisation generates income and if you have any contracts.

### **Your organisation's governance, leadership, and management arrangements (Q8)**

You should detail your governance arrangements, including the number of Board or Management Committee members, how often they meet, what skills they have, if any Board members are related/have a personal relationship, and if there is any lived experience representation on the Board. Please also tell us about any board designated responsibilities or sub-committees, how often they meet and what financial oversight the Board has. You should detail your senior management structure and how this feeds into the Board, including detailing how activity and impact is reported or overseen by the Board.

### **Any funding your organisation receives from Scottish Government (Q9)**

If your organisation receives any funding from the Scottish Government, you should give details of this funding, including 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.

### **Any work your organisation does to support childhood abuse prevention (Q10)**

Please tell us about any work that your organisation does to support the prevention of childhood abuse. This may include awareness-raising and/or advocacy focused on childhood abuse prevention, developing training and guidance on trauma-informed practice and approaches for organisations or engaging with survivors who are/may become perpetrators of an act of abuse against a child. We are interested in any work you may be doing in this area. Please note, this could be separate from the work you are seeking funding for.

## **The service you are applying for**

### **You can be part of a partnership service (Q11)**

Collaborative applications made in partnership with other organisations will be considered. Services might link up services on a geographical basis, provide complementary services or other new ways to combine strengths to support adult survivors of childhood abuse. The lead organisation should apply on behalf of the partnership. Where the partnership includes a statutory service (e.g. NHS, Local Authority) the lead applicant and primary funding beneficiary must be the third sector organisation. A partnership agreement or Memorandum of Understanding (MOU) setting out the approach to delivery, payment of funding and reporting must be included for each partner. Budgets must identify what each partner receives and contributes to the service.

**Organisations can only submit one application to the fund, this can be solo or in a partnership.**

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

Please be as specific as possible when describing the service you are seeking funding for, ensuring you include information on the type of service (counselling, peer support etc), who will be accessing the service, how they will know about it and how you will support survivors. We also want to understand who will deliver the service. Please be specific about the staff and volunteers that will deliver this work, where and when will you deliver the service and, how frequently survivors access the support.



### **How many unique adult survivors will benefit from your service (Q13)**

You should detail how many adult survivors will benefit from the service each year, and, if all, or a portion, will be adult survivors of childhood abuse. Survivors can only be counted once throughout the 18 months of the fund, so for Year Two, we are looking for the number of new survivors that you will support, not including survivors you will work with in Year One.

### **The type of service you are delivering (Q14)**

Please tell us the type of service you are applying for funding for from the list:

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

If you select 'Other survivor support services', you will be asked to enter a description for the service. If you select 'Counselling and psychological support' you will be asked further questions including the evidence base you have for this type of intervention, the rationale for why you chose those therapies and the number of counselling sessions offered.

### **Where are you delivering the service (Q15)**

Please tell us in which Local Authority areas you will be delivering your service. You can choose as many as you require.

### **Your service meets a demand or gap in provision (Q16)**

You will need to demonstrate how you know that there is a need for your service and why you are best placed to deliver the service. Examples could include evidence of demand, numbers of survivors supported, or an evidenced gap in provision. Please also explain why this approach is effective in meeting the identified needs of survivors using your service.

We welcome applications from organisations delivering services where there is a recognised gap in provision, including but not limited to; services for male survivors, neurodiverse survivors, LBGTQI+ survivors, survivors in custody, survivors experiencing homelessness, and sibling sexual abuse survivors.

### **Your service engagement rate (Q17)**

Please give us details of the current engagement rates with your service, including dropout/return rates. Please describe how you measure these, and how you use this information to design and adapt your service. We are interested to understand what quality standards (if any), you set for engagement rates, and how these were derived or benchmarked.

## **Survivor centred support**

### **Your service balances the demand for support with individual need (Q18)**

We are interested to understand how your service balances the needs of individual survivors with meeting the level of demand for support. We would like to understand the pathways in your service including how you support any people on your waiting list. Please describe how completion of support is managed. If you offer a defined programme of support, how are other forms of support signposted, if applicable.

You are not required to be part of a formal partnership, but you will need to demonstrate a good understanding of what others are doing locally and have good working relationships, including referral pathways.

### **Your service/organisation meaningfully involves lived experience (Q19)**

We ask about the role survivors play in your organisation and how you routinely involve survivor lived experience in the design, delivery and decision making of your service and organisation. We expect that clear, safe processes and support will be in place.

### **Your service is accessible (Q20)**

Please tell us what you know about the survivors who are currently accessing your service and how you monitor this.

Your service should be inclusive, and we would like to understand how you reduce barriers for survivors accessing support. Please show how you have considered the physical, social, or economic challenges people might have in accessing this support, and if there are ways you can overcome these challenges to ensure the widest range of people can participate.

We are also interested to learn how survivors know about your service and how to access it.

### **You can show us how you have thought about the sustainability of your service (Q21)**

We are interested in your thoughts about the sustainability of your service, which could include how you show the value and learning of your work. Please also describe what things you consider when deciding whether to sustain or exit the service, who you anticipate involving when thinking about sustainability and what actions you will take throughout the life of the funding to consider sustainability.

## **Delivering safe services**

### **You can evidence how you ensure the safe delivery of your service (Q22)**

It is important that you can show that you adhere to best practice on safeguarding of adults, and have a clear commitment to relevant professional standards, governance, and training requirements for safe, appropriate delivery of the services proposed. You should also have a robust suicide risk management procedure for survivors.

Please also detail the staff support you have in place, including appropriate supervision, that proactively prevents vicarious trauma. You may find it helpful to look at the SOCAS Resource Hub for further information - <https://socasresourcehub.com/>

If your service works with perpetrators, you should evidence your approach to safety considerations for other clients and staff, including workforce training and support.

For applicants seeking funding for counselling/psychological support there is a supplementary question regarding the training, qualifications and accreditation of staff who deliver counselling /psychological therapies. It is important that you can show that the training skills and experience of staff are appropriate for the techniques used, and the complexity of the trauma cases.

### **Your service has trauma-informed practice embedded (Q23)**

Please evidence how trauma-informed practice is embedded in your organisation. In your answer, please explain how you use your understanding of the impact of trauma to design and deliver services that are safe, prevent further traumatisation, build trust, and take a strengths-based approach to recovery.

You should demonstrate an understanding of the [National Trauma Transformation Programme](#) and how it relates to the work of your organisation and the work you are applying for funding for.

## **Impact and evaluation**

### **Your service must contribute to the fund outcomes:**

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

### **Your service can demonstrate the difference you are making for survivors (Q24)**

Please explain how you will monitor and evaluate your service, i.e. how you will measure delivery against the fund outcomes and how you will demonstrate the difference the funded work makes for survivors of childhood abuse. Please be specific in your answer about the methods you will use and why, how you will involve people in this evaluation, what information you will gather and how often you will gather it. We also would like to know how you will analyse and act on your findings.

A [Fund Logic Model](#) has been developed for the Fund, which sets out in diagram form, the anticipated activities and outcomes of funding. Please refer to these fund outcomes and suggested indicators in your answer. The logic model shows potential indicators, however if you wish to use alternative indicators for the fund outcomes, please explain why and how this will be done.

### **If you are applying for the upper band of funding – you must demonstrate how your service will make a strategic impact (Q25)**

You will be asked how your service supports relevant strategic outcomes and contributes to the development of knowledge and practice in the sector. You should demonstrate a clear 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.

## **Section 6: Funding available and budgets**

This section provides guidance on the funding available and what information you should supply in support of your service budget.

### **Funding amounts**

A total amount of up to £3,345,000 across the 18-months will be available for the SOCAS 2024 fund. Please note, all funding is subject to the annual spending review and any offers of grant will be indicative for 2025-2026 until the annual budget has been passed by the

Scottish Parliament. Funding is also subject to any governance concerns raised by Scottish Government Policy Officers, or the organisations themselves.

The Scottish Government is aiming to support a range of organisations and services of different sizes and scales; therefore, they envisage funding at a range of levels. Please use the following as a guide when considering how much to apply for.

We anticipate funding:

- Between five to eight organisations with a grant of up to £75,000
- Between five to eight organisations with a grant of between £75,001 - £150,000
- Between five to eight organisations with a grant of between £150,001 - £225,000
- Between two to five organisations with a grant of between £225,001 - £300,000

**Please note the grant amount is over the full 18 months of the fund.**

We are anticipating a high level of demand for funding. Organisations may be asked as part of the assessment process whether they would accept being offered a part grant or whether they would be aiming for only the full amount requested.

## Eligible expenditure

### What you can apply for

Funding can contribute to, or cover, service delivery costs and associated overheads for your proposed activities from 1 October 2024 - 31 March 2026 within the maximum funds available. Please remember that Year One of the fund is for six months (October 2024 – March 2025) when you are planning your budget and funding request. You can apply for funding to continue and/or improve existing services.

### Revenue expenditure

This funding can contribute to the day-to-day operational costs associated with the proposed service. You can include costs for resources to help you evaluate your activity, including costs that will help to review progress and monitor or map the journey of the service.

We encourage you to consider what costs you need to budget for to ensure that there are no barriers to people participating in your service. These might include support with transport costs or costs of accessing digital support. Evidence of the need for this expenditure should be included in your budget narrative (Q28).

### Contribution to overhead costs

We support full cost recovery in your application budget. This means that your proposed budget should include overhead costs as well as direct service costs. You show how you have calculated your overhead costs and explain this in your budget narrative Q28. You may find this [introduction to full cost recovery](#) helpful.

### Capital expenditure

We will only consider requests for small amounts of capital funding (less than £5,000) to purchase or upgrade physical items essential to delivery of the service.

## Match funding

There is no requirement for match funding with this fund. If the total cost to deliver your service exceeds the size of the grant you are applying for, you will be asked to explain how you expect to raise the additional funds.

## Budget information

Please upload your budget using the [application budget template](#). In addition to this we will ask you questions in the application form to support your budget. These are:

- How much you are applying for each year (Q26)
- If the amount applied for will pay for all activities (Q27)
  - If not, please detail how the remainder will be funded
- Provide a narrative to support your budget (Q28)
- Calculate the percentage (%) of your organisation's turnover you are applying to the SOCAS 2024 fund for (Q29)
- If you are applying for staff costs (Q30), please provide:
  - job titles, hours worked, FTE salary, if the post is currently filled
- If your organisation adheres to [Fair Work](#) principles (Q31)

## Section 7: How to apply

### Guidance notes and fund information

Please use these guidance notes to inform your application. In particular, you should ensure that your organisation is **eligible to apply** and that your service meets the fund criteria.

### Expression of interest and application

The application will be submitted online. To receive a link to the online application form, you need to first submit an expression of interest. You can also ask us any questions you may have through the Expression of Interest form.

[Please submit an Expression of Interest through this link](#)

You can find these documents on our [website](#) and links for them are available in Appendix 3:

- A Microsoft Word copy of the application questions, to help you prepare your application
- Budget template
- FAQs, this is a live document and will be updated regularly
- SOCAS 2024 Fund Logic Model
- SOCAS 2024 Easy Read Summary

This document is also available on our [website](#), called SOCAS 2024 Fund Guidance Notes.

When you have submitted your application, you will receive a confirmation email. Check your spam folder, and please get in touch with us if you have not received this email after applying. Please contact us directly at [socasenquiries@inspiringscotland.org.uk](mailto:socasenquiries@inspiringscotland.org.uk) to discuss any adjustments you may need us to make to support you to access this fund.

**Full applications must be submitted by 12pm (midday) on Friday 3 May 2024.**

*Applications received after this time will not be accepted.*

### **Documents you will need**

All applications will need to 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

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

## **Section 8: Additional application notes and guidance**

### **Planning your application**

You should use the Microsoft Word copy of the application form to help you plan your answers. However, **we can only accept applications submitted through our online application form** (unless alternative arrangements have been agreed with us in advance).

### **Submitting your online application**

**Read over the entire application form before answering questions:** We recommend you read all the questions before starting the form. Please gather the additional information and documents you may need to upload prior to starting the online form.

**Supplementary questions in the application form:** Some aspects of the application differ depending on how much money you are asking for. The online form will only show the questions relevant to your application. The Microsoft Word copy of the application form shows all questions and indicates who they are for.

**Maximum word limits:** Please note there are word limits to some questions. These limits are a guide only - the maximum limit does not need to be met. **Keep your answers short and to the point;** 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.

**What information to include:** We expect a high level of interest in this funding. Please consider this when completing your funding request and provide as much detail and clarity as possible. Be specific, ensure your application is clear and answers the question we are asking. We strongly recommend you draft and prepare your answers prior to completing the form online, and you may find it helpful to ask someone in your team to read over your application before you submit it.

## Section 9: What happens after you apply

All eligible applications received by the deadline of **12pm (midday) Friday 3 May 2024** will be assessed by a panel of assessors through Inspiring Scotland.

Assessment of eligible applications will start as soon as they are received, so please submit applications as soon as they are ready, you do not need to wait until the deadline to submit your application. We may contact you for additional information about your application to allow us to complete the assessment.

Assessment will be based on the eligibility criteria in Section 3 and the assessment criteria detailed in Section 4:

- About your organisation
- The service you are applying for
- Survivor centred support
- Delivering safe services
- Impact and evaluation

Assessed applications will then 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.

When considering eligible applications, the panel will seek to meet the Scottish Government's aim of a balanced portfolio of organisations, taking into consideration the type of services delivered, to whom, service location, provision for any underserved groups and a range of organisation/grant sizes.

The panel are scheduled to meet in June with decisions communicated as soon as possible after the meeting.

## Section 10: How to get more help and advice

Inspiring Scotland are managing the SOCAS 2024 fund application process on behalf of the Scottish Government. If you have any questions when completing your application, you can email: [socasenquiries@inspiringscotland.org.uk](mailto:socasenquiries@inspiringscotland.org.uk).

### Webinar

There will be a live webinar on **Wednesday 27 March 2024 at 2pm**, with Fiona Dunlop and Jane Whitworth of Inspiring Scotland.

To register for the webinar, please visit – [SOCAS 2024 fund – application support webinar](#).

After the webinar, a recording will be available on the SOCAS 2024 fund [website](#).



## Surgeries

To arrange a 30 min chat to discuss the SOCAS 2024 fund application process, please book a slot with either of the Fund Managers. Support is available regularly throughout the application process.

Fiona Dunlop - [Book time with Fiona Dunlop](#)

Jane Whitworth - [Book time with Jane Whitworth](#)

## Frequently Asked Questions (FAQs)

Please check the [FAQ](#) document on our [website](#) for more information you may find helpful. We will continue to add relevant questions and answers to the FAQs document as they arise.

## Accessibility

We want this information and application to be as accessible to as many people as possible. If there are barriers to you accessing the SOCAS 2024 fund information or application form, please get in touch.

We have an [Easy Read Summary](#) of the fund guidance, which you can also access on our [website](#).

You can contact us by email: [socasenquiries@inspiringscotland.org.uk](mailto:socasenquiries@inspiringscotland.org.uk)

Or by telephone: **0131 442 8760**

**INSPIRING SCOTLAND**

**Suite 2  
14 New Mart Road  
Edinburgh EH14 1RL**

 **0131 442 8760**

 **[www.inspiringscotland.org.uk](http://www.inspiringscotland.org.uk)**

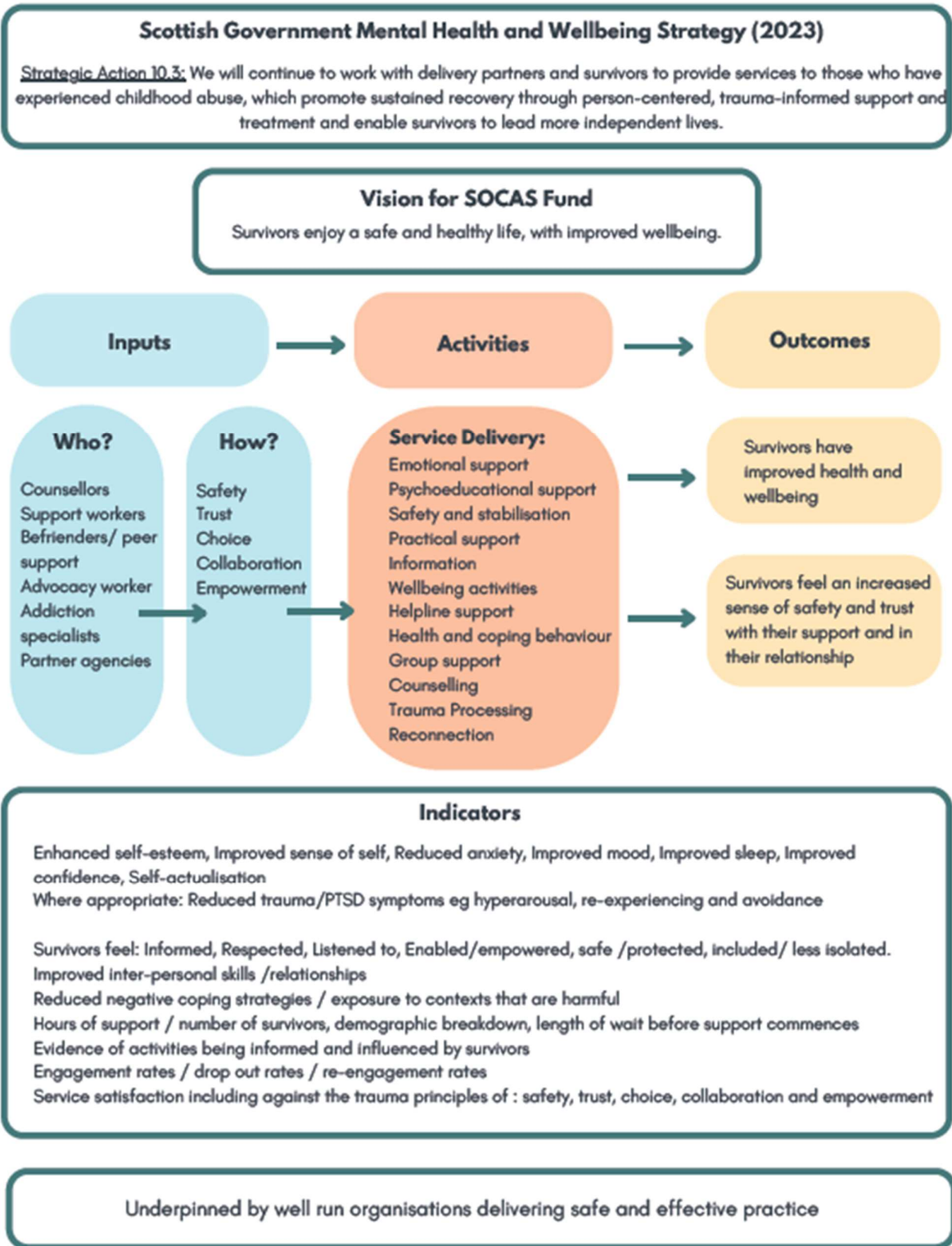
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# Appendix 1: Fund logic model



## Appendix 2: Technical guidance

Please see below some support and technical guidance for completing the online application form.

### 1. Which devices to use when completing your form

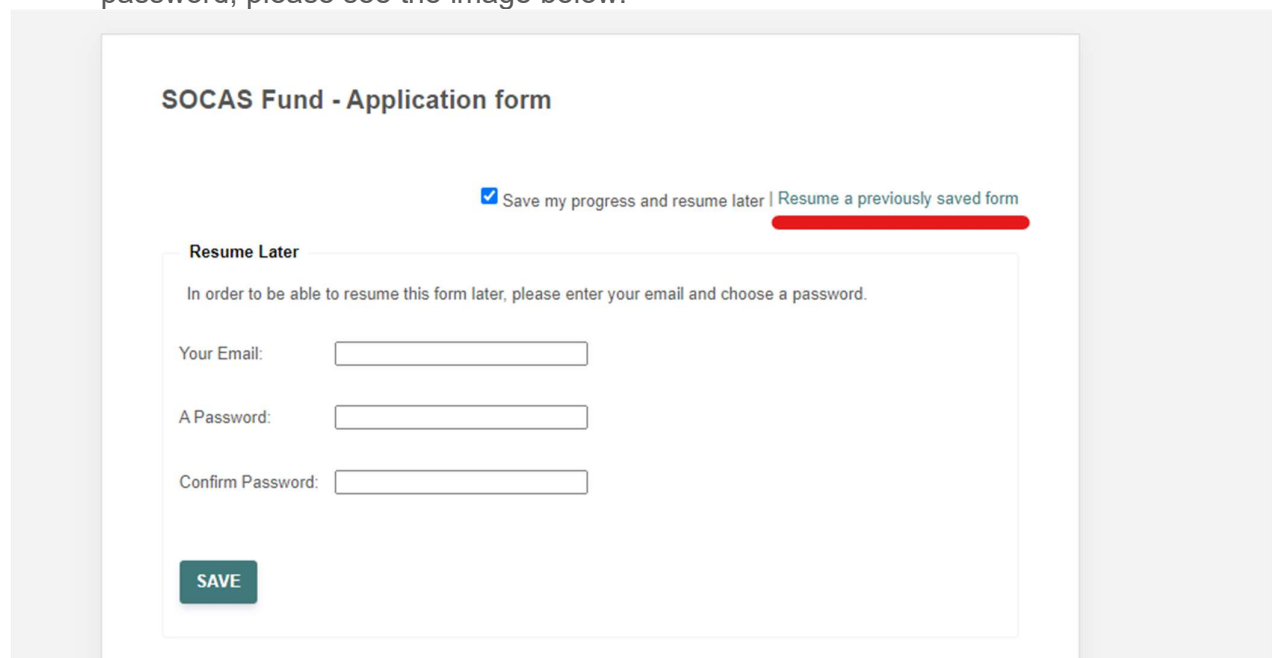
- We strongly recommend using a laptop or desktop Windows or Mac device rather than a mobile device (phone or tablet) as some sections like file attachments might not display properly.
- We recommend using almost any browser *except Internet Explorer*.
  - Chrome, Firefox, Edge, or Opera work fine.

### 2. Mandatory Questions

- Most questions in the application are marked as mandatory to avoid you missing questions. All mandatory questions are marked with a \* after them e.g. 1. Legal Name of Your Organisation\*
- If you miss a mandatory question by accident, the form will flag this to you when you hit the 'submit' button at the end.

### 3. Saving your progress

- You can save your progress at any point, by clicking on the 'Save my progress and resume later' box at the top of the page.
- After clicking on that, you will be asked to provide an email address and create a password, please see the image below.



The screenshot shows a web form titled "SOCAS Fund - Application form". At the top right, there are two options: a checked checkbox for "Save my progress and resume later" and a link for "Resume a previously saved form". Below this is a section titled "Resume Later" with a red underline. The text reads: "In order to be able to resume this form later, please enter your email and choose a password." There are three input fields: "Your Email:", "A Password:", and "Confirm Password:". A green "SAVE" button is located at the bottom left of the form.

- It is very important to keep a note of the email address and password used, you will need them to get back into your form.
- When you save your progress, you will be emailed a link to get back into the form. If you don't receive this in your inbox, check your junk or spam folders. If you still don't have it, you can email [socasenquiries@inspiringscotland.org.uk](mailto:socasenquiries@inspiringscotland.org.uk) for support.

- Please do not change the email address and password you used to save your progress – keep the details the same throughout the process.
- We strongly recommend saving your form regularly.

#### 4. Returning to a saved form

- To return to a saved form, click on 'Resume a previously saved form' and then enter the email address and password you created.

SOCAS Fund - Application form

**Identity check**

Please enter your email and password to resume this form.

Your Email:

Your Password:

**RESUME THIS FORM** | [Forgot your password?](#) | [Need assistance with this form?](#)

#### 5. Responses which require numbers

- In some questions – for example Q13 *How many unique adult survivors do you estimate your service will support over the 18 months of the fund?* the response must be in numbers only.
- For questions where you are asked for financial figures you can enter two decimal places. You do not need to enter £ symbols or commas. For example, to enter £3000, you only need to type 3000

#### 6. Word counts and formatting

The application form tells you the word limit for each question where a limit is in place. We sometimes find that the word counter for the form software counts more things as words than the word counter on MS Word. Please note, there is no counter to show how many words are left in each text box.

If a question tells you that you are over the word count, but you know your word count is exact, try one of the following:

- Remove any additional spacing between paragraphs
- Remove any bullet points or formatting
- Delete the last few words of the answer and manually re-type them
- Remove some words – you could remove some linking words, which might make the answer grammatically wrong, but will not affect your application in any way!
- Please note that formatting (including bold text and bullet points) is not captured by our online form

## 7. Uploading attachments

To upload documents at the appropriate questions:

- Click on 'Choose File'; locate the document/file; then double click it.
- You can upload the following types of file: **png, gif, jpg, jpeg, doc, xls, docx, xlsx, pdf, txt, mov,mp3,mp4** (up to 25 megabytes per file)
- The form will attach your document.
- You will know the file is uploaded when your file name appears on screen. In the example below, a document called 'Blank' has been added.
- If you have any problems with uploading any documents, please email [socasenquiries@inspiringScotland.org.uk](mailto:socasenquiries@inspiringScotland.org.uk)

**Section H - Uploads**

Please upload the following documents

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

No file chosen

**Your organisation's constitution or Memorandum & Articles**

**Blank.docx**

**Your organisation's most recent, signed Statutory Accounts**

No file chosen

## 8. Submitting your form

- When ready, hit 'Submit'
- You then have a final chance to review your response. Read through to check everything and then either click:
  - Submit, or,
  - Make a correction.
- You can also choose to print the review page if you would like a copy.
- You will receive an email confirming receipt of your form at the email address provided. This email will also provide a text copy of your answers.
- If you do not receive this, check your junk/spam folder or any spam filters you use. If you still don't have it, you can email [socasenquiries@inspiringScotland.org.uk](mailto:socasenquiries@inspiringScotland.org.uk) to confirm receipt of your application.

## 9. Problems or errors with the form

If you have any issues with the form you can request support by emailing: [socasenquiries@inspiringScotland.org.uk](mailto:socasenquiries@inspiringScotland.org.uk)

## Appendix 3 – Links to online documents

### **SOCAS 2024 Website**

[SOCAS 2024 website](#)

### **SOCAS 2024 EOI Form**

[SOCAS EOI Form](#)

### **SOCAS 2024 Easy Read Summary**

[SOCAS 2024 Easy Read Summary](#)

### **SOCAS 2024 Fund Logic Model**

[SOCAS 2024 Fund Logic Model](#)

### **SOCAS 2024 Word Copy of Application form**

[SOCAS 2024 Word Version of Application Form](#)

### **SOCAS 2024 Budget template**

[SOCAS 2024 Budget template](#)

### **SOCAS 2024 Frequently Asked Questions (FAQs)**

[SOCAS 2024 FAQs](#)

### **SOCAS 2024 fund – application support webinar**

[SOCAS 2024 fund - application support webinar](#)

### **SOCAS Evaluation**

[SOCAS Evaluation 2023](#)

### **Scottish Government’s Mental Health and Wellbeing Strategy (2023)**

[SG Mental Health and Wellbeing Strategy](#)

### **Scottish Government’s Mental Health and Wellbeing Delivery Plan (2023)**

[SG Mental Health and Wellbeing Delivery Plan](#)

### **SOCAS Resource Hub**

<https://socasresourcehub.com/>

### **National Trauma Transformation Programme**

<https://www.traumatransformation.scot/>

### **Introduction to Full Cost Recovery**

[Introduction to full cost recovery](#)

### **Fair Work Principles**

[Fair Work](#)