



Application Form Guidance

National Voluntary Throughcare Grant

April 2024

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Introduction

This guidance has been prepared to help you when completing your application form. **Please read it before completing your application form as it provides key information on how you should answer the questions in the form.**

The format of this guidance is the same as that of the Application Form, for ease of reference, and guidance for each question will sit beside the relevant question. Each section also contains a brief description of the contents and purpose of each section of the application form.

If you need any additional support to access any of the fund materials or to complete the application form, please contact us at Grants@communityjustice.scot and we will be very happy to help.

The closing date for applications is **3.00pm on 9th July 2024**. If we have not received a completed application form by this time, we will not be able to assess your application.

Section 1 – Assessment Contact Details

This section of the form relates to contact details for the application. This is to allow Community Justice Scotland to contact you if we have any questions regarding your application and to inform you on the final decision on funding once it has been made.

Your application must be submitted by the Lead Partner of your partnership. You can find more information on eligibility for applying as a Lead Partner in the [Criteria Guidance Document](#).

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| Please provide contact details for the assessment of this application and for ongoing correspondence if this application is successful. | |
| 1.1 First name of main contact for this application | The main contact for the application should be someone that is readily contactable throughout the duration of the application and assessment process (April – October 2024) to allow us to reach them if required. |
| 1.2 Last name of main contact for this application | |

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| 1.3 Position within the organisation | Please tell us your role or job title within your organisation. |
| 1.4 Work address: Street address | This should be the address of your main place of work. |
| 1.5 Town/city | |
| 1.6 Postcode | |
| 1.7 Work telephone number | This can be either a landline or a mobile telephone number and should be one through which we can reach you within normal working hours should we have any questions about your application. |
| 1.8 Work email address | Please make sure you give us your work email address so we can reach you within normal working hours should we have any questions about your application. |

Section 2 – Lead Partner Details

In order to be eligible for funding, all applications **must** include a Lead Partner. This section asks for key information on the Lead Partner to allow us to assess their eligibility for funding.

This section and sections 3 and 4 ask questions relating only to the Lead Partner for the application.

Please do not provide any details relating to Supporting Partners in these sections – there will be space for you to set out key information on supporting partners in Section 5 of the application form.

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| 2.1 Legal name of Lead Partner organisation | Please use your organisation’s full legal name as it appears on any relevant database or incorporation documents (e.g. OSCR register, Companies House register, Memorandum and Articles of Association, constitution etc). |
| 2.2 Trading name or ‘known as’ name of the organisation if this is different to the legal name | Sometimes an organisation uses a different name day to day than its formal legal name. If this is the case, please tell us what this trading or ‘known as’ name is. |
| 2.3 Registered office (as registered with OSCR): Street address | This lets us know where the organisation is based and where we can look for more information if we need it. |
| 2.4 Town/city | |
| 2.5 Postcode | |
| 2.6 Website address (if applicable) | This lets us find out additional information about your work if we need it. |
| 2.7 What is the status of your organisation? | <p>In order to be eligible as a Lead Partner, your organisation must have a legal personality. This is to ensure that you are able to enter into a funding relationship with the Scottish Government.</p> <p>You can find out more information about the legal structure of organisations on the OSCR website.</p> <p>Please indicate the governance format that best reflects the legal status of your organisation.</p> |

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| 2.8 Scottish Charity number | If your organisation is NOT a registered Scottish charity then you are not eligible to be a Lead Partner for this funding. |
| 2.9 If your application is successful, funds will be paid electronically. Please provide the following bank details: Account holder | If your application is successful, funds will be paid electronically. Please tell us the name of your bank account, sort code and account number, and remember to attach a bank statement so we can check these details. This bank statement should be no more than 3 months old. |
| 2.10 Account Number | |
| 2.11 Sort Code | |
| 2.12 Please attach a bank statement (no more than 3 months old) to verify your details and tick here to confirm that you have done this. | Please provide a recent bank statement to confirm your organisation's bank details. This should show the name of your organisation, the account number and the sort code. All other details may be redacted. This should be dated within the 3 months prior to the application opening (i.e. dated later than 15 th January 2024). |

Section 3 – Lead Partner Governance and Track Record

Sections 3 and 4 relate to information required by the Scottish Government to allow a due diligence check to be undertaken on the Lead Partner.

Section 3 covers information on governance, audit processes and risk. It also asks about your suitability as a Lead Partner for this application.

A due diligence check will be the first stage of the assessment process and will allow us to establish that the Lead Partner to the application is an appropriate organisation to receive grant funding from the Scottish Government.

These sections relate only to the Lead Partner to the application and Community Justice Scotland will only conduct due diligence checks on the Lead Partner to the application. Lead Partners will be responsible for conducting due diligence assessments on Supporting Partners, which is covered in Section 5 of the Application Form.

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| <p>3.1 Please confirm that you have the following in place and, if you are successful in being awarded funding, will ensure they remain in place throughout the funding period:</p> | <p>You can find guidance on appropriate governance arrangements for charities on the website of the Scottish Charity Regulator.</p> |
| <p>3.2 Please provide a brief description of your governance arrangements. (300 words)</p> | <p>Please provide details of the governance of your organisation. This could include information on:</p> <ul style="list-style-type: none"> • Internal processes and policies relating to governance. • How your board of directors or trustees is constituted and functions. • Any external governance or regulatory arrangements you may have in place. |
| <p>3.3 Please provide a brief description your financial</p> | <p>In order to receive grant funding from the Scottish Government your organisation must have appropriate financial audit processes in place.</p> |

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| <p>audit process(es). (300 words)</p> | <p>Please include information on:</p> <ul style="list-style-type: none"> • Any relevant audit processes or procedures • Any financial risk management policies • Detail on budget monitoring processes, including: <ul style="list-style-type: none"> ○ How you conduct regular budget monitoring. ○ The frequency your organisation reconciles actual expenditure to budgeted expenditure. ○ How you resolve any variances between actual and budgeted expenditure. ○ A description of any internal controls. ○ A description of any internal audit processes. |
| <p>3.4 Please provide details of your organisation’s approach to preventing fraud, bribery and corruption. (300 words)</p> | <p>Please set out any relevant information on how your organisation responds to fraud, bribery and corruption. This can include:</p> <ul style="list-style-type: none"> • Any relevant policies relating to fraud, bribery and corruption. • How these are communicated to staff and stakeholders. • Any procedures set up to prevent and detect fraud, bribery and corruption. • How any processes or policies are monitored. |
| <p>3.5 Please tick to confirm that your organisation has a safeguarding policy in place that protects the people you support, volunteers and staff.</p> | <p>In order to be eligible for funding under the grant fund, your organisation must have a safeguarding policy.</p> |
| <p>3.6 Please tell us why your organisation is an appropriate Lead Partner for this application, including details of any relevant track record you may have. (800 words)</p> | <p>Please provide us with any information about your organisation that you feel makes you appropriate organisation to be Lead Partner for this application.</p> <p>This could include any previous track record you have relating to:</p> <ul style="list-style-type: none"> • Managing and leading partnerships effectively. • Service design and development. |

- Delivering services for people involved with the justice system.
- Your relationship with other organisations, beyond those included in your partnership application, that support people in the justice system.
- Distributing grant funding.

You can also tell us anything else about your organisation (such as how it operates, your structures and processes, or your financial situation) that you think makes you a suitable Lead Partner for this application.


Section 4 – Lead Partner Financial Information

Section 4 relates to information on the financial position of the Lead Partner. This is required by the Scottish Government to allow a due diligence check to be undertaken on the Lead Partner.

A due diligence check will be the first stage of the assessment process and will allow us to establish that the Lead Partner to the application is an appropriate organisation to receive and distribute grant funding from the Scottish Government.

This section relates only to the Lead Partner to the application and Community Justice Scotland will only conduct due diligence checks on the Lead Partner to the application. Lead Partners will be responsible for conducting due diligence assessments on Supporting Partners, which is covered in Section 5 of the Application Form.

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| <p>4.1 Please summarise your organisation's financial position for the last two years. At least one year must be covered by audited/examined accounts, but the most recent full year may be from accounts which have still to be audited/examined depending on your financial year end.</p> | <p>For this section, please provide a summary of your financial information for the two most recent available years. This is to allow us to undertake a due diligence assessment based on your most recent financial information.</p> <p>This should be information for the financial years 2022/23 and 2023/24 (if this is available).</p> <p>You can still include information for the year 2023/24 even if this information has yet to be audited/examined – management account information is sufficient.</p> <p>If you are not in a position to share financial information for 2023/24 then you should include information for 2021/22 and 2022/23.</p> |
| <p>4.2 Please attach your audited or independently examined accounts for the two most recent available years to this application and tick the box to confirm you have done this.</p> | <p>We are asking for the two most recent sets of audited or independently examined accounts to help us conduct our due diligence assessment.</p> <p>These should be provided for the two most recent years available. Given the closing date for applications, it is unlikely that you will be in a position to provide audited or independently examined accounts for the 2023/24 financial year. If this is the case then please provide copies of your accounts for the 2021/22 and 2022/23 financial years.</p> |
| <p>4.3 Please tick to confirm that your organisation is currently a going concern</p> | <p>A company is said to be a 'Going Concern' if the Directors/Auditors believe it has sufficient resources to continue its operations in the next financial year.</p> |
| <p>4.4 Is there anything you would like to explain about your financial figures? (300 words)</p> | <p>Please include any additional information here that it would be useful for us to know when considering your accounts and financial information. This could relate to:</p> <ul style="list-style-type: none"> Any significant and relevant changes to your funding or finances in recent years. |

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- Any information not reflected in your most recent audited accounts that you consider relevant.
 - Any recent additional sources of income that have been confirmed for the 2024/25 financial year or beyond.

Section 5 – About your partnership

This section of the form relates to your proposals for establishing a national partnership to provide voluntary throughcare support. It includes questions relating to the membership of your partnership, how it will be structured and operate, how it will provide support to people across all of Scotland and how it will work with local community justice processes.

In order to be eligible for funding, your partnership must contain only voluntary sector organisations and must include a minimum of five partners (including one Lead Partner). More information can be found in the Grant Criteria and FAQ documents on the [Community Justice Scotland website](#).

5.1 Please list the organisations that will be part of your partnership

Please add additional rows if needed

| Partner Name | Lead Contact | Lead Contact Email Address | Charity Number (If applicable) | Website (if available) | Please tell us about any relevant track record (200 words) |
|--|--|--|---|---|---|
| Please include entries for all Supporting Partners to your application. You do not need to provide an entry for the Lead Partner as you have already | This is to allow us to contact a partner, should this be required. | This is to allow us to contact a partner, should this be required. | Note that your partners do not need to be registered charities, but do need to be constituted on a not- | This lets us find out additional information about your partners' work if we need it. | Please include any relevant information relating to the organisation's experience and track record that are relevant to the grant |

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| <p>provided this information in the sections above.</p> <p>Please tell us the legal name of each of your partners, and if any of them also have trading names please also tell us what these are. If an organisation has different legal and trading names please write both of these in the partner name column.</p> <p>You can add additional rows to the table as required.</p> | <p>This should be the main contact for the organisation's involvement in the partnership's activities.</p> | | <p>for-profit basis. If any of your partners are not registered charities, please just leave this column blank when you complete their details.</p> | | <p>application. This could include:</p> <ul style="list-style-type: none"> • Details of any previous or ongoing work to support people leaving prison or in contact with the justice system • Details of any previous grant awards to support people in the justice system <p>Any relevant evaluation reports, research publications or other relevant information to demonstrate the effectiveness of the organisation.</p> |
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| <p>5.2 Please attach a letter signed by each of your partners confirming that they agree to their involvement in the partnership and that they have been involved in the development of this application. Please tick the box to confirm that you have attached the letter.</p> | <p>This letter should confirm that all partners have been involved in the development of the application and that they agree to undertake the activities set out in the application and to comply with the terms of the grant funding.</p> <p>The letter should set out:</p> <ul style="list-style-type: none"> • Each of the partners to the application • The name of the person signing the application on behalf of each organisation • Their role in their organisation • Their signature • The date the agreement was signed. <p>The letter should be signed by an appropriate person within the organisation who has the authority to commit the organisation to the activities set out in the application form. This could include the Chief Executive Officer/Director, Chair of Trustees/Board of Directors, a Head/Director of Operations or a Business Development Manager.</p> <p>Digital signing of the letter is sufficient. Not all partners need to sign the letter on the same date, as we appreciate it may take time for this to happen.</p> |
| <p>5.3 The Lead Partner to the application must have conducted appropriate due diligence checks on the Supporting Partners to the Application and be satisfied that all partners are suitable organisations. Please tick the box to confirm that you have done this.</p> | <p>The Lead Partner is responsible for conducting due diligence on each of the Supporting Partners to the application.</p> <p>It is for the Lead Partner to decide how best to do this in such a way as to satisfy themselves that the organisations they are entering into a partnership arrangement with are suitable organisations to do so with. You should consider whether partners:</p> <ul style="list-style-type: none"> • Are appropriate voluntary sector organisations (i.e. constituted on a not-for-profit basis) |

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| | <ul style="list-style-type: none"> • Are financially stable • Have sufficient and appropriate governance arrangements • Have sufficient and appropriate audit arrangements <p>The questions in Section 3 and 4 of this application form may be a useful prompt when considering what information you require from Supporting Partners when making your due diligence assessment.</p> |
| <p>5.4 Please provide a description of how your partnership will be structured and how it will operate. (1000 words)</p> | <p>This question provides space for you to set out how your partnership will be structured and will operate in practice.</p> <p>How a partnership is structured and how it operates are up to the organisations involved but you can find key information on expectations for how the partnership should operate in the “Establishing a National Throughcare Partnership” and “What Support will the Partnership Provide?” sections of the Criteria Guidance and the FAQ document.</p> <p>Your partnership must include only voluntary sector organisations and must include a minimum of 5 organisations (including one lead partner). There is no maximum number of partners that can be involved in your partnership.</p> <p>Given the amount of the grant funding, the size of the cohort requiring support, and the (often) complex needs of people leaving prison, we would encourage applicants to incorporate as broad a range of organisations as is possible into your application. Partnership proposals must, however, still be manageable and must be meaningful, demonstrating a commitment to collaborative working.</p> <p>In this section you should include detail on:</p> <ul style="list-style-type: none"> • How your partnership will be structured. |

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| | <ul style="list-style-type: none"> • Any specific roles and responsibilities for members of the partnership. • The governance structures and processes for the partnership. • How your partnership will be managed, including how it will manage its financial, monitoring and reporting activities. • How your partnership will operate on a day to day basis. • Any formal legal agreement you intend to have in place to formalise your partnership arrangements - please note that this does not need to be finalised before submission. • Any other relevant information you would like us to consider about your partnership. <p>You can include an diagram or picture of any relevant structures alongside your written description.</p> <p>Questions 5.8 and 5.9 will give you an opportunity to provide more detail on how your partnership will ensure the support it provides is available across all of Scotland and how it will engage with local community justice processes.</p> |
| <p>5.5 Please tell us how your partnership will be staffed. (500 words)</p> | <p>Please provide details of the staff involved in your partnership's activities.</p> <p>Your answer should include both the total number of staff employed and their corresponding Full Time Equivalent, if this is available at this time, and include a breakdown across the members of your partnership.</p> <p>You should include all staff time dedicated to the partnership's work. This could include:</p> <ul style="list-style-type: none"> • Any staff involvement in the management or governance of the partnership |

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| | <ul style="list-style-type: none"> • Any administrative staff • All staff involved in service delivery • Any volunteers that will be involved in the delivery of your work. <p>You can include an diagram or picture of any relevant staffing structures or breakdown alongside your written description.</p> |
| <p>5.6 Please tell us about the work you will undertake in 2025/26 to start up delivery of your service(s). (600 words)</p> | <p>Funding to deliver your partnership’s activities will be available from 1st April 2025. As this grant fund will be establishing a new national partnership, work will be required in the first year of the grant fund to launch the new national throughcare partnership and to begin delivery of the new throughcare support service.</p> <p>Please tell us in this section about the work you intend to undertake in 2025/26 to develop and begin delivery of your partnership’s activities. This could include any plans for:</p> <ul style="list-style-type: none"> • Recruitment of key staff • Enacting your partnership and governance structures • Developing relationships and any relevant agreements with key organisations nationally and locally • Training and development of new or existing staff |
| <p>5.7 Please tell us about any specific skills or specialisms brought to the partnership by the partners involved. (500 words)</p> | <p>If your partnership contains any specialist provision or a specific focus on any particular type of support provided by your partners, please provide detail here.</p> |
| <p>5.8 How will your partnership provide support across the whole of Scotland? (500 words)</p> | <p>The support offered by your partnership must be available across all of Scotland. Applications that are not able to demonstrate that their partnership will be able to provide accessible and effective support to people as they return to all areas of Scotland following a period of time in prison are highly unlikely to be successful.</p> <p>In developing your approach, you may wish to consider data from the Demographics Profile paper, which provides information on:</p> <ul style="list-style-type: none"> • The number of people released from each prison |

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| | <ul style="list-style-type: none"> • A breakdown of the available data on people released directly from court • A breakdown of releases by each local authority area (See Appendix: Additional Information) <p>Providing support to remote, rural and island areas has been identified as a particular challenge in current provision of services (see Research Summary Paper for more information) and we are particularly keen to hear how your partnership will approach providing support to these areas.</p> <p>In considering how your partnership can ensure an effective offer of support to people returning to remote, rural and island areas, you might wish to consider:</p> <ul style="list-style-type: none"> • Including organisations from these areas as part of your partnership • Employing staff in these areas • Making provision for spot-purchasing of support from local services • Developing links and relationships with local organisations to support onward referrals • Remote and digital support options to supplement “face to face” delivery. |
| <p>5.9 How will your partnership engage with local community justice processes and partners? (500 words)</p> | <p>Successfully supporting people to return to their local area, or in moving to a new area, upon release from prison is a fundamental aspect of throughcare support. Your application will therefore need to demonstrate how your partnership can effectively support people to strengthen (or establish) their connection to local areas.</p> <p>Engaging with local community justice processes and partners is a key means of doing this. Local community justice partnerships play a key role in improving outcomes for people leaving prison and many areas have developed local networks or dedicated throughcare processes to support people in their local area (see,</p> |

for example, [Community Justice Scotland Outcomes Annual Activity Report 2022/23](#)).

In your answer to this question you should demonstrate how your partnership intends to support and engage with these local processes.

Section 6 - Partnership Financial Information

This section relates to the funding of your partnership, including the total amount of funding you will be claiming under the grant fund.

You can find further information on funding and on eligible costs in the Grant Criteria and FAQ documents on the [Community Justice Scotland website](#).

6.1 Please tell us the total amount of funding you are applying for in the first two years of the grant fund.

It is the Scottish Government's intention to fund the successful partnership for an initial period of 3 years, with the potential to extend to 5 years subject to performance. This is also subject to future budgets and Parliamentary approval of those.

The provision of the service will be reviewed in year 3 (2027/28) against the agreed grant criteria and, subject to that review, funding may be continued until year 5 (2029/30).

We are therefore asking applicants to indicate the total amount of funding they will be applying for in each of the first two years of the grant fund (2025/26 and 2026/27).

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| | <p>The total amount of grant funding available for each year of the grant is £5,300,000. Costs in excess of this amount will not be eligible for funding. No funding can be carried forward from one financial year to the next.</p> <p>Please note that the total amounts included in this section should match the total figures for each year as they appear in the “funding and breakdown” Excel document you have attached with your application.</p> |
| <p>6.2 Please complete and attach the ‘funding and budget breakdown’ Excel document provided on our website and tick the box to confirm you have done this.</p> | <p>Your application must include a completed copy of the funding and budget breakdown Excel document to be considered for funding. Please remember to attach this to the email when you send in your completed application.</p> <p>The first sheet of the Excel document (NVTGF Budget Breakdown) provides a template budget to help you set out your proposed budget for the 2025/26 and 2026/27 financial years.</p> <p>As funding will only be provided from 1st April 2025, your budget for 2025/26 should include costs relating to the establishment and start-up of your partnership and service.</p> <p>The budget headings are indicative suggestions only, so please add additional rows for costs not included in the template as required.</p> <p>Please use the notes/comments section in Column D of the sheet to include a description and relevant explanation or rationale for the costs included.</p> <p>The second sheet in the document (Partnership Cost Breakdown) must also be completed. This sheet is for you to show how the funding will be distributed between the members of the partnership in the first two years of the grant fund.</p> |

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| <p>6.3 Please confirm that all members of the partnership agree to implement the Fair Work First principles, including the requirements that any Scottish Government grant funding beneficiaries pay at least the real living wage and provide effective channels for worker voice.</p> | <p>It is Scottish Government policy that all recipients of Scottish Government grant funding adhere to the principles set out on the Fair Work First Guidance.</p> <p>At a minimum, this includes paying at least the real Living Wage to all staff and providing appropriate channels for effective workers' voice.</p> <p>Applicants are also encouraged to consider how they can apply all of the non-mandatory Fair Work First principles to their organisations. These include:</p> <ul style="list-style-type: none"> • Investment in workforce development • No inappropriate use of zero hours contracts • Action to tackle the gender pay gap and create a more diverse and inclusive workplace • Offer flexible and family friendly working practices for all workers from day one of employment • Oppose the use of fire and rehire practice |
| <p>6.4 Please provide a description of how your partnership will apply the Fair Work First principles. (300 words)</p> | <p>In your answer you should refer to The Fair Work First Guidance published by the Scottish Government, which sets out the principles of fair work, how they should be applied, including good practice examples, and how they can be evidenced.</p> |
| <p>6.5 Please indicate whether your partnership will be able to operate with grant funding on a quarterly, in arrears basis or if it will require the Scottish Government to consider a case for issuing payment in advance of need.</p> | <p>It is Scottish Government Policy to provide grant funding on an in arrears basis and not in advance of need, unless in exceptional circumstances.</p> <p>Organisations are, however, able to request that the Scottish Government consider a case for payments to be made in advance of need in certain circumstances.</p> |

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| | <p>If you indicate that your partnership will require the Scottish Government to consider a case for payment to be made in advance of need, this will not be considered as part of the assessment of your application, which will be considered solely on its merits.</p> <p>Please note, however, that the Scottish Government is not able to guarantee that payments can be made in advance of need and any request to do so is conditional upon Scottish Government approval and must be supported by evidence.</p> |
| <p>6.6 If you have indicated in your response to Question 6.5 that your partnership will require the Scottish Government to consider a request for payment in advance of need, please tell us why you believe this is necessary. (300 words)</p> | <p>Organisations may be able to demonstrate sufficient need for payments in advance if they are able to show that they would have insufficient reserves to allow in arrears funding or that this grant would represent a significant amount of their total funding.</p> <p>If either or both of these are the case for you as Lead Partner or for the organisations in your partnership, please use your answer to demonstrate why you would not be able to operate with funding on an in-arrears basis and any relevant considerations you wish the Scottish Government to consider.</p> <p>As you will be providing copies of your two most recent sets of audited or independently examined accounts, we will not require any additional supporting evidence at this stage. The Scottish Government may, however, require you to provide additional evidence at a later stage if your application for funding is successful.</p> |
| <p>6.7 Please tell us about any additional resources your partnership will bring to this work. (300 words)</p> | <p>This is a opportunity for you to tell us about any additional resources that your partnership will be able to bring to the work you plan to undertake as part of this grant fund.</p> <p>Please note that it is not an eligibility requirement of this fund that you bring additional funding or resources to the work – this question is included only an opportunity for you to tell us about any</p> |

additional funding or resources that you will bring to the work that you would like us to consider as part your application.

Relevant additional resources might include:

- Any grant funding or match funding you have secured that can be used to support delivery of this work
- Any “in kind” benefits or support that the members of your partnership will be able to bring to the work
- Any other relevant additional resources

Any additional funding you indicate in your answer must be confirmed before you submit your completed application in order for it to be considered – please do not include any funding that you hope to apply for in future but have not yet secured.

Where possible, please indicate the monetary value of any additional resources you include in your answer.

Section 7 – The support you will provide

This section relates to the support your partnership will be providing with the grant funding.

The kind of support you will provide is for you to determine and should be based on your own ways of working and experiences of delivering effective support services, including any relevant specialisms or focuses incorporated into your partnership.

There are, however, some key elements that your support should provide and you can find more information on these in the “What Support will the Partnership Provide?” sections of the [Grant Criteria and FAQ Documents on the CJS website](#).

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| <p>7.1 How will people access the support that you will be providing? (600 words)</p> | <p>In this question you should describe how the support your partnership will be providing will be accessed by people serving a short prison sentence or a period of time on remand.</p> <p>Your service must have a presence in all prisons in Scotland holding people on remand or serving a short prison sentence.</p> <p>You can find more information on the number of people held in each prison in the Demographics Profile Paper.</p> <p>This paper also contains a breakdown of people released at each court, if your partnership is considering including a court based service as part of your work.</p> |
| <p>7.2 Please tell us about the support that your partnership will provide to people leaving prison after a period on remand or following a short term prison sentence. (1200 words)</p> | <p>In answering this question you should refer to the Criteria Guidance and FAQ Documents, which set out the key aspects of support that should be delivered by your partnership in the “What Support will the Partnership Provide?” sections.</p> <p>Your partnership must include, as standard, provision of an offer of resettlement support to people leaving prison, and should also provide the option of longer term, more intensive support for a period of up to 12 months for those who need it.</p> <p>The support you provide must be person centred and needs led. There will an opportunity in Question 7.4 to set out in more detail how you will ensure that the support your partnership provides is person centred.</p> <p>The support provided should also be able help to improve outcomes for the people accessing it across a number of key common need areas. These include (in no order of priority):</p> <ul style="list-style-type: none"> • Financial needs |

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| | <ul style="list-style-type: none"> • Employment • Education and training • Accommodation • Individual and social needs • Substance use • Physical and mental health • Social care • Family support • Community integration and support <p>You can read more about common needs of people accessing throughcare support in Research Summary Paper and Literature Review.</p> <p>In your answer you should also consider how your partnership can:</p> <ul style="list-style-type: none"> • Engage with the person supported at the earliest possible point and have repeat engagement over time • Provide through the gate support to people as they transition into the community from prison • Take a relational approach to support • Be responsive to individual’s protected characteristics and any specific needs arising from these • Include links and referrals to any appropriate local or national services |
| <p>7.3 How many people do you expect your partnership will be able to provide support to in its first two years? Please indicate how you have estimated this figure and any relevant breakdown of numbers. (300 words)</p> | <p>Please provide an estimate for the number of people you expect your partnership to work with in each of the first two years of the grant funding (2025/26 and 2026/27).</p> <p>As funding will likely only be available from 1st April 2025 and you will need to establish and develop your partnership, we understand that your figure for 2025/26 may be lower than for 2026/27.</p> |

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| | <p>Where possible, please provide a breakdown of any relevant categories of people who will benefit from your support for each figure. Categories could include:</p> <ul style="list-style-type: none"> • People on remand • People serving a short term sentence • Families of people in prison • Any other category of people you intend to work with as part of your partnership's activities. • Anyone you expect to benefit indirectly from your work. <p>You should also describe how you have arrived at these figures, including setting out any relevant considerations that have informed your answer, such as any indicative caseloads.</p> |
| <p>7.4 Please tell us about how your partnership will provide person centred support to every person that it works with. (300 words)</p> | <p>Please use this question to provide any additional relevant detail on how your service will provide person centred support to every person that accesses it.</p> |
| <p>7.5 Please tell us how you will ensure the support you provide is trauma informed. (500 words)</p> | <p>Providing support that is trauma informed in its design and trauma aware and responsive in delivery is a key requirement of this work.</p> <p>In your answer you may wish to consider:</p> <ul style="list-style-type: none"> • How your partnership will embed relevant principles and practices into your work • Any specific methodologies or approaches you intend to use • Any relevant training you will provide to your staff |
| <p>7.6 Please describe how your partnership will involve the people you work with in the design</p> | <p>Including the people that you work with in the design and delivery of the service you will be providing is a key element of the grant funding and closely related to providing a person centred and trauma informed service.</p> |

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| <p>and delivery of this work. (500 words)</p> | <p>Please set out how you intend to incorporate this into your work.</p> <p>Ways to do this effectively could include:</p> <ul style="list-style-type: none"> • Bringing together groups of people with lived experience of the justice system to inform your service design • Engaging with specialist “lived experience” organisations or groups to develop and review your processes • Incorporating effective channels in your service for lived experience feedback in your service delivery • Employing people with personal experience of the justice system in your work • Including a “peer” support element in the work you will be providing. |
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Section 8 - Equalities

This section of the form relates to equalities considerations.

Your partnership must provide support that complies with the Equalities Act 2010.

In considering how the service your partnership provides is consistent with duties under the Equalities Act, you may wish to refer to the [literature review](#), which details some of the specific needs and experiences of a range of people with protected characteristics in relation to throughcare support.

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| <p>8.1 How will you ensure the activities and services which you are applying to have funded are fully accessible to people with protected characteristics</p> | <p>Your service will need to account for the needs of people protected under the Equality Act, including in terms of its design, how it is offered, how people access it and the support you provide.</p> |
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| <p>as listed in the Equality Act 2010? (600 words)</p> | <p>Please provide details on how you will incorporate this into your work. This could include detailing how you will:</p> <ul style="list-style-type: none"> • enable equality of access for people with protected characteristics • meet the needs of people with protected characteristics • remove or reduce disadvantages suffered by people because of a protected characteristic. <p>Please tell us how you have considered individuals from protected groups when you have planned your activities and service(s). This might include:</p> <ul style="list-style-type: none"> • Research you have carried out yourself or that has been carried out by other people. • Results of evaluation work you have carried out for existing services and activities. • Involving people from protected groups in planning your activities. |
| <p>8.2 Please describe how you will ensure that all those who require your activities/services, including individuals with protected characteristics, can access and benefit from them? (400 words)</p> | <p>This is about the practical steps you will take and may include:</p> <ul style="list-style-type: none"> • How you plan to communicate your work and make sure communication methods are accessible. • Ensuring the individuals who will actually be delivering the work have been properly trained to understand the needs of individuals from protected groups. |

Section 9 – Outcomes and evaluation

This section of the form relates to outcomes your partnership will be working towards producing for the people you work with and how you will evaluate the effectiveness of your work.

It is for you to propose what outcomes your partnership will work towards achieving, however in determining your outcomes you should consider the key outcomes and needs set out in the “What Support will the Partnership Provide?” sections of the [Grant Criteria and FAQ Documents on the CJS website](#).

Please note that the outcomes included in this section will form the basis for those included in the formal grant agreement the successful partnership enters into with the Scottish Government. Final outcomes and reporting requirements for the grant funding will be confirmed with the successful Lead Partner as part of the finalisation of the Offer of Grant Letter from the Scottish Government, following discussion between the successful Lead Partner, the Scottish Government and Community Justice Scotland.

9.1 Please tell us the main outcomes your partnership will seek to deliver for the people accessing your support.

Please add additional rows if needed.

Outcome
1:

Please set out the main outcomes your partnership will deliver.

Please note that these outcomes should relate only to the people you will be supporting, i.e. the people who will be benefitting from the service(s) you provide, and should detail the change you wish to produce as a partnership.

We would suggest that you set no more than 5 key outcomes that you will work towards delivering, as any more may make it difficult for you to report meaningfully on your work. You can, however, include more than 5 outcomes should you wish to do so. Question 9.2 will give you an opportunity provide detail on how you will do this effectively.

In setting your outcomes, you should consider the key outcomes and needs set out in the “What Support will the Partnership Provide?” sections of the [Grant Criteria and FAQ Documents on the CJS website](#).

These include the four key outcomes included in [The National Strategy for Community Justice](#) and the [Community Justice Performance Framework](#):

- Access to, and continuity of, health and social care
- Access to suitable accommodation following release from a prison sentence
- Support to enhance their readiness for employment
- Enhanced community integration and support

You should also consider outcomes relating to commonly identified needs of people leaving prison. These are:

- Financial needs
- Employment
- Education and training
- Accommodation
- Individual and social needs
- Substance use
- Physical and mental health
- Social support
- Family support

You can find more information on the needs of people leaving prison in the [research and literature review published to accompany this grant process](#).

Please note that the outcomes included in this section will form the basis for those included in the formal grant agreement the successful partnership enters into with the Scottish Government. Final outcomes and reporting requirements for the grant funding will be confirmed with the successful Lead Partner as part of the Offer of Grant Letter from the Scottish Government following discussion between the successful Lead Partner, the Scottish Government and Community Justice Scotland.

9.2 Please describe the evaluation activities you

Evaluation is about using monitoring and other information collected to make judgements about the value of any component

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| <p>will carry out, including the tools and techniques you will use to let you know if the outcomes are being achieved. (400 words)</p> | <p>part of your work, products, services or benefits, or about the organisation as a whole. It is also about using the information to make changes and improvements.</p> <p>You will need to have a plan in place to evaluate the impact of your partnership’s work. This is different to whether the work actually happened; you could have delivered work as planned but it might not have had the impact you were expecting. Evaluation can be done by various methods (for example: questionnaires, observation, interviews, keeping records or notes) and many tools are available. How much information is gathered and how often it is gathered can also vary.</p> <p>Tell us about the evaluation work you plan to carry out so you know the difference the work of your partnership has made. If there are specific tools and techniques you plan to use please tell us what these are.</p> <p>You can find more information about evaluation methods and tools on the Evaluation Support Scotland website.</p> |
| <p>9.3 Please tell us how your partnership will involve the people you work with in the evaluation of your work. (300)</p> | <p>Please set out how you will include the people you work with or have worked with in the evaluation of your work.</p> <p>You may wish to refer to the information provided in your answer to question 7.6.</p> |

Declaration

Please ensure all sections of the declaration are completed, including the tick box to confirm acceptance of the conditions linked to this funding. If we do not have all the information requested in this section, we may be unable to assess your application.

By signing this declaration, you are confirming that you are an authorised signatory for the organisation applying to the Voluntary Throughcare Grant Fund. You are also confirming that the statement below is accurate, and that you have robust governance arrangements in place.

I confirm that I am authorised to make this application and that as far as I know and believe, all of the information in this application form is true, accurate and complete. My organisation authorises Scottish Government and the fund administrator (Community Justice Scotland) to:

- use my contact details for correspondence about the fund;
- publish details of any funding awarded as a result of this application;
- give any details they have about our application or from future assessments to Scottish Government colleagues, and other agencies, including other grant-making bodies;
- use any of these details in news releases, case studies, publications and other publicity materials;
- share contact details if successful with other funded organisations and Scottish Government colleagues, and
- publish information within this application in hard copy and on the internet, if successful.

The Scottish Government or their appointed fund administrator can do these things without asking us again for our agreement and will not use any of these details for commercial purposes.

Our organisation complies with Data Protection and Privacy requirements and has undertaken a Data Protection Impact Assessment (if appropriate).

I agree that, if successful in this application, I will ensure that my organisation works within the principles of relevant legislation.

Please tick to confirm your acceptance of the above conditions:

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| 10.1 Date conditions were accepted | |
| 10.2 Name of authorised signatory: First name | The authorised signatory for submitting the application can be a different person to that listed in Section 1 as the main contact for the application. |
| 10.3 Last name | |
| 10.4 Designation within the applicant organisation | The authorised signatory to your application must be someone in your organisation with the authority to commit your organisation to activities set out in the application and to the responsibilities you will have under any future grant funding agreement. |
| 10.5 Full contact address: Street address | |
| 10.6 Town/city | |
| 10.7 Postcode | |

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| 10.8 Work telephone number | |
| 10.9 Work mobile number | |
| 10.10 Work email address | |

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at: **[Community Justice Scotland](http://www.communityjustice.scot)**

