



Criteria Guidance

National Voluntary Throughcare Grant

Updated Version - April 2024

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Introduction

The Scottish Government is launching a new grant fund to establish a national voluntary throughcare partnership of third sector organisations to provide support to people leaving prison after a short-term prison sentence¹ or a period on remand.

The launch of this new fund follows a review of voluntary throughcare and mentoring services undertaken by Community Justice Scotland on behalf of the Scottish Government. You can find more information on the review process and relevant publications [here on Community Justice Scotland's learning hub](#).

Community Justice Scotland will be conducting the grant process and assessment on behalf of the Scottish Government and will be responsible for supporting the future development, monitoring and reporting of the grant fund and throughcare partnership. The future partnership will be funded by the Scottish Government and the final decision on the grant award and on funding in future years will be made by the Scottish Government, subject to approval by Parliament of future Scottish Government Budgets.

This document sets out the key criteria of the grant fund and the grant process. [You can find all the accompanying documents on the Community Justice Scotland website](#).

If you have any questions regarding the information in this document please contact Grants@communityjustice.scot

PLEASE NOTE – This is an updated version of the grant criteria guidance published by Community Justice Scotland to reflect important changes to grant fund. Please ensure you use only this version of the guidance when developing your application.

¹ A prison sentence of less than four years.

Description of the Grant Fund

The purpose of this grant fund is to establish a national partnership of voluntary sector organisations to provide throughcare support to people leaving prison in Scotland after a prison sentence of less than four years or those leaving prison after a period of time spent on remand.

The partnership will offer needs led and person centred support to people leaving prison, and will provide an initial offer of resettlement support upon release from prison with the option of providing more intensive support to those who need it for up to 12 months.

The support the partnership provides should be available to anyone leaving prison, whether after a short term prison sentence or a period being held on remand, and should be available across all of Scotland.

The total amount of funding available annually to support the partnership will be £5,300,000, which will be provided by the Scottish Government.

It is the intention of the Scottish Government 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 new partnership will begin delivery of support on the 1st April 2025.

What do we Mean by Throughcare, Resettlement and Intensive Support?

Throughcare

Throughcare is a term that can mean different things across a range of different policy areas, such as health, social care, and the children's care system. Even in a justice context, throughcare can relate to a number of different but related concepts or practices.

For the purpose of this fund, throughcare is the support people receive in prison, and once they leave, to help them (re)settle into the community. This support varies depending on the individual's needs. It can include finding a home, providing opportunities for work and improved health and wellbeing or mentoring. Throughcare helps individuals develop confidence and social ties, so they can build better lives for themselves, their families and their communities.

Academic literature centres on theories of reintegration, resettlement, rehabilitation and desistance to explain the importance of prison and community based approaches to supporting people leaving prison. [You can read more in the accompanying Literature Review published by CJS.](#)

Reintegration and Resettlement

Reintegration is a term used to describe the processes involved in transitioning out of prison to the community. In order to reduce the likelihood of reoffending, it is important that a person who is released from prison has the necessary support to overcome the barriers and issues they might face and to reintegrate successfully into the community.

Resettlement, or how we address the practical problems that individuals face on release from prison, includes considering factors such as employment and accommodation. Key principles of resettlement relate to the practitioner relationship with the individual and the need for practitioners to care about and be committed to individuals and to be able to access a wide network of community resources.

Intensive Support

As well as these immediate needs and barriers following release from prison, many people leaving prison also experience considerable, longer term challenges that may affect their health, well-being, and employment or put them at risk of offending again in future. More intensive and sustained support is therefore necessary to help people address any longer term needs, behaviours or barriers to support their desistance from crime in the weeks and months following their release from prison.

This support can take many different forms and includes approaches based on mentoring, peer support, residential programmes, and model-based approaches such as the Risk Needs Responsivity and Good Lives Models.

You can read more about throughcare, reintegration, resettlement and other forms of support in the literature review and research documents [published on the Community Justice Scotland website](#).

Establishing a National Throughcare Partnership

The Scottish Government is awarding this grant to establish a single national partnership of voluntary sector organisations to provide throughcare support to people, across Scotland, leaving prison after a short prison sentence or a period on remand.

By partnership, we mean a group of at least five organisations designing and delivering services collaboratively. **As such, applications from single providers will not be eligible to be funded under this grant.**

Community Justice Scotland and the Scottish Government will not be playing an active part in developing partnership proposals and it will be for applicants to develop and propose the detail of their partnerships, including:

- The organisations involved
- How the partnership will be structured
- How responsibilities or activities will be allocated across the partnership

In order to allow funds to be released by the Scottish Government, the successful partnership will need to have a nominated Lead Partner, who will have responsibility for distributing funding to the rest of the partnership, ensuring the terms of the grant are observed, and for reporting on finances and progress towards achieving the aims of the grant fund.

The partnership should include a range of different organisations so that together they have the breadth of skills and specialisms required to work with people leaving prison. As well as being able to provide person centred and needs-led support, this includes understanding the requirements of wider population groups as indicated in the [Equality Act 2010](#).

The partnership will be responsible for providing the service across all of Scotland, including to remote, rural and island areas. Applicants will be required to demonstrate how they would structure their partnership and activities in order to ensure that this support is effective and accessible across all areas of the country.

The partnership will need to be capable of engaging with local community justice processes, including liaison with local justice social work teams and community justice partnership processes where appropriate. This will include the release planning duty introduced by the Bail and Release from Custody (Scotland) Act 2023, which is due to be implemented in the coming years.

Given all of the above, we would encourage applicants to develop partnership proposals that include a wide a range of organisations. Applications that do so, and that can demonstrate a commitment to effective and meaningful collaboration between their partners in the design and delivery of their support, are more likely to be awarded funding than those which do not.

Who will the Grant Fund Support?

The support provided by the partnership should be available to anyone leaving prison following a short prison sentence of less than four years or a period on remand.

There are no additional restrictions being placed on the eligibility of people within those cohorts, whether on grounds of age, gender, offence type or the Scottish local authority area they are returning to.

You can find more information on the numbers of people leaving prison following a short prison sentence or period on remand in the [Demographics Profile published by Community Justice Scotland](#) to accompany this grant process.

What Support will the Partnership Provide?

Applicants will be invited to propose how they would support people leaving prison after a short prison sentence or period of time on remand.

Applicants will be asked to set out how they intend to structure and deliver support, including any specific focus or approach to delivering the support they would be providing and any outcomes they would seek to work towards achieving.

The successful partnership, however, must be able to demonstrate that they are able to support the following needs and ways of working through their activities.

Person-Centred and Needs Led Support

The support provided by the partnership must be person-centred and needs led – this includes flexibility to provide different kinds of support at different times as needs arise and change in the weeks and months following release.

People leaving prison will have a variety of needs and partnerships should be looking to improve outcomes for people across a range of areas.

The [National Strategy for Community Justice](#) and the [Community Justice Performance Framework](#) identify four key outcomes relating to need that the partnership's activities should be able to support:

- 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

As well as these priorities from the National Strategy and the Performance Framework, the research undertaken by CJS and a review of the academic literature has identified the following general support needs commonly experienced by people leaving prison:

- 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](#).

How the Partnership Should Work

As well as adopting a person-centred approach to addressing needs, a review of available evidence has also identified the following key requirements for any future partnership work:

- The service should have an in-prison presence in all prisons in Scotland holding people on remand or serving a short term prison sentence. Direct contact, preferably in person, is the most effective way of engaging people in throughcare services.
- Engagement should begin with supporting an individual from the earliest possible point and continue with repeated engagement prior to release and through the gate.
- Support should take a relational approach and seek to establish positive relationships between workers and people in prison.
- Clear approaches (including appropriate policies and procedures) are required to respond to and accommodate the needs of people's protected characteristics.
- Where appropriate, links and referrals to external partners and services, whether local or national, to facilitate reintegration and rehabilitation should be a key aspect of the partnership's approach.

- Service design and delivery must be trauma informed and trauma aware.
- Meaningful inclusion of lived experience in informing service design and delivery is essential to ensuring effective services and applicants will be asked to provide details of how they intend to incorporate this in their work.

Eligibility Criteria

In order to be eligible for funding, applicants must demonstrate that they meet the following criteria. Applications that do not meet the criteria set out below will not be eligible for funding.

General Criteria

This grant fund is only open to voluntary sector organisations. This includes (but is not limited to) registered charities, social enterprises and community organisations. Any organisation that is not a registered charity must be constituted on a not for profit basis.

This grant fund is to establish a single national partnership of voluntary sector organisations. Applications from a single organisation will not be considered.

Partnerships should include a minimum of 5 partner organisations (including Lead Partner). There is no upper limit to the number of organisations can join a partnership.

This funding will be provided by the Scottish Government and the successful applicant must adhere to the terms set out in the Scottish Government's Offer of Grant letter or risk funding coming to an end.

Lead Partner Eligibility Criteria

As indicated above, partnerships must identify a Lead Partner, who will have responsibility for distributing funding to the rest of the partnership.

To be eligible to apply for funding as a Lead Partner, an organisation must be a Scottish Charity and must also have a “legal personality”, meaning it is legally constituted and can enter into a contract.

Being a Scottish Charity means that the organisation is entered on the Scottish Charity Register and has a Scottish Charity number.

Having a Legal Personality allows one or more natural persons to act as a single entity for legal purposes. This is satisfied by being incorporated, so being a Company Limited by Guarantee or a Scottish Charitable Incorporated Organisation (SCIO) satisfies this, as does having a Royal Charter. Unincorporated organisations, even with charitable status, are not eligible to apply as a lead partner for this funding.

Community Interest Companies have a legal personality but are not Scottish Charities and are therefore not eligible to apply for this funding as a lead partner.

You can find out more information about the legal structure of organisations from the [Office of the Scottish Charities Regulator](#) and the [Scottish Council for Voluntary Organisations](#).

There is no minimum turnover or income requirement to be a Lead Partner, however Lead Partners will need to demonstrate their ability to distribute and manage funds and coordinate partnership activities in the grant application form.

Lead Partners will need to satisfy Scottish Government due diligence requirements that they are suitable organisations to receive grant funding. This includes demonstrating that their organisation:

- Has an appropriate legal status
- Is financially stable (including sending audited accounts for the two most recent financial years)
- Has sufficient and appropriate governance arrangements
- Has sufficient and appropriate audit arrangements

Lead Partners will be responsible for conducting appropriate due diligence checks on their other partners within the application.

Supporting Partner Eligibility Criteria

All organisations joining a partnership application must be voluntary sector organisations.

Provided they are constituted on a not for profit basis, Supporting Partners to an application do not have to be legally registered or may be registered elsewhere in the UK, provided they can pass appropriate due diligence checks.

All partners included in an application must confirm that they have been involved in the development of the funding proposal, that they agree to undertake the activities described therein and that they will comply with the terms of the grant.

Application Limits

Organisations may only submit one application as a Lead Partner. Lead Partner applicants may also join one other application as a Supporting Partner.

Organisations not submitting an application as a Lead Partner are limited to joining two applications as a Supporting Partner.

Safeguarding

Safeguarding plays a key role in ensuring safety and avoidance of harm. If your organisation does not have a safeguarding policy in place it is not eligible to apply for this funding.

As part of the application, we ask that organisations confirm they have a safeguarding policy in place and that it will remain in place throughout the funding period. The safeguarding policy must adhere to the [Safeguarding Guidance provided by OSCR](#).

General Data Protection Regulation (GDPR)

Your partnership will also be expected to comply with Data Protection and Privacy requirements and will have undertaken, or will be in the process of undertaking, a Data Protection Impact Assessment (if appropriate). Information about GDPR can be found [here](#).

Fair Work First

In line with Scottish Government policy, [all grant funding recipients must adhere to the Fair Work First principles](#).

This includes [paying the real Living Wage](#) and ensuring appropriate channels for effective workers voice as a minimum standard.

Applicants are also encouraged to consider how they can apply all the Fair Work First principles to their organisations. These include:

- 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

Funding and Payment Schedule

The total amount of funding available annually to support the partnership will be £5,300,000.

It is the intention of the Scottish Government 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).

In terms of open and fair competition, and subject to the outcome of the review in year 3, future commissioning of services and a new grant award process will then be undertaken by Community Justice Scotland. This will be subject to Ministerial approval and the budgetary approval in principle

Payments will be made every quarter during the lifespan of the Fund.

Scottish Government policy is to pay grant funding on an in-arrears basis as standard. This means that costs must first be generated to be eligible for reimbursement. It may be possible for consideration to be given to payment in advance in certain circumstances, for example if organisations are able to demonstrate that they would have insufficient reserves to allow in arrears funding or

if this grant would represent a significant amount of their total funding. However, payment in advance is not guaranteed and would require to be discussed and evidence provided to support the case.

You can find more information on the Scottish Government grant funding policy, including restrictions on how grant funding can be used, in the [Scottish Public Finances Manual](#).

It is important that there is a smooth transition of support for people accessing throughcare mentoring support. Consideration is being given to how this will be achieved and this will need to be discussed with the successful grant applicant and existing providers. It is, however, unlikely that start-up funding will be available in 2024/25 and, therefore, the successful partnership may only be in a position to begin establishing the new service from 1 April 2025.

Reporting

Community Justice Scotland will be responsible for monitoring and reporting on progress towards achieving the aims of the grant fund and will work closely with the successful partnership to support development of the partnership's activity and to report on activity to the Scottish Government.

The partnership will be required to submit quarterly reports in order to allow funding to be released by the Scottish Government.

How to Apply

Application Opening Date

From 12:00pm on Monday 15th April 2024 organisations can apply to the fund by visiting [Community Justice Scotland's website](#) where links to all of the funding materials and application form will be available.

It is strongly advised that organisations review the funding materials prior to completing an application to ensure they are eligible for applying to this funding programme and they meet the funding criteria.

We encourage organisations considering acting as a Lead Partner to contact CJS at Grant@communityjustice.scot so that we can set up a time to speak with you and answer any questions you might have.

Application closing date

The closing date for applications is 3:00pm on Tuesday 9th July 2024. Only applications received by this time will be accepted.

The online application form will be available on [Community Justice Scotland's website](#) and should be emailed to the Grants@communityjustice.scot email address.

Support available

To support the development of your application, there are a number of materials available on [Community Justice Scotland's website](#):

- A Frequently Asked Questions document.

- A literature review setting out key aspects of throughcare support as found in academic and practice literature.
- A Research Summary Paper setting out key conclusions on throughcare support.
- A Demographics Profile setting out key demographics information on people serving a short prison sentence or on remand.
- A Register of Interest which lists organisations that may be interested in joining a partnership application.
- Online information sessions: you can book a place on these using this [Eventbrite link](#).
- Ongoing support from Community Justice Scotland by emailing Grants@communityjustice.scot

The following documents will also be published on the Community Justice Scotland Website when applications open on 15th April 2024:

- An application in Word format and an Excel budget template for you to complete and submit.
- Guidance notes that cover each section of the application form.

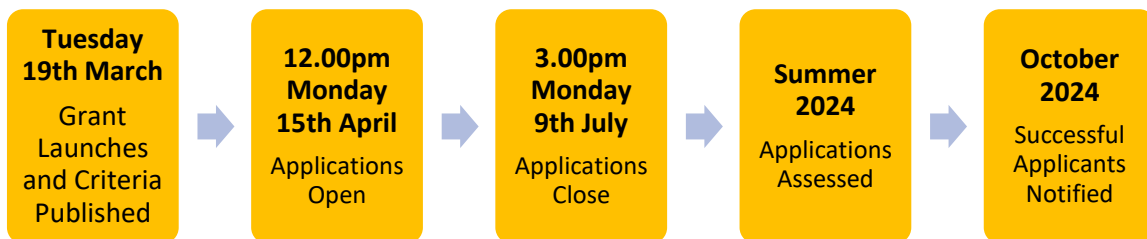
Assessment Process

Applications will be assessed against the fund criteria using a consistent process, and this will be led by Community Justice Scotland. In the first instance, a basic eligibility check that the lead partner is a Scottish charity and has a legal personality will be carried out. If any lead partner does not meet these basic criteria then no further assessment will be carried out. If an application does meet these basic criteria, a full assessment of the application will be carried out.

An initial review of applications will be undertaken by a facilitated lived experience panel who will provide feedback on key aspects of the partnership proposals. Applications will then be assessed by a panel of stakeholders, which will include representation from Community Justice Scotland and the Scottish Government.

This will result in recommendations for funding being made to Scottish Government and Ministers will make the final decision on awarding funding to the successful partnership and we expect to be able to notify the successful partnership in October 2024.

Key Dates



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