



Frequently Asked Questions

National Voluntary Throughcare Grant

Updated Version - April 2024

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Introduction

This Frequently Asked Questions document has been produced to accompany the Criteria Guidance and provides additional information on key aspects of the grant fund and grant process.

Each section of this document corresponds to a section in the Criteria Guidance and sets out relevant additional information in a question and answer format. Questions have been numbered for ease of reference in any correspondence.

If the information you are looking for is not included in either the Frequently Asked Questions or Criteria Guidance documents, please do not hesitate to contact Grants@communityjustice.scot with any additional questions.

We will be keeping a record of any additional questions received and will be publishing updated FAQs periodically on the [Community Justice Scotland website](#).

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

Description of the Grant Fund

1. Why has this model for the future delivery of voluntary throughcare support been chosen?

The decision to establish a national voluntary throughcare partnership delivering a combination of resettlement and longer-term more intensive support was made by the Cabinet Secretary for Justice and Home Affairs following a review of voluntary throughcare and mentoring arrangements conducted by Community Justice Scotland and following careful weighing of a wide range of other national and local policy considerations.

The review process involved a review of academic literature, primary research and a range of stakeholder engagement activities, as well as a [final options appraisal and recommendation for future delivery](#).

2. Why is this grant only to support people leaving prison after a short prison sentence of less than four years or after a period of time spend on remand? Why not provide support to all people leaving prison, regardless of sentence length?

The scope of support provided through this grant fund is limited to people leaving prison after a short term sentence (i.e. a sentence less than four years) as individuals serving a long term prison sentence (i.e. four years and above) will automatically be subject to statutory supervision by local justice social work following release from prison and may have additional support and supervision if they are released on parole licence.

Eligibility for the service has therefore been limited to people serving a prison sentence of less than four years to ensure there is no duplication of support. Limiting support in this way also allows the grant fund to concentrate on offering support to people leaving prison who would not otherwise automatically receive it.

The inclusion of people leaving prison after a period of remand in the support provided by the grant is as a result of evidence showing that a period on remand is at least as damaging as a short prison sentence and that people leaving prison after a period of remand experience specific challenges upon their release.

You can read more in the [primary research](#) and [literature review](#) published by Community Justice Scotland.

3. Does this grant replace the “voluntary throughcare” support provided by local authority justice social work services?

No, the establishment of this grant fund does not replace the duty on Local Authority Justice Social Work under Section 27 of the Social Work (Scotland) Act 1968 to provide ‘advice guidance or assistance persons who are in prison or subject to any other form of detention and who (i)resided in their area immediately prior to such imprisonment or detention; or (ii)intend to reside in their area on release from such imprisonment or detention.

These services will continue alongside the newly established national partnership of third sector organisations and there will be an expectation that the new service will work with local partners, including Justice Social Work, to coordinate support where appropriate.

Establishing a National Throughcare Partnership

4. Why do we have to apply in partnership with another organisations – we believe we could deliver this service more effectively ourselves?

Delivering services in partnership is an effective way of structuring services and providing support to people leaving prison. Experience of delivering the current Public Social Partnerships demonstrates the value of delivering services in partnership by drawing together a diverse range of organisations. A partnership approach enables different partners to bring their specific expertise and helps ensure the people being supported receive the best possible service.

Given the scale of the service and its requirements to deliver the service across the whole of Scotland and to work with a wide range of people prior to and after release, it is unlikely that any one organisation could deliver this in isolation.

5. Why is there a minimum of 5 partners for the application?

We believe that a range of partners are required to provide the scope and volume of support required by this grant and that any fewer than 5 partners would struggle to provide a service on this scale. We also believe that involvement of a broad range of partners in the successful throughcare partnership will lead to a better service for the people being supported and help to support people leaving prison to develop better local connections on their release. As such, want to encourage applicants to consider how they could include a diverse selection of organisations in their partnership.

6. There is a minimum of four supporting partners, but is there any maximum?

No. All the partners in an application should be content that the arrangement is manageable and will enable the work to be delivered. Provided there is one Lead Partner, primarily for distribution of money within the partnership, and at least four supporting partners it is up to you how you structure things.

7. Does there need to be a legal arrangement in place between the partners before the application is sent in, or can that happen after we find out if we have been awarded the funding?

There is no requirement to have a legal arrangement in place between the partners before the application is sent in, however applicants will need to indicate in the application the kind of relationship and agreement that will be applied to the partnership. It should be evident in the application that all partners have been involved in the development of the proposal/application and agreed to the relationship and agreement between partners/organisations set out in the proposal.

8. Can we work with other service providers beyond those that are in the partnership? If so, where is the balance between the organisations in the formal partnership and those who we might work with over the course of the funding?

Yes. We would expect the successful partnership to be working closely with a range of external partners over the course of the funding period, including onward referral into other services where appropriate.

Where these services are known already, applicants should provide details in the relevant sections of their application and reflect any anticipated costs (e.g. for spot purchasing of services) in their proposed budget.

Given the value of the grant, the number of people potentially eligible for the service and the importance of a partnership approach to delivering support for people leaving prison, we would expect that any significant relationship with another voluntary sector organisation should be part of the partnership relationship unless there is a valid reason for not including them as a member of the partnership.

9. Why do applications require a Lead Partner?

As this grant funding is provided by the Scottish Government, a Lead Partner is required to enter into a formal grant funding relationship with the Scottish Government through an Offer of Grant letter. A Lead Partner is also required to receive the grant payments and to distribute funding to the other members of the partnership.

10. What are the responsibilities of the Lead Partner?

The Lead Partner will be responsible for entering into a formal funding relationship with the Scottish Government, complying with the terms of the Offer of Grant letter and with ensuring activities of the partnership are consistent with the terms of the grant.

The Lead Partner will be required to report each quarter to CJS to allow the Scottish Government to release the grant funding. The Lead Partner will also be required to act as a liaison with CJS on behalf of the partnership in matters of monitoring and reporting throughout the course of the grant funding.

Any other responsibilities for Lead Partners should be determined by the partnership based on the structures and support being proposed in the application.

11. Could a Lead Partner take a purely management role or does it need to be involved in delivering services?

How a partnership is structured is up to the organisations involved. A Lead Partner can take an exclusively management role or could also be involved in delivering services. However, the Lead Partner would need to have a sound understanding of the delivery requirements in order to be able to ensure the ongoing requirements of this funding are met.

12. Does our partnership need to include representation from specialist providers?

How a partnership is structured is up to the organisations involved. Including specialist providers, such as organisations specialising in providing support relating to housing, mental health and employability, may allow you to better address the needs of people leaving prison. There is no requirement, however, to include specialist providers in your partnership proposals, provided you are confident that your partnership has the requisite skills, capacity, and referral processes to provide effective person centred support to people leaving prison.

13. Can our work be streamed, for example by need, demographic or region/area?

How a partnership is structured is up to the organisations involved. Given the size of the potential cohort, the different demographic categories of people leaving prison and the size of geographic area to be covered, some division of responsibilities and activity within the partnership may be appropriate. However, the partnership will still be able to provide a service to everyone leaving prison after a sentence of four years or less or a period of time spent on remand.

All of the accompanying research produced by Community Justice Scotland has elements on specific considerations in relation to needs across demographic categories and specific considerations for geographic region/areas.

14. Will an application be judged negatively if it doesn't demonstrate national coverage?

If your application does not explain how your partnership will provide a service across the whole of Scotland, either directly through the partners involved in the application or through additional work with other service providers, it is highly unlikely to receive funding.

15. How can our partnership ensure effective support for remote, rural and island communities given the small numbers of people returning?

There are a number of ways you might want to consider structuring your partnership's activities to ensure an effective service for people returning from prison to remote, rural and island communities. This could include, but is not limited to, including partners from those areas in your partnership application; recruiting staff in these areas to provide your service; entering into a spot purchasing contract with organisations in those areas; or through developing effective referral pathways.

Who will the Grant Fund Support?

16. Where can we find more data on the numbers of people likely to need support over the period of the funding, so we have as accurate a picture as possible of the amount of work required?

Community Justice Scotland have published a [Demographics paper](#) to accompany the grant process.

The paper sets out some of the key numbers across a range of demographics and includes a breakdown of figures by prison establishment, court of release, and Local Authority area where these are available.

17. Can the partnership provide support to people who are also receiving voluntary throughcare support from justice social work following release from prison or who have been released from prison on licence following a short prison sentence?

There are no restrictions being placed on people accessing the support provided by the partnership if they are also accessing support provided by justice social work services or have been released from prison on a Short Term Sex Offender Licence. In these cases the partnership will need to work closely with the relevant local justice social work team to plan an individual's support.

18. Will our partnership have to work with everyone that requests support?

The expectation will be that the partnership will provide support to everyone that requests it.

However, it may be the case that demand for the service exceeds the capacity of the service to accept new referrals. If this situation arises, the partnership will be expected to work with the Scottish Government and Community Justice Scotland to explore options for how best to manage the situation. The [Options Appraisal paper](#) sets out an indication of the number of people that Community Justice Scotland and the Scottish Government reasonably expect (depending on the model of service proposed) the partnership could support.

There may also be valid reasons for not providing support to someone that requests it, for example where a person requesting support is assessed as posing a significant risk of harm to staff. The partnership will therefore need to develop effective risk management policies and clear processes to deal with these cases.

What Support will the Partnership Provide?

19. Which prisons in Scotland would the successful partnership be required to work with?

At the time of writing there are 16 prison establishments in Scotland that hold people either on remand or serving a short prison sentence:

HMP Addiewell	HMP Barlinnie	The Bella Centre	HMP Castle Huntly
HMP Dumfries	HMP Edinburgh	HMP Glenochil	HMP Grampian
HMP Greenock	HMP Inverness	HMP Kilmarnock	The Liliac Centre
HMP Low Moss	HMP Perth	HMPYOI Polmont	HMP Stirling

20. What are the protected characteristics that must be taken into account when designing and delivering the service?

The protected characteristics are set out in the [Equality Act 2010](#) and are:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;

- sex;
- sexual orientation.

More information on the Equality Act and protected characteristics is available in the [accompanying guidance](#) and from the [Equality and Human Rights Commission](#).

21. What sort of outcomes should our partnership be working to deliver?

Applicants will be asked to identify the outcomes they will be working towards in their application. The outcomes should reflect the approach, type of support and partnership structures applicants are proposing.

In determining outcomes, applicants must consider the four key priorities from the [National Strategy for Community Justice](#) and the [Community Justice Performance Framework](#) that relate specifically to throughcare:

- More people have access to, and continuity of, health and social care following release from a prison sentence.
- More people have access to suitable accommodation following release from a prison sentence.
- More people with convictions access support to enhance their readiness for employment.
- Enhanced community integration and support for people leaving prison

Applicants should also consider outcomes relating to the common needs of people leaving prison, which include:

- Accommodation
- Education and training
- Employment
- Family support
- Financial needs
- Individual and social needs

- Physical and mental health
- Substance use
- Social support

The outcomes you set out in the application form will form the basis of any future monitoring and reporting processes. Final outcomes and any relevant monitoring data will be agreed between the successful partnership, Community Justice Scotland and the Scottish Government as part of the grant finalisation process and confirmed in the Offer of Grant letter.

22. How many times would you expect there to be contact with each individual who is being supported?

This will vary from individual to individual. It should take into account the need to have contact with people before they leave prison and the support they need to address their needs or overcome barriers to reintegration and resettlement following release. For those in need of longer-term support following release, the partnership will be expected to provide support for a period of up to 12 months.

23. Does everyone the partnership works with have to receive the same type of support?

Everyone the partnership supports must be able to access person centred support that helps them to address their needs and that supports their resettlement and rehabilitation. What this looks like will differ for each person being supported. Evidence shows that some demographics will require specific support based on their personal characteristics. You can read more about support needs in the [research](#) published by Community Justice Scotland.

24. Can we support other needs not identified in grant criteria or research and literature review?

Yes, provided that doing so does not limit your ability to provide support for the other core needs identified in the grant criteria.

25. Does our partnership have to provide all the support a person needs or can they be referred into other appropriate services to address particular needs?

Given the breadth and scale of support that the partnership will be expected to provide, it is entirely appropriate that some needs will be best addressed through referring people into specialist or universal services, whether local or national, and we would encourage applicants to consider how best they are able to do this in their applications.

26. Can our partnership provide support remotely?

Yes, providing remote and digital options for people to engage with the support offered by your partnership can be a key aspect of providing a person centred service. Some people may prefer these methods of contact and frequent contact via phone, email or video call may support the development of an effective relationship between the service worker and the person supported. Digital delivery options may also help to supplement face to face contact with people in remote, rural and island communities.

In person contact and support should, however, be available to all people accessing support as standard.

Eligibility Criteria

27. The not-for-profit organisation I work with is not a registered charity but does some work in Scotland that fits the criteria. Can we apply?

Your organisation could be a supporting partner in an application, but to be a Lead Partner in an application your organisation would need to be both a Scottish charity and have a legal personality.

28. We are a Community Interest Company (CIC). Can we apply?

Community Interest Companies have a legal personality but are not Scottish Charities and are therefore not eligible to be the Lead Partner in applications for this funding. Your organisation could, however, be a supporting partner in an application.

29. We are a Social Enterprise. Can we apply?

If you are registered as a charity in Scotland and your organisation has a legal personality you could be a Lead Partner, otherwise you could be a supporting partner.

30. The charity I work with is not registered with OSCR (Office of the Scottish Charity Regulator), but with the Charity Commission in England and Wales. Can we still apply?

Your organisation could be a supporting partner in an application, but to be a Lead Partner in an application your organisation would need to be a Scottish charity and have a legal personality.

31. We are applying for registered charitable status with OSCR at the moment – can we apply?

If you have your registration completed and approved by OSCR before the closing date for fund applications and your organisation has a legal personality, then you can apply as a Lead Partner - you do need to be able to put your Scottish Charity Number on the application. If not, your organisation could be a supporting partner in an application if you are a constituted not for profit.

32. Can intermediary organisations apply?

Yes, provided they meet the fund criteria and are able to deliver the work that is required.

33. Why does the Lead Partner need to have a legal personality as well as being a Scottish charity?

Having a legal personality is one of the basic eligibility criteria for being a Lead Partner for the fund as this enables organisations to enter into a legal contract. This is a requirement for Scottish Government to be able to issue an Offer of Grant letter.

If your organisation does not have a legal personality, it cannot be a lead applicant but it can still be a supporting partner in an application.

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) satisfy this, as does having a Royal Charter. Unincorporated organisations, even with charitable status, are not eligible to be the Lead Partner in applications for this funding.

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

Community Interest Companies have a legal personality but are not Scottish Charities and are therefore not eligible to be the Lead Partner in applications for this funding.

You can find out more information about the types of legal structures for organisations on the [OSCR website](#) and on the [SCVO website](#).

34. Is there any limit on the turnover or income of organisations that can apply?

There is no upper or lower limit on the turnover or income of organisations applying for this funding. However, Lead Partners will need to demonstrate that they have the ability to distribute funds to the supporting partners and to co-ordinate partnership activities.

35. We are a national registered Scottish charity that meets all the fund criteria but for very specific reasons our organisation does not have a legal personality. Can we apply?

Having a legal personality is one of the basic eligibility criteria for being a Lead Partner for the fund as this enables organisations to enter into a legal contract. If your organisation does not have a legal personality, it cannot be a lead applicant but it can still be a supporting partner in an application.

36. My organisation has other Scottish Government funding. Can we still apply?

There is no restriction on applicants having funding from other sources, including from Scottish Government, so if you meet the fund criteria then you can apply.

37. Is there any link to any other Scottish Government funds?

No, this is a completely separate fund, and applications will be assessed on their own merit.

38. We are a new charity, can we apply?

To be a Lead Partner, you need to be able to demonstrate an ability to co-ordinate partnership activities and to be involved in delivery. You also need to be able to attach a copy of your audited/independently examined accounts for each of the last two years to your application.

The Lead Partner will carry out their own due diligence of any organisations they are going to partner with, so it would be up to them to decide if they were happy to include your organisation as a supporting partner in the application they are leading.

39. We are a local organisation that is a charity in its own right and has its own legal personality, but we also have a national lead charity. Can we develop our own application which would be considered in addition to any application made by the national charity?

Each application will be considered in its own right, so there is nothing to stop you doing this. However, we would strongly recommend that you speak to your national lead charity to find out if they are applying, and to work with them. This funding is for delivery of work that must cover the whole of Scotland, and all applications will be assessed against this criteria.

40. We are a national organisation that is a Scottish charity and has a legal personality, but we also have a number of local branches which are also charities in their own right. Can we apply as the Lead Partner with only our local branches as supporting partners?

Each application will be considered in its own right, so, provided you meet the other eligibility criteria, there is nothing to stop you doing this. However, given the number of different aspects to the services that need to be delivered with this funding, it is unlikely that one organisation could deliver this by itself, even with local branches.

41. If we can only provide support to some groups of people, or to people in some parts of Scotland, can we still apply?

The successful application will need to demonstrate an ability to provide a service across the whole of Scotland. All applications need to be made by a partnership of organisations, so you need to work with other organisations to develop a joint application with one Lead Partner, with the work of all the partners contributing to Scotland-wide coverage.

42. Will all the funding be awarded to one partnership application, or could it be split between two or more applications?

There will be one funding award for all the work to be delivered.

43. Are there any restrictions on how the funding is split between partners? For example, is there an upper limit on the percentage of funding the Lead Partner can retain?

No. However, the partnership has to be meaningful, with the supporting partners actively involved in delivering the work.

44. Why isn't Community Justice Scotland carrying out the due diligence for supporting partners as well as for Lead Partners?

The Lead Partner is the one with whom the formal funding contract will be in place. Therefore, it is up to them to ensure that any partners they work with will be able to deliver the work that is required.

45. What due diligence do Lead Partners need to carry out on the supporting partners in the application? Do they need to meet the same requirements as the Lead Partner, for example adhering to Fair Work First principles and paying the living wage?

Lead Partners will need to satisfy themselves that supporting partners:

- Are appropriate voluntary sector organisations (i.e. constituted on a not-for-profit basis)
- Are financially stable
- Have sufficient and appropriate governance arrangements
- Have sufficient and appropriate audit arrangements

Supporting partners will be required to adhere to Fair Work First Principles, including paying the real living wage and having channels for effective employee voice.

46. Do Lead Partners also need to carry out due diligence on any additional service providers they work with over the course of the funding? If so, is this to the same level of due diligence for the supporting partners who were included in the application?

We would expect that any Lead Partner would want to carry out due diligence on any organisations they are working with over the course of the funding. For additional service providers who they choose to work with beyond the formal partnership, it is up to them how they carry out their own due diligence. They need to be content that they will be able to fulfil the requirements of the funding agreement.

47. As a Lead Partner, how far back should we go to demonstrate our track record?

We just need enough information to show that you have sufficient experience and expertise to deliver the required work. We don't need to know the full history of your organisation.

48. Can we bring in evidence from work we do outside Scotland as part of our track record?

Yes, if it is relevant to your application. However, all the work you need to deliver with this funding will be in Scotland so you will need to demonstrate your ability to do this and understand the Scottish justice landscape and context.

Funding and Payment Schedule

49. How long will the funding last?

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

50. Can applications be made on the basis of full cost recovery?

Yes, we would expect full costs to be factored into applications.

51. Can you apply for part of the funding for members of staff as opposed to the full salary costs?

Yes, you can choose to apply for any parts of your core budget, and this may be to cover the costs of part of one or more members of staff. There is space to explain this when you complete your budget.

52. Can funding be used to support staff not based in Scotland but delivering services in Scotland?

The people who are supported by the work being delivered will be in Scotland. In most cases we'd expect that this means costs for the staff delivering the work would also be based in Scotland. However, we understand that for some organisations that work across the UK or more widely they may have some staff who aren't based in Scotland who provide support for work that is delivered in Scotland. If this is the case, you can apply for the proportion of these costs that relate to the work in Scotland that is covered by this application. We expect to see this clearly outlined and with clear rationale in the proposal.

53. Can applicants add new aspects to the work?

The funding that is available is to deliver the services that are set out in the funding criteria. How that is done is up to the organisations that apply, but there is no funding available to pay for additional work that is beyond these requirements. For example, this funding cannot be used to support those outwith the criteria of the grant, e.g. those released from long term sentences, or undertaking community sentences.

54. If we are delivering services to people who require additional support, this means the costs are higher. Is this a problem?

We understand that some services cost more to deliver than others and providing a longer term, more intensive support to some people leaving prison is a key aspect of the new throughcare service. There will be space in the application form for you to tell us anything you feel would be useful to know about either the type or number of people who would benefit from this work.

55. Our organisation doesn't just work in Scotland. What should we include in the budget breakdown?

You should include the costs for the work that is relevant to this application. It may be that some of the work of your organisation is delivered outside Scotland, and core costs for this work should not be included. It is also possible that your organisation delivers some work that is not relevant to the criteria for this fund. You should only include the core costs for work that is delivered in Scotland and meets the criteria for this fund. The Scottish Government will then be able to meaningfully assess the figures in your applications to inform a funding decision.

56. Can the funding be used to cover costs for new recruitment?

Yes. The size of this grant and the scale of the service mean that it is reasonable for successful applicants to recruit some new staff to support successful delivery. However, successful applicants will need to be able to demonstrate that their partnership has sufficient capacity and capability to provide an effective throughcare service from 1st April 2025.

57. Can we keep some of the funding from year one and use it to pay for cost increases in later years?

No, funding cannot be carried from one financial year to the next. Any funding which remains unspent at the end of the financial year will almost certainly have to be paid back.

58. If our application is awarded the funding, how and when will the money be paid?

The funding will be payable quarterly in arrears unless there is a specific arrangement for quarterly payments to be made in advance. Funding will be paid by BACS payment directly into the Lead Partner's bank account, and they will be responsible for paying the supporting partners.

59. How can I demonstrate that our partnership will not be able to fund the service on an in arrears basis?

In line with [Scottish Government policy](#), funding will be provided on an in arrears basis unless the case can be made for payments to be made in advance of need. Any case for payment of the grant in advance of need by successful applicants will need to be approved by the Scottish Government.

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. There will be specific questions relating to this in the application form. Applicants will not be judged negatively if they indicate that they are unable to support a payment in arrears approach and all applications will be assessed on their own merits.

60. How will the transition from current arrangements to the new partnership happen? Will there be funding available in 2024/25 to support this work?

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.

61. During the transition period, will the existing service providers work with whoever is awarded the funding to ensure continuity of service?

Yes, this will be a requirement for the PSPs funded by the Scottish Government in 2024/25 financial year.

62. Is there any expectation that staff from the existing service providers would be eligible for a TUPE transfer to the new service providers who have been appointed through this process?

It will be for the successful applicants and the existing providers to determine if TUPE processes apply to the establishment of the new national voluntary throughcare partnership.

Scottish Government grants cannot be used to pay for any costs arising from the TUPE process as there is no employment relationship between the Scottish Government and any grant funded staff.

63. What if the partnership runs into issues, or one of the partners isn't able to deliver the work as planned?

We understand that circumstances change and that due to a range of factors one or more partners may need to withdraw from a partnership over the lifetime of the grant fund. If this is the case then we would invite the partnership to approach Community Justice Scotland and the Scottish Government at the earliest possible opportunity to explore how best to resolve any issues, include redrawing partnership and funding agreements and identifying suitable replacement partners if appropriate and necessary.

64. Are there any costs I am not allowed to claim as part of a Scottish Government grant?

Only the relevant operating costs associated directly with the project work will be considered eligible. These will be defined in the terms laid out in the Scottish Government Offer of Grant letter made with the Lead Partner.

As there is no employment relationship between the Scottish Government and any grant-funded staff, any employment costs arising from the grantee's legal obligations to its employees, for example parental leave, sick leave and redundancy, are excluded from costs that can be claimed under the grant.

65. Are we able to claim for costs relating to the management of the partnership (e.g. a "Management Fee")?

Yes, costs arising from managing the partnership are able to be funded through the grant. However, you will need to provide details of what is included in any claim for management fees or costs and there will be space provided in the application form for you to do so.

While there is no upper limit for the percentage of the funding that can be used to cover the lead partner's costs associated with overall management of the work being funded, it would be unusual for costs of more than 10% to be funded by the Scottish Government.

66. Can we bring additional funding from other sources, e.g. match funding, to support the work of our partnership? Will additional funding as part of our proposals be considered in our favour?

Yes, you can use funding from other sources to support the work of the partnership, provided it does not affect or detract from the key criteria of the grant set out in the Criteria Guidance documents.

Applications that can demonstrate the availability of additional funding to support their proposals may be considered more favourably as part of the assessment process, however any funding must be confirmed in advance of submitting the application for it to be taken into account.

67. Can our partnership claim for costs above £5.3M?

No. The total value of the grant fund is £5,300,000 and costs in excess of this amount will not be paid.

Reporting

68. Why will the grant require quarterly reporting?

This is required to allow the Scottish Government to release the funding each quarter.

69. How should we structure our monitoring and evaluation activities?

It will be for partnerships to determine how best to structure their monitoring and evaluation activities and applicants will be asked to set out their approach to monitoring and evaluation in their applications.

Final outcomes, reporting schedules and approaches to evaluation will be developed collaboratively between the successful applicants, Community Justice Scotland and the Scottish Government as part of the grant finalisation process.

How to Apply

70. Why have applications not opened at the same time as the grant criteria have been published?

We have launched the grant criteria in advance of applications opening to allow organisations time to engage with the material and process before beginning to complete their application forms. By doing this we hope to ensure that all applicants are confident with the purpose and key elements of the grant fund and have an opportunity to ask any questions they might have before beginning the application process.

71. Can I start work to develop my partnership proposal before the application form is published?

Yes and, given the scale and complexity of the work, we would encourage you to begin your discussions with potential partners at this stage. The key elements of the grant as set out in the Criteria Guidance document will not change and you will not be asked about anything in the application form that is not included in either the Criteria Guidance or this FAQ Guide, so you can begin your discussions with other interested organisations knowing that all the relevant information on the grant funding criteria has already been published.

72. Who should submit the application?

Applications must be submitted by the Lead Partner. Only one application is required per partnership proposal. We expect to see the collaborative elements of discussion and assent of all partners in the application even though only the Lead Partner will be submitting the application.

73. Can I apply more than once?

Yes – you can be involved in up to two applications. If your organisation meets the criteria of being a Scottish charity and having a legal personality, it can apply once in the role of Lead Partner, and once as a supporting partner. If your organisation is not applying as a Lead Partner, it can be involved in up to two applications as a supporting partner.

74. Why have applications been limited?

We appreciate that completing funding applications is a lot of work, and in order to ensure that organisations have time to be properly involved in the development of any funding applications they are involved with, it is considered appropriate to place an upper limit on the number of applications any one organisation can be involved in.

75. How can I get help with an application?

There is lots of support available:

- You can come to one of our online information sessions on 21st or 26th March which you can book on [Eventbrite](#).
- There will be guidance published on every section of the application, and we strongly recommend that you take time to read the guidance document before you start your application.
- This Q&A document covers many of the questions we expect people to have, so please do look to see if it addresses your questions.
- We are very happy to speak to people about their application and to answer any questions, though we aren't able to look at draft applications. You can email us at Grants@communityjustice.scot
- We will be collating all the questions we are asked and if there are any that aren't covered in the existing documents we'll have a section on our website where we put the questions and answers so that everyone has access to the same information. This information will be updated between the launch of the fund and the closing date of 9th July, [so do keep an eye on our website for any new questions and answers](#).

76. Do I have to use the application form and the excel spreadsheet that goes with it?

Yes. We will only accept completed applications on the versions of the forms provided on the [CJS website](#) that are sent to us by 3.00pm on 9th July 2024. If you send us your application in any other format, we will not accept it. If you have any questions about the form, or need any additional support, please just get in touch with us at Grants@communityjustice.scot and we will be happy to help.

77. The application form has suggested word limits – what additional information can be supplied?

The suggested word limits are there to help you – they give you a good idea of how much information we are looking for. We think you should be able to answer the questions within the suggested word-counts. We understand writing applications is time-consuming and the word limits are designed to help you streamline the work required in developing the proposal and that we are assessing a similar amount of information for every application. It will not help your application if you write much longer answers than fit within the suggested the word limits.

We have not set a hard cut-off for the word counts as we understand that some people may need more space to answer the question.

Everything you want us to consider as part of your application should be included in the application, and there should be plenty of space for you to do this within the suggested word limits. The only things you should attach separately are set out in the application form and the guidance that goes with this: the budget breakdown, a copy of your last two audited or independently inspected annual accounts, a copy of a bank statement and a letter from your partnership members confirming their involvement. Anything else attached will not be considered as part of the application. Please do not use links to include additional information, only information written into the application form and requested attachments will be considered.

78. How will applications be assessed?

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.

79. If an organisation already receives a large proportion of its funding from statutory sources will this have an impact on the funding decision?

Each of the applications will be assessed on their own merit, and the proportion of funding a Lead Partner currently receives from statutory sources will not be considered.

80. When will I find out if my funding application has been successful?

We expect to be able to notify the successful partnership in October 2024. If a final decision is not available at that time, we will notify applicants and provide an indicative updated timeline for a decision if it is available.

81. How will the funding decision be made?

Community Justice Scotland will lead the assessment of applications against their fit with the fund criteria. If there are any applications that don't clearly meet the basic eligibility criteria of having a Lead Partner that is a Scottish charity and has a legal personality, a full assessment will not be carried out on these. The combined information from the full assessments will be used to make the final recommendations to Scottish Government, who will consider all the recommendations. Scottish Government Ministers will make final decisions on which applications will be funded.

82. If our application isn't successful is there any way to appeal?

No – the decisions made by Scottish Government Ministers will be final. However, you will be able to get feedback on your application.

83. If I am unsuccessful can I get some feedback on why this was?

Yes, personalised feedback on your application will be available and we'll share more information on the process for this when we contact organisations with funding decisions in October 2024.

84. If I receive an award, what sort of follow-up is there?

We expect to be able to let everyone who has applied know Scottish Government's decisions in October 2024, so if your application is successful you will find out then.

If your application is successful, we expect to be able to let you know in October 2024 and will give full details about the next steps at that point. Funding is paid in arrears by default, and we'll give you the opportunity to let us know if you would prefer to have your funding paid in advance. We will make sure you receive a grant offer letter in early 2025.

The fund administrator will also be delivering a range of support for funded partnership throughout the course of the funding, so if you are successful more details about this will be shared with you as the fund is delivered.

85. Will there be another round of applications for funding through this fund?

No. All the funding will be allocated through this funding round.

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