



Application Form and Guidance – Frequently Asked Questions

National Voluntary Throughcare Grant Fund

May 2024

Introduction

This Frequently Asked Questions document has been produced following questions received to date on the contents and process for completing the application form.

If the information you are looking for is not included in this document, 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](#).

Frequently Asked Questions

1. What font should I use when completing the application form?

Please use the default font (Roboto) and styles embedded in the document when completing your application. This will help to make your completed application consistent with others submitted and will aid accessibility.

2. What font size should I use when completing the application form?

You may use whichever font size you find most appropriate, provided the completed application form remains readable. We would recommend using Size 10-12.

3. Are the suggested word counts indicated for questions a strict limit?

No. We appreciate that for a variety of reasons you may require more words than are indicated for the questions in the application form. Please try, however, wherever

possible to stick to the suggested word counts as excessively long answers may complicate the assessment process.

4. Do I need to use the full suggested word count for each question?

Your answers do not need to use the full word count suggested for each answer however the suggested word count for each question is an indication of the level of detail we are expecting in your answer. The Application Form Guidance document sets out some of the key things you should be considering in your answers; answers that do not provide sufficient detail or do not reflect key considerations laid out on the guidance are less likely to be assessed positively.

5. Can I alter the format of the application?

No. Please do not alter the format of the application form. This is to all us to compare like with like when undertaking our assessment of completed applications.

6. Can I include diagrams, images, graphs and other similar objects in my answers?

Yes, you can include relevant objects such as diagrams and graphs in the answers to your questions. We have indicated in the Application Form Guidance where we think this would be particularly appropriate however you can include these types of objects for other questions if you think this would be appropriate.

Please do not, however, use these objects as a way of including significant amounts of additional text in your answers. Wherever possible, please try and keep text in the main body of the question and stick as closely as you can to the suggested word counts.

7. I cannot easily embed the objects that I want to include in the application form – can I include these as an appendix to the application?

Yes. We appreciate that some of the diagrams, images, graphs or other objects you might want to include as part of your answer to questions might not fit easily into the application form, or may only fit in the form in such a way as to make it too difficult to read.

If this is the case then you can include these as an appendix within your application.

Please number your appendices and include a title for each, using the format **Appendix [Number] – [Title]**, and ensure that you reference the appendix using this format in your answer.

You can include any appendices in the form itself after the Declaration section of the Application Form.

If required, you can add landscape sections to the form, using section breaks, if the format of the appendix you are including is best viewed in a landscape layout.

Please do not use your appendices to include significant amounts of text or additional detail to questions – these should only be used for diagrams, graphs, charts or other objects that cannot be embedded in the form. Appendices that are purely text based will not be considered in our assessment of completed applications, as all relevant detail should be included in your answer to the question.

8. Given that the grant fund is for a period of three years (with the potential to extend funding for a further 2 years subject to performance), why does the Budget Breakdown Template only provide sections to provide draft budgets for the first two years of the grant fund (2025/26 and 2026/27)?

We are only asking you to provide a budget breakdown for the first two years of the grant fund as we appreciate that it may be difficult for you to provide budget

proposals beyond this period given likely unavailability of funding for start up in the 2024/25 financial year and in the absence of official confirmation of multi-year funding.

We are therefore only asking for you to provide a budget breakdown for the first year of funding, which assumes your service will starting up from 1st April 2025, and for the second year of funding, when your service should be operating at, or near, full capacity.

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