

Guidance on applications to the Assisted Communication Team Section 10 Funding Scheme

(For funding commencing 2021-22)

Further information can be found here: [Section 10 Website](#)

Who can apply?

Section 10 funding is available to assist voluntary organisations to develop social care services and promote social welfare in Scotland. We are looking for applications which can demonstrate the work primarily focuses on improving outcomes for people who use Augmentative and Alternative Communication (AAC) and/or People with a Sensory Impairment in Scotland.

Applications which do not meet either one of these criteria will not pass the sift stage.

Organisations should be registered as a charity with the Office of the Scottish Charity Regulator (OSCR).

Definition of “core funding” and “project funding” for the purpose of this fund

- **Core funding** – *The central costs of running the organisation without which it would not be able to fulfil its function as a National Carer Organisation. Admin, staffing, premises utilities etc.*
- **Project funding** – *Specific activities/ projects that are over and above general business – this could include particular staffing costs for individuals employed to carry out the particular task.*

Self-Evaluation and monitoring

During the funding cycle, regular self-evaluation and monitoring will be expected of the successful organisations. Further information on this will be included in any grant offer letter you may receive as a result of a successful application.

By accepting the offer of funding, your organisation will also be agreeing to adhering to the timely completion of these reports.

We have used symbols on the application to indicate how different questions will be marked.

Please note: Incomplete Applications will not be considered

- # pass/fail
- * will be scored by the moderators

All questions should be completed, questions without a symbol will be used for general information about the organisation and the fund as a whole but will not form part of the scored application.

Questions 1 to 5

General questions about the organisation.

SECTION B: General Financial Position

This section is requesting information about current finances in order to understand the overall financial position of the organisation in relation to the amount of funding being requested.

All these questions request total figures.

Question 1

These questions are to provide an indication of the current financial position of the organisation.

For organisations who have a UK base, all figures provided should be for their Scottish operations and outcomes for people who use AAC and/or people with a sensory impairment in Scotland only.

- Please note that in Question 1b we are looking for all Scottish Government income, inclusive of grants/awards/funding/procured contracts etc.

Question 2

These questions are to provide us with a general understanding of what the financial impact of the funding is likely to be on your total operating costs.

For organisations who have a UK base, all figures provided should be for the Scottish operations and outcomes for people who use AAC and/or people with a sensory impairment in Scotland only.

- Please note that Question 2d requires a percentage of total funding requested out of the Scottish total operating costs.

Questions 3 and 4

We require all organisations receiving this funding to submit external financial scrutiny when required. This would be proportionate to the type and size of each organisation.

Question 5

This is for internal data gathering purposes only.

Question 6

We need to know details of any other sources of income your organisation receives from the Scottish Government, that includes grants/awards/procured contract etc. You must also include any outstanding applications for which an award decision has not yet been reached.

- Please note that this section should detail income from any part of the Scottish Government including where funding is administered by a third party. Please include the following information: name of the fund, administering unit, amount, duration and summary of the activities and/or achieved outcomes expected.

SECTION C: Organisational vision, aims and track record

This section is looking to assess how the track record and vision of the organisation provides a clear narrative on the likelihood of success in the future. In particular we are looking for evidence of successes or learning from failures and future plans.

Evidence should consist of sound, objective research and not heavily based on subjective or assumed knowledge or opinions.

Questions 1

This can be taken from your organisation's strategic plan.

Question 2

We are looking for broad, objective examples of how your work has impacted on the target group of people who use AAC and/or people with a sensory impairment. Within these examples, you may use individual case studies as specific examples.

Question 3 to 5

This is to get a sense of the long-term financial sustainability and support of the organisation. You may also wish to specify why any development is an improvement.

SECTION D: Financial Summary and Governance

In this section we are interested in the high level of finances in relation to the application. This will be used in the assessment of value for money and calculation of overall budgets. You should therefore include total costs within each section, inclusive of appropriate employee NI and superannuation contributions.

Question 1

We are looking for the overall level of all funding requested, broken down into core funding and each project funding for the year.

Question 2

Include a description of your management structure and any organisational or project management tools that you'll use. We want to know that the right structure is in place for the proposed work to happen. We want to know how you will make decisions and manage risk. Please detail any risk management plan you have in place.

SECTION E: Application Detail and Outcomes

We intend to monitor the success of core funding therefore we need to have measurable outcomes and indicators by which your progress will be monitored. In this section we are asking you to identify the outcomes that will be delivered under 'infrastructure' and 'services'; the activities you will undertake to achieve them and how you will know if you are successful. This section focuses on what will be delivered rather than cost.

Question 1

We would like to get a clear view on what this funding will be spent on. For example for project funding the name and description of the project and the planned associated activities and for core funding this could be a share of core salaries, office costs, overheads etc.

Question 2 – Activities

Should specify which of the See Hear recommendations your application contributes to, or how your application supports the delivery of the legislation on Communication Equipment and Support and the wider programme of work on AAC.

Question 3 - Outcomes

Activities are the tangible and measurable things that you will do which will help you deliver your overall outcomes. This should be examples of the types of activities your organisation will undertake rather than an extensive list e.g. organise and run focus groups for and consisting of people who use AAC and/ or people with a sensory impairment.

Question 4 – Outcome indicators

We would expect outcomes to relate directly to your organisation's overall aims. Please list up to 4 top outcomes you expect to achieve through this funding stream investment. We recognise that there may be others but we are interested in the key outcomes of your organisation.

Outcome indicators are measures that describe how well you are achieving your outcomes. They should be a tangible sign of change that you can observe in your target group/area of work, and that you will measure to evidence progress towards your outcomes. In developing your indicators, ask specifically '*what specifically would be different if this outcome was achieved*'. For each outcome you should specify at least two indicators.

Question 5 – Need

This section should evidence why the planned work undertaken with this funding is needed. This can be based on previous or existing service delivery, consultations, external research etc. You can cite other documents but please summarise key findings here.

Question 6 – Impact if successful

We want you to articulate clearly the key benefits to your main stakeholders. There is an opportunity later in the form to set out outcomes and detailed activity but this answer should be an opportunity to provide a high-level summary.

Question 7 – National Outcomes

List up to 4 National Indicators that will help your organisation contribute to improving. Please find details of national indicators here:

<https://nationalperformance.gov.scot/national-outcomes>

Question 8 – Value for Money

This answer should justify the funding level requested and how the overall cost has been arrived at (e.g. any savings that will be achieved, previous successful work leading to lower funding request, lessons learnt, estimates etc.). We also want to see that you are working towards self-sustainability.

This section provides an opportunity to describe how the application represents value for money to the public purse. If appropriate; a description of any additional or higher than expected costs should be included. For example, if your work involves a client group with specific needs that increases costs, this should be explained here. You should be able to demonstrate that steps have or will be taken to minimise or reduce cost.

For example, obtaining multiple quotes, avoiding any duplication of effort, joint working where appropriate etc.

Value for money will be a key factor in the decision-making process for the Fund. Lower levels of funding may be offered with the corresponding reduction in expected outcomes.

Question 9 – Key risks

Please describe the main risks with delivering the desired outcomes and how you will work to mitigate these. You could refer to your risk management plan more in depth here if one is present. You may also wish to include examples of how something has worked well before or how you have learnt from previous experiences.

Question 10 – Monitoring and Evaluation

Describe the method's you will use (for example: questionnaires, observation, interviews, keeping records or notes), how much information you will gather and how often you will gather it. Evaluation is about using monitoring and other information you collect to make judgements about the value of any component part of your work. It is also about using the information that you have to make changes and improvements. Please describe how you will evaluate your work overall.

Question 11 – Key beneficiaries

You should include an analysis of whether the client group are, for example: a particular equality group; rural areas; general population etc.

Question 12 – Geographical location of the project

Set out information about where the project is being delivered. This can be specific geographical locals, nationwide or urban/rural etc.

Question 13 – Other supporters/funders

If you are receiving financial or other support from others for this service, please provide details here, including contact details.

SECTION F: Analysis of Beneficiaries

This section is to provide us with key information about your key client groups and your understanding of the people your organisation serves.

Question 1

This question will be scored and gives us a sense of your understanding of who the key clients are for your organisation. You should include an analysis of whether the client group are, for example: a particular equality group; families on low income; rural areas; general population etc.

Questions 2 and 3

Your answers to these questions should explain how you will take account of the needs of different beneficiaries and groups and how your organisation will overcome barriers to people finding out about and using your facilities, services and projects. This should include evidence where possible, for example from an equality impact assessment and should be ensuring that everyone can access the service or project.

Where services might be targeted or limited to certain groups, the reasons should be made clear.

Questions 4 – 8

The answers to these questions should focus on your main client group.

SECTION G– Partnership and Collaborative Working

We need to know whether you are applying in partnership with another organisation or working collaboratively with others to implement the work proposed and why this would be beneficial.

Question 1

This set of questions is to establish if the application includes formal or informal partnerships for either their core funding work or project work.

1a. A short description of the form of the partnership – i.e. is it a formal partnership with agreed documentation or a more informal arrangement. Please specify if there is a specific project you are working in partnership on here too.

1b. Explain the purpose for working with each partner and what they bring to your work, for example what roles, experience or resources each bring.

1c. Describe how the organisations will work together in a more practical sense. Include things like: whether you have worked together previously as partners; the governance arrangements (including communications), how the funding will be managed, responsibility for ensuring successful outcomes; reporting mechanisms; and any identified risks associated with the partnership.

Question 2

You should describe how your organisation works with others how and how you hope to in the future, for example sharing information, signposting to other services or seeking/sharing expertise. This could include: Third Sector Interfaces; Community Planning Partnerships; other government departments; Private Sector etc. Why is it beneficial to work in partnership rather than on your own. Do you have a current and/or future plan for working with and building stakeholder and partner relationships?

Please note we are looking for more than just a list of partners here

Section H – Declaration and Signature

Please read carefully the declaration then sign and date the form. Electronic signatures are accepted as the form should be submitted by email.

Annex A – Financials – Due Diligence Checklist

Please complete the attached checklist which will help assist in the assessment of the financial stability of applicants.

Please also include the last two years of signed (and preferably audited) financial statements. If your company has been audited by a firm of external auditors, you should provide these audited financial statements.

Not all firms are required to be audited and so won't have audited financial statements. If you fall into this instance, it is imperative that you provide signed financial statements.