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The scottish veterans fund

Application Guidance for 2022/23 Fund

 **INTRODUCTION**

Introduction

1. The Scottish Government is clear that no one should suffer disadvantage as a result of military service. The Scottish Veterans Fund (SVF) was established by the Scottish Government in 2008 and has a broad remit to support projects that benefit ex-Service personnel and their families in Scotland.
2. The SVF is particularly aimed at those projects that will help the veterans community to overcome any disadvantage experienced as a result of service; those supporting veterans and their families to achieve a successful transition to civilian life; and projects that aim to make Scotland the most attractive place to be for those leaving Service life.
3. In 2017, Abrdn (formerly Standard Life Aberdeen) joined with the Scottish Government as a partner in the SVF, consistent with its commitment to the Armed Forces community as a signatory of the Armed Forces Covenant. They continue to provide advice and support on the process and targeting of the fund and to the award panel.
4. The SVF is administered in collaboration with Veterans Scotland who handle receipt of applications and distribution of funds. Decisions on which bids receive funding from the SVF are made by Scottish Ministers, based on assessments and recommendations made by the SVF Independent Panel, which is selected and chaired by the Scottish Veterans Commissioner.
5. **Applications must be received electronically no later than midnight of 12 November 2021 accompanied by a copy of your Safeguarding Policy.** Applications received after that deadline will not be accepted. The email address for submission is office@veteransscotland.org.uk. If you wish to discuss your application, please contact Veterans Scotland on details provided at paragraph 55.

AIMS of the FUND

**ASSESSMENT CRITERIA**

1. Veterans of the UK Armed Forces and their families resident in Scotland are the intended beneficiaries of this SVF and the panel’s assessments will consider how well the application meets the criteria outlined below and in its enduring value to the veterans community. The Scottish Government applies the existing Ministry of Defence definition of a veteran which is:

 *Any person who has served for any length of time in the Armed Forces of the United Kingdom of Great Britain and Northern Ireland (whether Regular or Reserve, including National Servicemen). The veterans’ community also includes their widows/widowers and spouses and dependants. Exceptionally, this definition also includes former members of the Merchant Navy who took part in legally defined UK military operations.*

1. This definition of veterans specifically includes Early Service Leavers, which are defined as being those that leave the Armed Forces within four years of joining.
2. The SVF is aimed at projects that are attempting to deliver a new or innovative approach to veterans’ issues, or that seek to develop areas and activities not currently funded by either the Scottish Government or the Ministry of Defence. This includes new ways of delivering existing outcomes to reflect changes in circumstance or technology. The benefit the project brings to ex-Service personnel and their families will be the primary measure of its value, not the scale of the project.
3. The Scottish Government recognises that, in many cases, veterans’ spouses, partners and families provide valuable support to aid veterans’ transition. Projects that help meet these wider family needs are therefore welcomed.
4. All applications must set out who will benefit from any project supported by a SVF grant, state clearly what the defined outcomes, outputs and measurable impact will be (such as number of beneficiaries or similar) and provide timescales in which they will be achieved. Paragraph 37 of this guidance below provides further information on Impact, Inputs, Outcomes and Outputs.
5. As outlined in the Scottish Government’s’ response to the Strategy for our Veterans in January 2020, the SG are committed to supporting projects which will support the delivery against the principles outlined in the Strategy, which are:
6. Veterans are first and foremost civilians and continue to be of benefit to wider society
7. Veterans are encouraged and enabled to maximise their potential as civilians
8. Veterans are able to access support that meets their needs when necessary through public and voluntary sectors
9. In line with these principles, projects must include the sustainable delivery of one or more of the following aims:
* To fund projects that **support access** for veterans and their families to health and social care; housing; employment, skills and education; financial advice; or any other services provided by the public or third sector; as well as those going through the justice system.
* To fund projects that support veterans and their families in their **meaningful inclusion in civilian life**, including those that promote positive health and wellbeing and those that aid social integration, with an emphasis on inclusion amongst civilian / non-military communities.
* To support **successful transition** to civilian life following service for the service person and their family.
* To fund projects that **raise awareness** of veterans and their families amongst the general public, emphasising their positive contribution to society and local communities.
1. There is a range of well-established support for remembrance activities provided through local authorities and other bodies. The SVF is therefore not typically intended to fund these type of events; however consideration will be given to **exceptional** events of a commemorative nature.

PREFERRED BIDS

**PARTNERSHIP WORKING**

1. While all bids that meet at least one of the aims listed above will be welcomed, the Scottish Government are keen to support projects that promote collaboration and partnership from amongst and out with the veterans charitable sector, and applicants are strongly encouraged to identify delivery partners and, where possible, potential match funders.
2. The Scottish Government are also particularly interested in bids which include support to early service leavers or address some of the issues that this cohort may be particularly likely to face in the transition back to civilian life.

PROJECTS OUTWITH THE SCOTTISH VETERANS FUND

1. The SVF will not provide funding for:
* Projects based outside of Scotland.
* Projects solely aimed at serving members of HM Armed Forces, except for projects with a clear, evidence-based benefit to enable successful transition to civilian life and on why the need is not met by Ministry of Defence’s obligations to personnel.
* Direct payments to ex-Service personnel.
* The funding of capital works, such as buildings or infrastructure.
* Reunions, receptions or activities for which other funding sources (such as the Big Lottery Fund) could be used.
* The erection, maintenance or repair of a memorial.
* The ‘gap filling’ of a service that is or should be provided by others.
* Retrospective payments for activity that has already been carried out
* Projects which include a substantial proportion of core administration, personnel or running costs.

FAIR WORK IN SCOTLAND

1. The Scottish Government is committed to ensuring all workers in Scotland experience fairness at work. This benefits not only individuals and their families, but also their employer, communities and the Scottish economy. The [Fair Work Convention’s Framework](https://www.fairworkconvention.scot/the-fair-work-framework/) describes Fair Work as work which offers workers respect, fulfilment, opportunity, effective voice and security; these dimensions underpin the Scottish Government’s approach to embedding Fair Work in workplaces across the country. Therefore, organisations wishing to access Scottish Government funding will be required to demonstrate their commitment to [Fair Work First](https://www.gov.scot/publications/fair-work-action-plan/), and as a minimum to commit to:
* appropriate channels for effective voice, such as trade union recognition.
* 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.
* payment of the real Living Wage
1. Applicants may find it helpful to read more about what Fair Work means in practice, [here](https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2018/07/fair-work-practices-in-procurement-toolkit/documents/information-sheets/0e815d45-79e2-4a26-a983-f3514a1351b7/0e815d45-79e2-4a26-a983-f3514a1351b7/govscot%3Adocument/2.%2BFair%2BWork%2B-%2BTookit%2B-%2BInformation%2BSheet%2B-%2BWhat%2Bis%2BFair%2BWork.pdf). In order to ensure high quality outcomes from projects, applicants should demonstrate their commitment to Fair Work First, including what action they are currently taking and how they will progress fair working practices through the life of the project. This will be considered in the assessment process.

LEVEL OF FUNDING AVAILABLE

**BUDGET**

1. The Scottish Government has committed to funding the SVF at the level of £500,000 per annum for the remainder of this Parliament.
2. The 22/23 funding round is the last of the current three year cycle of the SVF. In this round, organisations will be able to bid for funding for projects in financial year 2022/23 only. Funding awarded for 2022/23 must be spent before the end of the financial year (31 March 2023).
3. The maximum grant per project will normally be capped at £50,000 per annum. We welcome bids for projects of all sizes within that upper limit. In exceptional circumstances, for example collaborative bids from a consortium of organisations, these caps may be raised.
4. The SVF has a finite level of resources available for distribution, therefore where the cost of a project is expected to be in excess of specified above, applicants are advised to explore alternative avenues of funding, such as the Armed Forces Covenant Fund, the Big Lottery Fund or other charitable organisations and foundations.
5. Funding may be awarded to successful projects in full or in part over a period of one year, depending on operational need and strength of business case, or not at all.
6. Administrative costs will be considered on a case-by-case basis. Applicants will need to demonstrate a very strong rationale for administration costs with a clear link to project outcomes. Evidence should be provided that these are being kept to a small proportion of the overall costs.

**ESSENTIAL ELIGIBILITY CRITERIA**

Essential Eligibility Criteria

**Legal Person**

1. Applicant organisations must constitute a “legal person”, meaning it is legally constituted and can enter into a contract in its own right. For example, in respect of the organisations that typically apply to the SVF, applicants may be a Scottish Charitable Incorporated Organisation (SCIO), a new legal form for registered Scottish charities, or a registered company. Registered company applicants (whether a limited company or a company limited by guarantee) will typically be not-for-profit and may also have separate charitable status as a registered charity. Statutory bodies are also eligible to apply.
2. Please note that unincorporated organisations, even where a registered charity, are not eligible to apply. In that event, the Scottish Government recommends that consideration is given to becoming a SCIO or registered company to apply in future.

**Presence in Scotland**

1. Organisations applying for funding must have a presence in Scotland. Alternatively, applications submitted by a partnership must include a lead organisation based within Scotland. For the purposes of this Fund, ‘a presence in Scotland’ means that the applicant must comply with one of the following:

 (a) be a Scottish Charitable Incorporated Organisation (“SCIO”); or

 (b) be a Company registered (under the Companies Act 2006) with their Head Office in Scotland; or

 (c) be a charity registered in Scotland (under the Charities and Trustee Investment (Scotland) Act 2005); or

 (d) occupy offices or premises in Scotland provided these will be used in connection with the use or administration of funds paid to organisation through this Fund.

1. Applications submitted by a partnership must include a lead organisation based within Scotland. There must be a named Project Manager in Scotland who can discuss progress of the project with grant providers, as and when required. It will be the Scottish-based applicant organisation who will enter into the grant contract and have overall responsibility for delivery, including management of the budget.

how to complete your application form

1. Application forms are available on the Veterans Scotland website. Only applications made on the application form and submitted by the closing date will be considered. Augmenting material in support of an application may be provided under separate cover.
2. Before recommending a bid, the SVF panel must be satisfied that the applicant organisation has sufficient competency to deliver the project and to apply sound financial management. All projects must demonstrate a strong and robust business case, including sound financial and management arrangements. It is essential that all bids represent value for money and include evidence that grants will be spent effectively. Applicants must submit a summary copy of their last three audited accounts as evidence of current financial viability (or reports since trading commenced).
3. Panel members will have a large amount of paperwork to consider so **please note and respect the word count for each part of the form.**

**Section 1: Organisation details**

1. If you are applying as part of a consortium bid between more than one organisation, please provide the details of the lead organisation in section 1. If applicable the details of the other organisations within the consortium can be provided at **Annex A** at the bottom of the application form. This annex can be repeated as necessary for the number of consortium partners.
2. **Organisation’s Safeguarding Policy.** All applicant organisations are required to have an appropriate safeguarding policy in place and provide a copy of this along with their application. According to the Office of the Scottish Charity Regulator (OSCR):

“Safeguarding is the action that an organisation takes to promote the welfare of children and vulnerable adults to protect them from harm including physical, emotional, sexual and financial harm and neglect. This includes making sure that the appropriate policies, practices and procedures are put in place. Safeguarding includes child protection but goes further and extends to all vulnerable beneficiaries.”

1. For further advice on what a policy may include please see the guidance provided by the Office of the Scottish Charity Regulator (OSCR) <https://www.oscr.org.uk/guidance-and-forms/safeguarding-guidance-keeping-vulnerable-beneficiaries-safe/> or the guidance provided by the Scottish Council for Voluntary Organisations (SCVO) <https://scvo.org.uk/running-your-organisation/staff-volunteers/safeguarding>

**Section 2 – Project Bid Details**

1. **Section 2.2: Overview of the Project.** This is intended to allow for the provision of a narrative summary of the project, the benefits it will bring and how it meets one or more of the aims of the SVF. It should include:
	1. An explicit statement of which of the aims of the SVF the project will address;
	2. An explanation of any engagement you have had with those who will benefit from the project and how this has informed the development of the project;
	3. An explanation of the areas of the veterans community the project will benefit, such as service leavers, spouses or children;
	4. A description of which areas of Scotland the project will cover. Please see below a list of regions and the Local Authority areas they correspond to.

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| --- | --- |
| **Region** | **Local Authorities** |
| Islands, North and East | Aberdeen City Aberdeenshire Angus CouncilDundee City Highland Moray Na h-Eileanan Siar Orkney Islands Shetland Islands  |
| Central and Fife | Clackmannanshire Falkirk FifePerth and KinrossStirlingNorth Lanarkshire |
| South East | Borders City of Edinburgh East Lothian Midlothian West Lothian |
| South West | Dumfries and GallowayEast AyrshireEast Renfrewshire Inverclyde North Ayrshire South AyrshireSouth Lanarkshire |
| Glasgow and West | Argyll and Bute East Dunbartonshire Glasgow City Renfrewshire West Dunbartonshire |

1. **Section 2.4 Need for Project.** This should provide an explanation of how the need for the project was identified and identify any evidence that has been gathered to support the identification of this need. If possible, this evidence should be quantifiable rather than anecdotal.
2. **Section 2.5 Delivery of Project**. This should outline how you intend to deliver this project and the skills and experience that your organisation or delivery partners have in the delivery of this type of project or other relevant activities. All projects must demonstrate that they are realistically achievable with the resource available. They should be demonstrate sound financial and management arrangements, as well as adherence to Scottish Government Fair Work principles.
3. **Section 2.6 Project Outcomes.** This asks the applicant to list up to three outcomes for their proposed project, along with the associated outputs for the outcomes, to illustrate the impact of the project. When writing these, it is useful to clearly distinguish between Inputs, Outputs, Outcomes and Impact in order to provide clear information on the measurable impact that a project is intended to have. There are no absolute rules for defining whether something is an outcome or an output, but the following are included as a rough guide.

**Impact**

Project impact should reflect the contribution that your project will make on the veterans community in line with its higher level aims. This impact should be measurable or able to be assessed in some manner.

**Inputs**

The resources that are to be used to run the project; the money, people, equipment etc.

**Outputs**

Outputs are the direct, measurable results of activities undertaken as part of the project.  Achievement of the outputs should provide the conditions necessary to achieve the outcome, which will in turn contribute to the impact.

**Outcomes**

The project outcome should identify what will change and who will benefit as a result of the project. The achievement of the outcomes will see the see the realisations of the project’s aims and the resultant impact on the veterans community.

Hard outcomes can be things such as: reduced debt, increased employment, reduced homelessness, reduced family breakdown, reduced crime. Soft outcomes are much harder to measure but can include things such as: increased self-esteem, increased confidence, improved relationships, reduced isolation

1. **Performance Measures.** These are the tools or methods that you will use to track the performance of the project against its stated aims. Ideally these should rely on quantifiable evidence, such as from surveys or changes in reported date such as homelessness rates, but we accept that for many outcomes (particularly soft outcomes) you may be reliant on anecdotal evidence.
2. **Targets**. Where possible, a quantifiable target must be set for each outcome. If this is not possible because of the nature of the outcome, then an alternative means of measuring progress must be suggested.
3. **Illustrative Scenarios for Section 2.6**

Were we to fund new equipment within a residential home, the input would be the grant, the output may be the number of users using the equipment or the number of times the equipment was used over a period and the outcomes might be measures of the improvement in the quality of life of the individual beneficiaries as measured for example through better integration into the community (increased mobility), reduced isolation or better rehabilitation results. Measures could include direct questions to staff and users, feedback from professionals working with the users or anecdotal evidence from either staff or visitors.

Were we to fund an advice worker to provide advice on benefits and entitlements then the input is the grant, the output may be the numbers receiving advice or the measurable increase in income for those individuals receiving the advice. The outcomes may be around an improvement in quality of life and disposable income leading to reduced poverty and less stress on those individual beneficiaries. Measurement could be via a wide range of measures including questionnaires / phone surveys of beneficiaries, evidence of a reduction in court activity for debt or repossession (if case relates to rent / mortgage arrears) or evidence of less marital breakdown or family breakup.

**Section 3: Project Funding**

1. **Section 3.2 Requested Funding.** This section should outline the funding you are seeking from the SVF and include a high level breakdown of what the funding will be spent on – examples could include materials, labour, recruitment costs, advertising, IT, venue hire etc.
2. **Section 3.4** **Delivery partners.** Projects where additional partners deliver specific aspects of the programme on behalf of the applicant should highlight the roles of these partners and the value of work assigned to them here. Please only include details in this section if applicable.

DECISION MAKING PROCESS

**DECISION MAKING PROCESS**

1. All applications will be considered by the SVF panel. This panel will be selected and chaired by the Scottish Veterans Commissioner, and will include representation from Abrdn, Veterans Scotland and other individuals with experience of veterans issues and/or grant-making in Scotland. Panel assessments and recommendations will be submitted to the Cabinet Secretary for Justice and Veterans who will make the final decision to support, or otherwise, projects. Scottish Ministers are under no obligation to accept recommendations of the panel and their decision is final. However, applicants may make fresh applications in respect of unsuccessful bids in subsequent years.

FUNDS TRANSFER & EVALUATION

**FUNDS TRANSFER & EVALUATION**

1. Once decisions are taken, applicants will be notified of the outcome before the end of the 2021-2022 financial year. Funds will be transferred to successful applicants via Veterans Scotland as early as possible in April 2022 upon applicants completion and return to Veterans Scotland of the Letter of Grant.
2. All successful applicants for single year funding will submit, via Veterans Scotland, an interim report after 6 months and then a fuller report within 6 weeks of the end of the financial year in which the grant is received. All successful applicants will be expected to undertake effective measurement of, and reporting against, any and all outcomes as agreed in the Letter of Grant.
3. These reports should also all include a statement of income and expenditure showing income from all sources and an appropriate breakdown of expenditure for the project in question. The statement of income and expenditure should be signed by authorised personnel. A standard progress report pro-forma will be available from Veterans Scotland.

grant conditions

**GRANT CONDITIONS**

1. The Scottish Government Conditions of Grant will apply to all awards made under the SVF. These conditions will be included in any formal offer of funding which will highlight which organisation is to be the grant maker. All Scottish Government funding made available is subject to our standard regulations on management of public finances.
2. No changes to a project for which a SVF award are to be made without the prior written approval of the Scottish Government. In the event of unauthorised change to the project as agreed, then the Scottish Ministers will be entitled to recover from the recipient organisation some or all of the money originally provided, especially if the scope of the project has reduced.
3. It is not permissible for funding from one financial year to be carried forward into the following year, except with prior written agreement of either Scottish Ministers. Unspent funding at the end of the financial year must be returned to Scottish Ministers, except by prior agreement.
4. Where public money has been applied to fund any tangible asset, in whole or in part, for example a network of PCs or office equipment, that asset is not to be sold or realized without the written permission of the provider of the public funding, in this case Scottish Ministers.

contact details

**CONTACT DETAILS**

1. Any questions on applications should be addressed to the General Secretary of Veterans Scotland who is happy to provide advice on 0131 550 1569 or, preferably, by email to office@veteransscotland.org.uk.