

7 September 2015

Dear Colleague

The Keys to Life implementation priorities 2015-2017 - Development Funding

We are pleased to advise that Scottish Ministers are continuing their commitment to develop and enhance services for people with learning disabilities and we are now seeking applications for **development funding** to support the refreshed delivery approach for The Keys to Life, launched in June of this year.

The Keys to Life refreshed delivery approach aims to improve the lives of people who have learning disabilities in Scotland through a shared vision and four identified strategic outcomes. Working with a wide range of stakeholders, funding in 2015/16 will focus on five identified priority areas:

- Effective interventions for parents who have learning disabilities
- Effective interventions to tackle hate crime
- Alternative models to out of area placements for people with complex care needs
- Innovative social connectedness for people with learning disabilities
- Innovative employment opportunities for people with learning disabilities

For further information on the refreshed delivery approach see: <http://keystolife.info/updates/the-keys-to-life-implementation-framework-and-priorities-2015-17/>

The criteria for application is attached at **Annex A**. An application form is available at **Annex B**. This letter invites proposals for innovative projects which will help to develop and improve the lives of people who have learning disabilities in Scotland, in line with the Keys to Life outcome focused refreshed delivery approach.

Development Funding Timetable

Applications invited from	7 th September 2015
Closing date for applications	9 th October 2015
Organisations notified	30 th October 2015

Your application should be sent to Christine McBain at the Scottish Consortium for Learning Disability Christine.M@scl.d.co.uk no later than 5pm on the 9th October 2015. Late applications will not be considered however if you wish to discuss your proposal prior to submitting an application please feel free to contact the appropriate person as detailed in **Annex A** .

Please also free to pass this invite to other relevant organisations who may be interested in applying.

Yours sincerely

Linda Allan, Professional Advisor, Learning Disability Policy

Learning Disability Development Funds – Criteria for Application

As is the case with all public funding, we will need to be able to demonstrate to Scottish Ministers that the services funded are providing value for money.

The grants will only be available up to 31 March 2016 in the first instance. Funding beyond this will be subject to Scottish Government Spending Review and demonstration that the grant conditions have been met.

The Keys to Life Implementation Framework

The Keys to Life implementation framework, launched in June 2015, outlined a shared vision for citizens of Scotland who have learning disabilities. This vision reflects the aspirations of the current Programme for Government.

*Our vision is that all citizens of Scotland who have learning disabilities live longer, healthier lives; are supported to **Participate** fully in all aspects of society; **Prosper** as individuals and are valued contributors to a **Fair and equal Scotland**.*

In addition, the framework outlined four strategic objectives:

- **A Healthy Life:** People with learning disabilities enjoy the highest attainable standard of living, health and family life.
- **Choice and Control:** People with learning disabilities are treated with dignity and respect, and protected from neglect, exploitation and abuse.
- **Independence:** People with learning disabilities are able to live independently in the community with equal access to all aspects of society.
- **Active Citizenship:** People with learning disabilities are able to participate in all aspects of community and society.

The framework offers a commitment to deliver transformative, lasting change through human rights based methods to delivery including the **PANEL** principles and the **FAIR** approach.

<http://keystolife.info/updates/the-keys-to-life-implementation-framework-and-priorities-2015-17/>

Development Funding Criteria

We are inviting application for funding for the following priorities:

- Strategic Objective 1 – A Healthy Life: **Develop effective interventions for parents who have learning disabilities**
- Strategic Objective 2 – Choice and Control: **Develop effective interventions to tackle hate crime**

- Strategic Objective 3 – Independence: ***Explore alternative models to out of area placements for people with complex care needs***
- Strategic Objective 4 – Active Citizenship: ***Facilitate innovative social connectedness and employment opportunities for people with learning disabilities***

Core Criteria for application

All applications will be considered against the following core criteria:

All applications should outline:

1. How the intended project contributes to the vision of the Scottish Government's programme for Government. <http://www.gov.scot/Publications/2015/09/7685>
2. Evidence of co-production in the formulation of the proposal.
3. How a co-productive/asset based delivery approach will be achieved
4. A focus on either early intervention; prevention or an up-stream approach
5. The contribution to achieving *The keys to life* strategic objective(s)
6. A focus on innovation and development (N.B. funding will not be granted for existing service delivery)
7. A robust focus on capability; transferability; sustainability and/or scalability beyond the period of the grant.

Other requirements for application

All applications should consider:

1. Whether the intended project is a research study. We are unable to fund research but may consider applications for mapping and scoping where appropriate
2. How outcomes will be evidenced. A clear outline of intended outcomes should be outlined with consideration of any social/economic impact
3. Partnership bids – applications are invited from a range of organisations including integrated joint boards, local authorities, third sector organisations, charitable organisations and NHS boards
4. The target of the application e.g. children and young people, adults and older adults
May relate to any or all sections of the learning disability population
5. **Total cost of the project. Applications are invited up to £25,000, with a minimum of £5,000**

6. Protected characteristics in addition to (learning) disability
7. Detailing anticipated timescales for reporting and monitoring
8. Outlining clear objectives, deliverables and intended impact
9. A commitment to reflective learning, practice sharing and stakeholder engagement
10. Successful applications will be funded for 2015-16. Funding for 2016-17 will be subject to Scottish Government spending review. Clear deliverables for 2015-16 should be detailed.

The Scottish Government will work in partnership with the Scottish Consortium for Learning Disability to ensure that projects are effectively managed, monitored and evaluated through the funding period. Informal enquires relating to the development funds can be made to:

Development Fund	Informal Contact	Contact Details
<i>Develop effective interventions for parents who have learning disabilities</i>	Andy Miller, Consortium for Disability	Scottish learning
<i>Develop effective interventions to tackle hate crime</i>	Maura Lynch, Consortium for Disability	Scottish learning
<i>Explore alternative models to out of area placements for people with complex care needs</i>	Linda Allan, Government	Scottish
<i>Facilitate innovative social connectedness for people with learning disabilities</i>	Andy Miller, Consortium for Disability	Scottish learning
<i>Facilitate innovative employment opportunities for people with learning disabilities</i>	Maura Lynch, Consortium for Disability	Scottish learning

**Learning Disability
Development
Funding 2015-16
Application Form**

**Keys To Life – Development Funds
application form**



Notes on making an application are at the back of the application form.

Please indicate the development fund this application relates to:

Please tick

<i>Develop effective interventions for parents who have learning disabilities</i>	<input type="checkbox"/>
<i>Develop effective interventions to tackle hate crime</i>	<input type="checkbox"/>
<i>Explore alternative models to out of area placements for people with complex care needs</i>	<input type="checkbox"/>
<i>Facilitate innovative social connectedness for people with learning disabilities</i>	<input type="checkbox"/>
<i>Facilitate innovative employment opportunities for people with learning disabilities</i>	<input type="checkbox"/>

Section A: CONTACT INFORMATION

Name of organisation

See Note 1

Contact name

Telephone

Contact's position in organisation

Address of organisation, including postcode

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Telephone

--

e-mail

--

Bank account details

Bank account name	
Name and address of bank (including postcode)	
Sort Code	
Account Number	

Is your organisation a registered charity?

See Note 2

Yes

No

If yes, what is the charity number?

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What is the status of your organisation if it is not a charity?

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Geographical area

Name of Local Authority where your regional office is based	
Name of NHS Health Board where your regional office is based	

Section B: ABOUT YOUR ORGANISATION

Tell us about your Organisation/Partnership. What activities do you undertake to improve the lives of people with learning disabilities and how does your organisation's objectives fit with the refreshed delivery approach for *The Keys To Life* policy?

<http://keystolife.info/updates/the-keys-to-life-implementation-framework-and-priorities-2015-17/>.

If your application is a Partnership bid, please explain what role each partner will play in ensuring that the project meets the specific strategic outcome (s) within the refreshed delivery approach for The Keys To Life. It is also essential that you list each organisation, including addresses and a contact name and number. **See Note 3**

How is your project staffed? Please just give numbers

See Note 4

Full time	
Part Time	
Volunteers	
Total	

How are equal opportunities/diversity promoted within your organisation?

See Note 5

Section C: YOUR APPLICATION

Name of Project

Project start date	Project end date	Amount applied for
		£

What will this funding be used for? Please provide a clear outline of the work to be undertaken and demonstrate clearly how the work links to the strategic outcome (s) within the refreshed delivery approach for The Keys To Life. <http://keystolife.info/updates/the-keys-to-life-implementation-framework-and-priorities-2015-17/> Please describe what the need or issue is and how the work will improve the lives of people with learning disabilities and any existing evidence.

See Note 6



If this project is match funded, please provide details.

Please give details of how this project has / will involve people with learning disabilities and / or carers.

If applicable, please describe what plans you have for sustaining the project after the funding period.

Are you aware of anyone else doing similar work?

Yes No

If Yes, please provide details.

Describe who your project will impact on and who is the project is aimed at, for example: children / adults with learning disabilities; carers; educators; employers; local communities, include all relevant information such as age ranges, if applicable.

What geographical area will your project cover. Please provide details of the main local authority and NHS health board area. If your project is intended as a national piece of work, please state this.

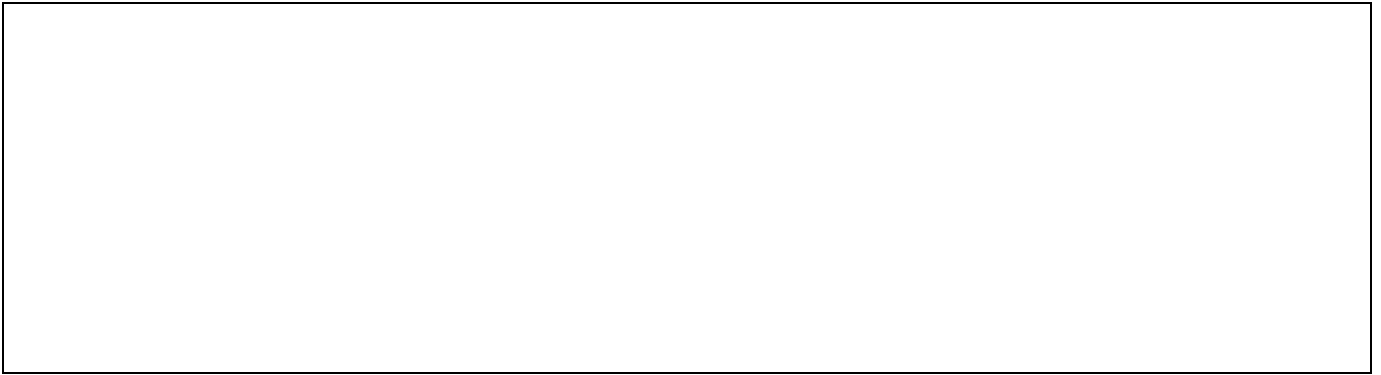
Section D: STRATEGIC OUTCOMES

Which strategic outcome (s) will your project help deliver? Please state how your project will do this. <http://keystolife.info/updates/the-keys-to-life-implementation-framework-and-priorities-2015-17/>.

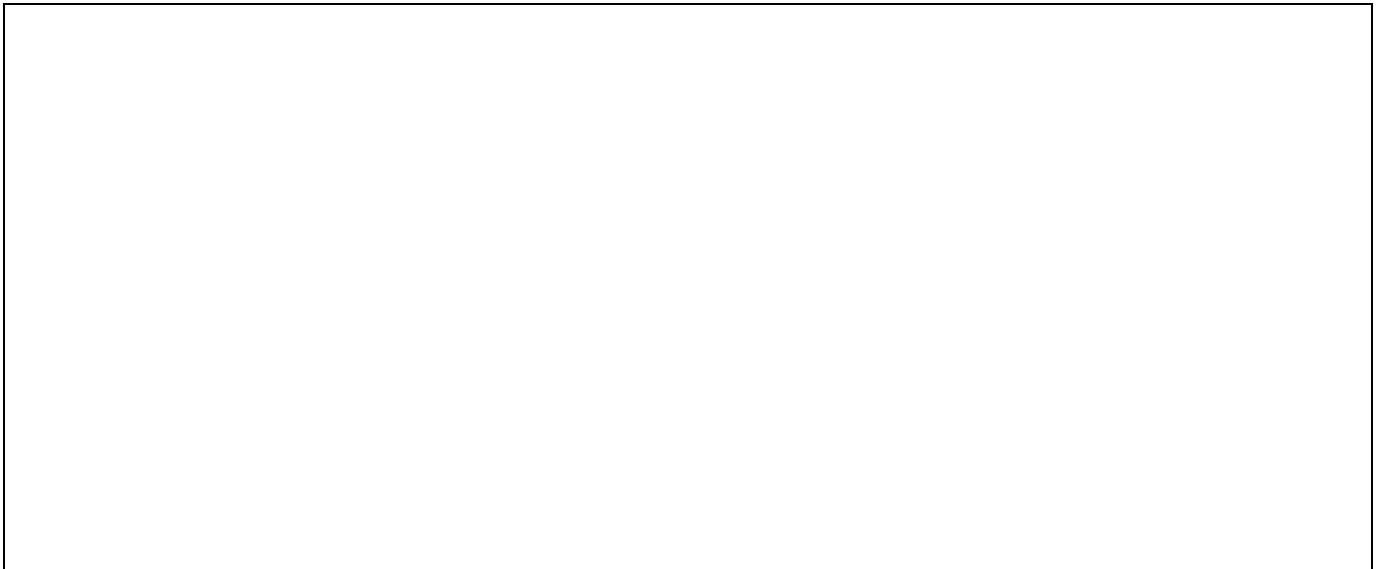
See Note 7

Strategic Outcome	

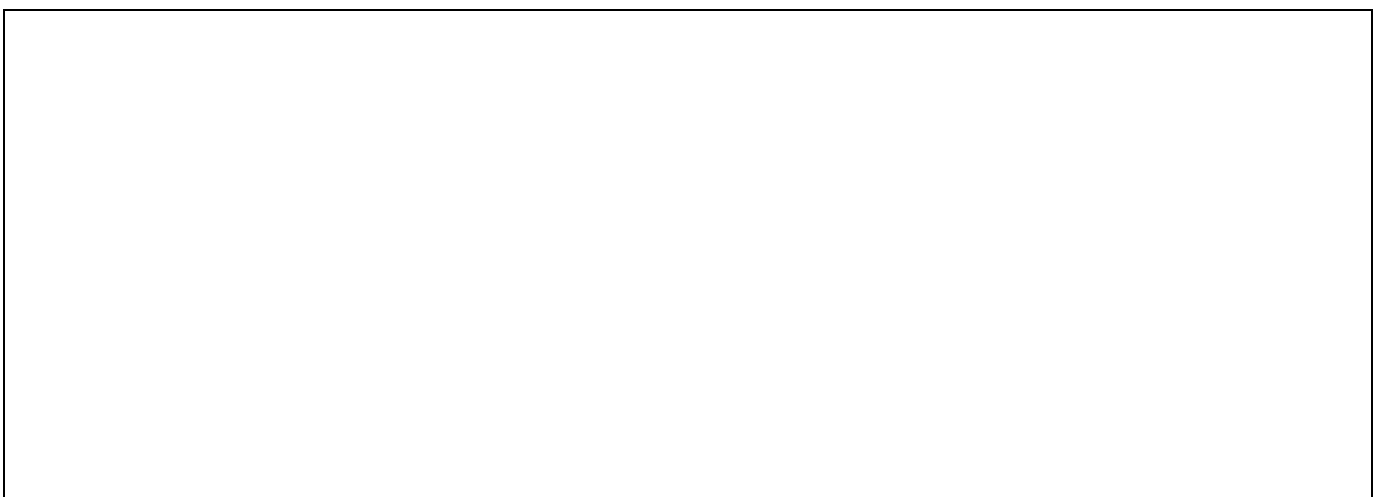
How will you collect data to evidence outcomes of your project?

A large, empty rectangular box with a thin black border, intended for the user to describe their data collection methods.

How will you measure the impact, reach and effectiveness of your project?

A large, empty rectangular box with a thin black border, intended for the user to describe their methods for measuring impact, reach, and effectiveness.

How will you share knowledge and learning with individuals, partners and the Scottish Government?

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Section E: FINANCIAL COSTS

Please include a full breakdown of relevant overhead costs in this calculation. **See note 8**

Please provide details below:

Financial Year	2015/16	2016/17
Capital Costs	£	£
Office Expenditure	£	£
Staff Costs	£	£
Volunteer Costs	£	£
Other Costs (please provide full details of any additional costs)	£	£
Total	£	£

Have you applied for any other funding for this work from other Scottish Government Departments or external sources over the same period as this application?

If yes, please provide details.

Yes No

Source	When did you apply?	Amount applied for	Outcome of application
		£	
		£	
		£	

Please give details of all other funding which your organisation is currently in receipt of, including the source of funding, the amounts received, the period covered and the purpose for which it was used.

Source	Amount		Details of in kind support e.g. rooms, free rent etc.	When did you apply?	Outcome of application
	Cash	In kind			

Section F: IF YOU ARE SUCCESSFUL

Successful applicants will be expected to:

- Participate in relevant strategy networks as they develop
- Provide quarterly monitoring reports to the Scottish Government
- Align all work and any project materials to the principles of *The Keys To Life*
- Commit to share and disseminate best practice
- Work with the Scottish Government and the Scottish Consortium for Learning Disability throughout the project to ensure delivery and value for money

Declaration

I apply on behalf of the organisation named above for a funding as proposed in this application in respect of expenditure to be incurred over the proposed funding period on the activities described above.

I certify that, to the best of my knowledge and belief, the statements made by me in this application are true and the information provided is correct.

Signature

Name

Position

Date

Return this form to:

Christine McBain Christine.M@scl.d.co.uk
Scottish Consortium for Learning Disability
6th floor,
Merchant Exchange,
20 Bell Street,
Glasgow,
G1 1LG
Telephone: 0141 559 5720

Notes on making an application

How to complete your application form

General

- Please complete the form electronically, print off, sign and return it to the person identified on the application guidance. However, if this is not possible please use **black ink** and **write clearly in BLOCK CAPITALS**, as we shall need to photocopy your application. If you are completing the form electronically please note that the fields are expandable.
- Please answer each question on the application form as fully as possible. An additional A4 sheet may be attached **only where extra information is crucial to the application**.
- Incomplete applications will be returned and this may delay consideration of your application.
- Make sure that your application has been signed. Otherwise, consideration of your application will be delayed whilst we return the form to you for signature.
- If you require a copy of this application form in another language please contact Pauline MacDonald

Section A: CONTACT INFORMATION

This section tells us who you are and how we can contact you.

Note 1

The contact for your application should be someone who is able to discuss the work of your organisation and the application in detail.

Note 2

Please let us know what type of organisation you are. For example, if you are a charity please say so here. If you are a charity you should provide the charity number.

Section B: ABOUT YOUR ORGANISATION

This allows you to tell us more about your organisation, how it is staffed, and with whom it works.

Note 3

Please provide as much detail as possible about what your organisation / partners are trying to achieve and which groups it is aiming to help. Your aims and objectives detailed here should be reflected in your outcomes at Section D. You should also provide details on the structure of your organisation and how it is managed. This information will be used to evaluate your use of the funding and will inform any decisions on its continuation. The Scottish Government will not continue to fund organisations which are consistently unable to meet their objectives. Please provide as much information as possible on other organisations with which you currently work or have links with, or with whom you will work or have links with, on this project.

Note 4

In line with our Volunteering Strategy, the Scottish Government is particularly keen to assist projects that have a significant contribution from volunteers. In completing your application, you should include the costs of recruiting, supporting and developing volunteers involved with the project, particularly any training required for your staff to ensure volunteers are effectively managed.

Note 5

We expect all organisations which receive Scottish Government funding to operate inclusively and it is for this reason that we ask you to demonstrate how you promote equal opportunities/diversity. This should cover volunteers, if you engage with them, as well as paid staff. In this section please tell us about your equal opportunities/diversity policies, any equal opportunities training for your staff and volunteers, equal opportunities/diversity recruitment practice and anything else you do to operate inclusively.

Section C: YOUR APPLICATION

This section allows you to tell us: what you plan to do with any funding; why the work is necessary; who you will be assisting and how; and how your work will help the Scottish Government to meet its objectives.

Note 6

Please tell us as much as possible about what this funding will be used for. If it is to be used to fund a particular project, please provide as much detail as you can on what the project will be doing. This could include the following:

- What type of work you plan to do
- Existing evidence which may underpin the work you plan to do
- Why it is needed
- Why your organisation should be doing it
- What the outcomes of the work are expected to be and how these are to be achieved
- How your work links to the Strategic outcomes of the Keys to Life refreshed delivery approach

It is important to outline how you have / will engage with people with learning disabilities and what your plans are for sustainability beyond the period of investment.

Please reflect your aims and objectives from Section B in your expected outcomes.

Section D: STRATEGIC OUTCOMES

Note 7

You should use this section to describe more fully how your project will contribute to the strategic outcome (s) within the refreshed delivery approach for the Keys To Life. <http://keystolife.info/updates/the-keys-to-life-implementation-framework-and-priorities-2015-17/>. Include any relevant information on data that will be collected and how you will evidence the successful outcome (s) of your project. Detail how you will measure the impact and effectiveness of your project as well as how you will share knowledge and learning from your project.

Section E: FINANCIAL COSTS

Note 8

You should include full details of the costs to be incurred. These should be actual costs, not rounded amounts. Please do not forget to include any costs related to employing staff, such as National Insurance contributions, pension contributions, etc. As the Scottish Government is committed to the principle of full cost recovery, please include the proportion of overhead costs relevant to delivering this project in your calculation.

HOW WE CHOOSE SUCCESSFUL APPLICATIONS

We cannot give funding to all applicants. Factors we take into account include:

- How your objectives contribute to the strategic outcome (s) within the refreshed delivery approach for the Keys To Life. <http://keystolife.info/updates/the-keys-to-life-implementation-framework-and-priorities-2015-17/>
- How your objectives contribute to the Scottish Government objectives on the national Performance Framework. <http://www.gov.scot/About/Performance/scotPerforms>
- How your objectives contribute to the Scottish Government national Health and Wellbeing indicators. www.gov.scot/Resource/0047/00470219.pdf
- Preference for joint bids with other organisations to maximise spend and effectiveness especially those with a matched funding element.
- Bids that demonstrate that people with learning disabilities and carers have been consulted and agree that the bid is appropriate.
- How your objectives relate to reducing the health inequalities gap faced by people with learning disabilities.
- The quality of your objectives and performance measures; how you show that costs are linked to outputs and outcomes, and how you will monitor the process.
- How you will share knowledge and learning with other organisations.

FUNDING CONDITIONS

Full details of the conditions that will apply will be included in the fund offer letter should your application be successful.

Conditions include the following:

- We will ask you to return funding not used for the approved purpose, or not used within the financial year.
- We pay funding only on what you actually spend. We will ask you to return any overpayment.
- The fund is not to be used for party political advocacy or campaigning activity.
- The Scottish Government must be acknowledged in any publicity about the work assisted by this fund.

FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

In accordance with the Freedom of Information (Scotland) Act 2002 that comes into force on 1 January 2005, the Scottish Government may be required to make any application for funding available for public scrutiny. In submitting a funding application, please let us know if there are any elements of it which would prejudice substantially your commercial or other interests if they were made public. Please note there may nevertheless be a public interest in publishing the material submitted.

FEEDBACK

We aim to improve our procedures continuously. If you have any comments on this form or on our process generally, we should be glad to hear them. You may write your comments below or enclose a separate letter if you would prefer.

Where can I get further information?

If you need help with filling in your application, or if you have any questions about the application process, please contact the person for the scheme to which you are applying.

Equality Monitoring Form

The Scottish Government is committed to the mainstreaming of equality across its Department and applications from equality groups for all of our funding schemes are welcomed.

By providing this information you can help us to monitor the distribution of funding across all equality groups.

MINORITY ETHNIC CATEGORY

What is the ethnic origin of the majority of people who will benefit from work funded by this funding?

- People of Indian origin
- People of Chinese origin
- People of Bangladeshi origin
- Gypsy/Traveller
- People of Pakistani origin
- White
- People of African Caribbean origin
- A range of minority ethnic groups
- People of African origin
- Other - Please specify

GENDER

Who is your project for?

- Women only
- Men only
- Both

DISABILITY

Does your project have a particular focus on people with learning disabilities, mental health problems, physical disability or other type of disability?

- Yes
- No
- If yes, please specify

OLDER PEOPLE

Does your project have a particular focus on people of a certain age?

- Yes
- No
- If yes, please specify the age group

FAITH/RELIGION

Does your project have a particular focus on people of a certain faith or religion?

Yes No

If yes, please specify the faith/religion

SEXUAL ORIENTATION

Does your project have a particular focus on people who are lesbian, gay, bisexual or transgender?

Yes No

If yes, please specify