



Funding Application Guidance

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Background

North Ayrshire Alcohol & Drug Partnership (ADP) sits within the Health and Social Care Partnership and works with partners to reduce alcohol and drug-related harms.

Alcohol & Drug Partnerships were established by the Scottish Government to:

- improve multi-agency working.
- better co-ordinate services to combat alcohol and drug-related issues.
- work towards establishing healthier communities.

Understanding that alcohol and drug issues rarely exist in isolation and the recovery journey is multifaceted, relying on positive partnership working to tackle issues related to crime and justice, poverty and deprivation, education, and physical and mental health.

North Ayrshire ADP aims to reduce alcohol and drug problems through multi-agency working, drawing on the experience of people with lived/living experience, their families, and organisations such as:

- North Ayrshire Drug and Alcohol Recovery Service
- Pharmacy
- Housing
- Connected Communities
- Education Services
- Community Mental Health Services
- Justice Services
- Children and Families services
- Alcohol Licensing Board
- Public Health Scotland
- Police Scotland
- Scottish Fire and Rescue
- Third sector partners
- Community organisations

Aims of the funding

Discussions across various ADP engagement sessions, such as the Development Day, Lived Experience Panel, Community Recovery Forum, Prevention & Education, and CAFAS have shaped our outcomes.

The ADP funds will help to support projects that best fit with the priorities and outcomes developed.

Funding Outcomes

The ADP welcome applications that have a particular focus on:

- Recovery based activities in the evening and weekend.

- Developing opportunities for people to take part in activity that could help to develop their skills, try something new, volunteer or make connections with other people in the community. Applications are open to everyone across North Ayrshire.
- Proposals that focus on engaging with young people about alcohol, drugs, and challenging stigma in an innovative way.
- The provision of community-based activities for children who may be impacted by substance use.

This will contribute to achieving the longer-term ADP outcomes of:

- Fewer people develop problem drug use.
- Children and families affected by alcohol and drug use will be safe, healthy, included and supported.
- Less harm being caused by alcohol.
- Vulnerable people are diverted from the justice system, wherever possible and those in the justice system are fully supported.
- People accessing and benefitting from integrated person-centred support to achieve their recovery.

Any proposed project must demonstrate that they are working towards achieving at least one of the above outcomes.

Who can apply for funding?

This fund is for statutory organisations and third sector/ community organisations in North Ayrshire. The application assessment process will therefore check that applicants are:

- third sector (voluntary) organisations or statutory services. Third Sector organisations include community groups, voluntary organisations, charities or social enterprises or any other not-for-profit group; these groups will be expected to provide evidence of a governing document.
- delivering services in and for people in North Ayrshire

Available funding

A total funding pot of £50,000 is available. Applicants can apply for grants for up to £10k. Collaborative bids highlighting good partnership work are encouraged.

Please note that this funding cannot be used to fund job roles.

How to apply

Please complete all sections of the application form and submit with the required support documentation to adp@north-ayrshire.gov.uk. If you have any problems applying, please email: michaelmclennan@north-ayrshire.gov.uk

Applications must be submitted by 4pm on the 16th of February 2024.

Appendix 1 of this document contains supplementary guidance to support completion of the application; however, if you wish to discuss your project before applying, please email: paisleewotherspoon@north-ayrshire.gov.uk

Assessment process

Applications will be assessed by a North Ayrshire ADP scrutiny panel, which will include representation from the ADP Support Team, Third Sector Interface, and people with lived experience. All applications will be scored against set criteria in line with the fund aims, priorities and outcomes, and against deliverability and value for money. Consideration will also be given to what else is currently available/ proposed in the local area, and the budget available.

Monitoring and evaluation

All successful projects will be expected to:

- Submit a 6-monthly ADP monitoring form.
- Attend a 'catch up' meeting with the ADP Support Team
- Provide a year-end of project report against the outcomes identified within the initial application.

It is a condition of each successful applicant to engage in North Ayrshire Alcohol and Drug Partnerships Monitoring and Evaluation process.

Information on the Monitoring and Evaluation Framework will be shared separately; however, it is recommended that successful applicants ensure they collect reportable information on the following:

- Information on the project as delivered.
- Demographic details regarding the project's beneficiaries
- Impact of the project
- Reflections on areas of considered good practice and areas for improvement/ learning.
- Feedback from participants (if appropriate)

Appendix 1: Application Form Supporting Guidance

Section 1: About You

Please ensure applicant details are fully completed, including details of your Charity/ Company Number, where this is applicable.

| Application form question number | Question | Detail required |
|----------------------------------|---|--|
| 1. | Please describe your current activity in North Ayrshire | Please include information on what you are currently delivering within North Ayrshire. If applicable, how many volunteers/staff, locations you deliver projects etc. |
| 2. | Is this a joint bid? | Please tell us if your bid is a joint one with another service/group. Where this is the case, please advise who the other co-applicants are. |

Section 2: What will you do with this funding and who will benefit?

| Application form question number | Question | Detail required |
|----------------------------------|--|--|
| 3. | Overall project description – what do you intend to do? | Please provide a detailed description of what your project will look like; how it will be delivered; and who will be delivering it/ aspects of it. |
| 4. | How did you identify the need for the activity? | Please provide details of any consultative/ engagement activity or other data which highlights why your project is needed. |
| 5. | How have people with lived/living experience and/ or their families, been involved in shaping this activity? | Please describe how people with lived/living experience views have been included in the project proposal. |
| 6. | Where will the project be delivered? | Please check all boxes that apply to this project. |
| 7. | How many people do you anticipate will benefit from this project? | Where an exact number is known, please include this; otherwise, an approximate figure should be included followed by (approx.). |

| Application form question number | Question | Detail required |
|---|-------------------------------------|---|
| 8. | When will the funded project start? | Include the intended commencement date (funding agreement dependent). |

Section 3: ADP Outcomes

| Application form question number | Question | Detail required |
|---|--|---|
| 9. | Which of the ADP priority areas does your project address? | Please check all boxes that apply to this project, remembering that these groups will be highlighted in any future monitoring report. |
| 10. | Please describe briefly how your project will benefit your target group. | Describe some of the benefits your project could have i.e., improved opportunities, access to support? |
| 11. | Please describe your intended project outcomes. | Please include a list of your project outcomes (short, medium and longer-term) and show how these are aligned to the ADP outcomes. |

Section 4: Collaborative Working

| Application form question number | Question | Detail required |
|---|---|--|
| 12. | Please describe how you plan to work collaboratively to implement this project. | Please include details of who you plan to work with and how you plan to work together to implement the project jointly. Where you do not plan to work in partnership, please state this. |

Section 5: Sustainability

| Application form question number | Question | Detail required |
|---|---|---|
| 13. | Please describe your plans to ensure sustainability of the project beyond the availability of funding from the ADP. | Please include a brief description of how you plan to mainstream or provide continuity to the project beyond the life of ADP funding. If you are unable to do this, please state this on the form with an explanation of why this isn't possible. |

Section 6: Eligible Costs

| Application form question number | Question | Detail required |
|---|---|--|
| 14. | Total amount of funding being requested | Please include the total amount per year; where funding is being requested on a multi-year basis, and the funding requests varies with each year, this should be recorded. |
| 15. | If your application is successful, will this fully fund the project being proposed? | Please select yes or no. If you answer no, please advise the full cost of the project and where additional funding is being or has been sourced. |
| 16. | Please complete the template below, providing a breakdown of costs. | Please complete the table with a breakdown of costs. |