



GUIDANCE PACK FOR COMPLETING APPLICATION FORM

CashBack for Communities Programme – Phase 4 Funding –
April 2017 to March 2020

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE COMPLETING THE ONLINE APPLICATION

Applications are invited from organisations who wish to become a **CashBack Partner**. Organisations must have a proven track record of delivering activities and opportunities to disadvantaged young people across Scotland.

If you have any enquiries about the application process, guidelines or application form please contact us, BEFORE 23 June, as follows:

Email: enquiries@inspiringscotland.org.uk

Applications must be **submitted by 30 June 2016**.

General Information on Phase 4 of CashBack for Communities Programme – April 2017 to March 2020

Purpose of the CashBack for Communities Programme

The CashBack for Communities Programme takes monies recovered through the Proceeds of Crime Act 2002 and invests them into community programmes, facilities and activities largely, but not exclusively, for young people at risk of turning to crime and antisocial behaviour.

Phase 4 of the Programme will run from 1 April 2017 to 31 March 2020 and will support the Scottish Government's aim to tackle inequalities by having a greater focus on young people from areas of deprivation and other disadvantaged young people.

Background on CashBack for Communities Delivery Model

The CashBack for Communities Programme funds partner organisations to deliver, monitor and report on projects across all 32 Local Authority Areas in Scotland. The current partners are Scottish Football Association, Scottish Rugby Union, Scottish Sports Futures, Ocean Youth Trust Scotland, Basketball Scotland, Celtic FC Foundation, Glasgow Clyde College, Prince's Trust, Youth Scotland, YouthLink Scotland, Creative Scotland and Action for Children. Four of these CashBack partners operate small grant schemes – YouthLink Scotland, Youth Scotland, Prince's Trust and Creative Scotland.

Scottish Government Outcomes

CashBack is designed to support the achievement of the Scottish Government National Outcomes:-

- We have tackled the significant inequalities in Scottish society
- Our young people are successful learners, confident individuals, effective contributors and responsible citizens
- We live our lives free from crime, disorder and danger
- We live longer, healthier lives
- We have improved the life chances for children, young people and families at risk
- We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others
- We realise our full economic potential with more and better employment opportunities for our people

This is developed further in the Strategy for Justice in Scotland ¹which highlights the 12 priority areas for action, areas which have an important impact on successfully delivering our justice outcomes and vision. Priority 3 in the Justice Strategy focusses on preventing offending by young people and identifies the CashBack for Communities Programme as one of the key approaches the Scottish Government will take.

¹ <http://www.gov.scot/Topics/Justice/justicestrategy>

CashBack for Communities Phase 4 Criteria

Applications will need to demonstrate that they meet the criteria of Phase 4 of the CashBack for Communities Programme:-

- Focus on young people aged 10 to 24 years old who **are disadvantaged by:-**
 - **Living in areas of deprivation; and/or**
 - **Being unemployed, not in education or training; and/or**
 - **Being excluded, or at risk of exclusion from school; and/or**
 - **Being at risk of being involved in antisocial behaviour, offending/re-offending**
- For activities and opportunities which raise the attainment, ambition and aspirations of these young people by:-
 - Building capacity and confidence, and/or
 - Developing personal and physical skills; and/or
 - Changing behaviours and attitudes; and/or
 - Improving wellbeing
- Applications will need to demonstrate:-
 - Sustainability/exit strategy at end of funding period
 - How they support increasing the formal/informal qualification/skills base of the young people participating and/or enable them to progress activity which improves their learning, employability and employment (positive destinations)
 - Knowledge of what is already being provided in the area to avoid duplication and add value

Exclusions

The following type of **proposals are ineligible** to apply for CashBack funding:-

- Proposals with a duration of less than 12 months
- Proposals which benefit young people from only one local authority area
- Proposals which require CashBack funding of less than £150,000
- Proposals which deliver mainstream services provided by public sector
- Funding solely to match fund or financially support other non-CashBack projects
- Proposals which relate solely to capital projects

Sport for Change Proposals

If your proposal is for a sports project there is an expectation that you will have discussed it with sportscotland. Before submission of any application please contact sportscotland by email at cashbackforcommunities@sportscotland.org.uk

sportscotland as the national agency for sport invests Scottish Government and National Lottery resources to develop a world class sporting system in Scotland and continually strives to ensure that resources are invested wisely so as to achieve best value and maximum impact.

Due Diligence

All organisations submitting a funding application will be subject to financial and organisational due diligence checks prior to any final funding decision. Due diligence checks will cover standard elements such as governance, management, financial position, future plans for your organisation, the needs your project is addressing and your ability to deliver planned activities.

Agreement to funding will be dependent upon organisations fulfilling such due diligence checks. Organisations are required to provide their latest set of Audited Accounts, their Annual Report and their Organisational Structure Chart.

Confirmation of Awards

We aim to notify applicants of the decision by the end of September 2016.

Information to Help Organisations Complete the Application Form

Section 1 – Who are you? Tell us about your organisation

Q1. Name of organisation

This should be the formal name of your organisation.

Legal status of organisation

Applications are invited from a variety of entity types, including registered charities and companies limited by guarantee or shares. The following are **not eligible** to apply to be a CashBack Partner:-

- Sole trader
- Unincorporated organisation
- Local Authority
- Educational establishment in receipt of statutory funding ie university, school or college

Q2. Geographical coverage

We wish to fund a spread of activities across Scotland and partners will be expected to be able to deliver to young people from more than one local authority area. We will expect applicants to be able to demonstrate experience of already doing so.

Q3. What are the main aims and activities of your organisation?

This is your opportunity to demonstrate that the aims and activities of your organisation link with the aims of CashBack for Communities.

Q4. Tell us the make-up of your Management Committee/Board of Directors and explain how the governance will support the delivery of the proposal.

Q5. Organisational Structure Chart

Attach your latest organisational structure chart and how it will be impacted by CashBack for Communities.

Q6 Latest Audited Accounts and Q7 Latest Annual Report

To assist with our due diligence process we require a copy of your latest audited accounts, or if not audited, latest financial report, as well as your latest annual report. You are asked to upload these.

Section 2 – What are you proposing to do? Tell us about your CashBack Partner proposal

Q8. What theme does your proposal link to? - you should select the category which is most relevant:-

- **Diversionsary Youth Work** - participative engagement work involving young people which has a positive impact on outlook, ambition, resilience, confidence and wellbeing to prevent offending and improve life chances.
- **Sport for Change** - sport for development activities which are deliberately designed to deliver social impacts for individuals and communities.
- **Creativity** - high quality learning and developmental activities across all art forms which improve the skills and confidence of young people, but also raise attainment and aspirations and provide pathways for further learning, training, education and employment.
- **Journey to Employment** – learning and training (including volunteering) activities which improve soft and core skills which actively engage young people to improve their employability skills and employment options.

Q9. Proposal Title

We would normally expect the words “CashBack” to be included within the title. As a CashBack for Communities Partner you would be expected to raise the visibility of the programme.

Q10. Summary of your proposal and the disadvantage it will address (500 words max)

Your proposal should focus on young people aged 10 to 24 years old who **are disadvantaged by:-**

- **Living in areas of deprivation; and/or**
- **Being unemployed, not in education or training; and/or**
- **Being excluded, or at risk of exclusion from school; and/or**
- **Being at risk of being involved in antisocial behaviour, offending/re-offending**

Your proposal **must** contribute towards tackling the significant inequalities in Scottish society by providing opportunities and activities which raise the attainment, ambition and aspirations of these disadvantaged young people through:-

- Building capacity and confidence, and/or
- Developing personal and physical skills; and/or
- Changing behaviours and attitudes; and/or
- Improving wellbeing
- Increasing school attendance and attainment
- Increasing the number of young people in learning, training, work and volunteering (positive destinations)

- Increasing participation in positive activities
- Diverting them from criminal behaviour or involvement with the criminal justice system
- Helping them to contribute positively to their communities

Your summary must highlight how you will support increasing the formal/informal qualification/skills base of the young people participating and/or enable them to progress into activity which improves their learning, employability and employment (positive destinations).

Achieving sustainability was central to the Phase 3 funding programme. Funding will not be provided for the direct continuation of currently funded CashBack projects. If you are already a CashBack Partner then your application must clearly demonstrate how your proposal builds on the learning coming from your existing project and how it will shape the future work.

Q11. How many young people do you expect to work with over the duration of your proposal?

Tell us your forecast for the number of young people who will benefit from the CashBack funded activity over the duration of delivery.

Q12. Where will the proposal be delivered? Please list local authorities.

We are keen that CashBack has a geographical spread across Scotland and that there is a visible presence in areas of deprivation.

Q13. Detail the communities within each Local Authority which your proposal will work in.

Q14. What evidence do you have that the need exists for this proposal? (300 words max)

Provide information on current sources of evidence that demonstrate why the proposal is required.

You will be expected to identify the source of all evidence (e.g. Scottish Index of Multiple Deprivation (SIMD) 2012).

Although there is no stipulation as to the percentage of SIMD areas involved in proposals, it is expected that any proposal which links to areas of deprivation will be in respect of the most deprived areas within a local authority area and targeted at the most disadvantaged young people. Activities for young people from the most deprived areas need not be delivered within that local area.

If the proposal is to work in partnership with a school, then you may find the schools datasets helpful for your supporting evidence of the levels of deprivation experienced by the pupils at a particular school.

<http://www.gov.scot/Topics/Statistics/Browse/School-Education/Datasets/contactdetails>

Q15. What age range of young people will participate?

Proposals must be for young people aged between 10 and 24 years old. Your proposal must be targeted at young people within this age range but need not cover the full range.

Q16. Explain how the proposal will add value and link to and/or complement other local activity. (300 words max)

We expect applicants to have considered which activities are already available in order to ensure projects add value and avoid duplication. This is your opportunity to demonstrate that you have knowledge of what is already available; the impact current provision is having; and how your proposal will enhance this or address any identified gaps.

Q17. How did you take account of young people's views in developing the proposal? (200 words max)

You must be able to show that young people have played an integral role in the proposal's development and design.

Q18. Start and Finish Dates.

CashBack for Communities Phase 4 funding cannot be used for any activity in advance of the start of Phase 4 (i.e. 1 April 2017), nor can it be used for activities which will be delivered after the end of Phase 4 (31 March 2020).

Q19. Information on proven track record of delivering similar successful projects and services for the benefit of disadvantaged young people across Scotland (200 words max)

We would expect you to provide a summary of your proven track record and to reference your independent evaluations of the impact (if applicable). You may wish to indicate how you will input lessons learnt into your CashBack proposal.

Q20. Will you be co-delivering the proposal with other organisations?

Select yes or no.

Q21. If yes, please provide details of how your proposal will be co-delivered. (200 words max)

If you intend to co-deliver we require information on why this will be the case and what value this will add. You should provide information on the legal status of any organisations with whom you intend to co-deliver your proposal.

Q22. What are your young people referral routes with other third sector organisations, infrastructure bodies and public agencies and how will these help you to achieve greater outcomes and impact? (500 words max)

You will wish to set out the referral routes to your activity and the options you will utilise to ensure young people progress into learning, training or employment (including volunteering).

Section 3 – Tell us how you will deliver, monitor and measure success

Q23. Delivery Plan – Key Project Stages and Milestones

Please provide the information in the table provided. Details here will vary between proposals, however it is critical to detail the steps required to start your proposal by April 2017; deliver the chosen outcomes; and complete by March 2020. Ensure this is 50 words max per stage/milestone.

Q24 to Q 32. Monitoring and Measuring Impact – Outcomes

In these questions you are asked to set out how your proposal will support delivery of the CashBack outcomes and how you will measure success.

CashBack for Communities is a Scotland wide programme and each Partner's contribution must be able to be amalgamated into programme wide impact and outcome measures.

Partners will be expected to use the CashBack for Communities Logic Model and you will need to refer to this to complete these questions. The Logic Model is available on the website and within the application form via a download option.

There **are four mandatory** outcomes from the CashBack for Communities Logic Model which you must report against **as well as at least two of the optional outcomes**.

You should set out for each of the mandatory and additional outcomes, what you are going to do and how you are going to measure success. The measurements you use could be **qualitative** (the views of young people on the impact it has had on them) and/or **quantitative** (numbers).

You must put in place information collection processes which enable you to comply with this.

The **four mandatory** outcomes are:-

Outcome 1: Young people build their capacity and confidence

Outcome 2: Young people develop their personal and/or physical skills

Outcome 3: Young people's behaviours and aspirations change positively

Outcome 4: Young people's wellbeing improves

The **optional** outcomes from which you **must select at least two** are:-

Outcome 5: Schools attendance and attainment increases

Outcome 6: Young people participate in activity which improves their learning, employability and employment options (positive destinations)

Outcome 7: Young people participate in positive activity

Outcome 8: Young people are diverted from criminal behaviour or involvement with the criminal justice system

Outcome 9: Young people contribute positively to their communities

The CashBack Logic Model and application form set out for each outcome what you will be expected to measure and offer indicators that will provide evidence that there is progress being made. You must select from these indicators.

It is likely that some proposals will also have their own additional indicator(s) for the selected outcome.

For each outcome you will be asked to tell us about your plans for self-evaluation and external evaluation.

Please be aware that you will be expected to complete a standard quarterly report and provide these to our Delivery Partner, Inspiring Scotland.

Q33. Describe how the proposal will enable young people to progress into activity which improves learning, employability and employment options – Positive Destinations (500 words max)

Opportunities for All recognises all participation in activity which improves employability and employment options as positive, including:

- remaining at or returning to school
- taking a course of further or higher education
- undertaking a Skills Development Scotland-funded training programme
- engaging in an Activity Agreement;
- participating in learning or training offered by Third Sector providers/ Social Enterprises / Community Learning and Development
- volunteering;
- work experience, where it is part of a recognised course or programme;
- Community Jobs Scotland
- being employed / a Modern Apprenticeship

Section 4 – Finance - How much will your proposal cost?

Q34 to Q36 ask you about the funding you are seeking from us, whilst Q37 and Q38 seek information on other funding sources (if any) for the proposal.

Proposals are **ineligible** if they require CashBack funding of less than £150,000.

Funding Requirements

- At least 85% of funding must be spent on project activity and other reasonable support costs for delivery of the project;
- Up to 10% of the total funding can be used as a management fee to contribute towards administrative and organisational costs to deliver and market the project**;
- Up to 5% of total costs can be spent on external evaluation of the CashBack project

***The CashBack for Communities Programme does not fund the core costs of an organisation. However, it is recognised that there are some organisational costs which are inextricably linked to the successful delivery of the project, therefore up to 10% of the total funding can be used to contribute towards these administrative and organisational costs. Such costs would relate to the CashBack project and might include marketing expenses for material branding/literature etc., communication support, annual and quarterly reporting costs, finance support, and senior management oversight.*

The following costs are ineligible and are excluded from CashBack funding:-

- Organisational administrative costs, unless included as part of the management fee (see above)
- Travel and subsistence costs which do not relate to project delivery
- Any overseas travel costs
- Capital equipment such as vehicles, computer and other IT equipment including software or development costs;
- Appearance fees;
- Consultancy fees (except in delivery of external evaluation).

Q39 – Proposal Budget Template - Annex B

You should complete the budget template provided. Please do not add additional columns.

Q40 – Q43. Tell us about any other Scottish Government funding you have received or are applying for.

Please provide detailed information of any other Scottish Government funding you receive, or have received over the last 3 years. We also require information on any Scottish Government funding you are applying for.

.Section 5 – What will happen to your proposal at the end of the CashBack funding?

Q44. Please explain the level of sustainability that the proposal will achieve by the end of March 2020 and/or the exit strategy. (200 words max)

Achieving sustainability is essential and needs to be a central part of all partner applications. You should detail how you plan to continue the funded work beyond the funded period if the work is to continue.

Some example questions which you should ask yourself are:

- How will you ensure that the projects can continue after 31 March 2020? How will you source non-Scottish Government funding to continue the project? At what point in the future would it be appropriate to embed your project in your organisation and in the community? How do you know that you will be able to embed your project in the community?

Applications which do not have good sustainability plans are not likely to be successful in their application.

Section 6 – Communications Plan

Q45. Tell us how you will actively promote the CashBack for Communities programme. (300 words max)

It is essential that partners contribute to the visibility of the programme in local communities and nationally. Please set out your communications plan of how you will do so.