



Fairer Scotland Fund (FSF)

Ideas for Investment Guidance Notes

1.0 Background

Ideas for investment in the Fairer Scotland Fund are being invited from interested parties and services working in the field of poverty.

Ideas are also being invited from Community Planning Theme groups and their associated Implementation and Coordinating groups.

It is essential that any investment in the fund meets with the key priorities of the Community Planning partnership and the wide outcomes of the Single Outcome Agreement.

All proposals received will be assessed by the Fairer Scotland Fund team to ensure fit with the fund objectives, as outlined at 4.0 and thereafter will be presented to the Chair of the relevant Theme group to ensure fit with the key priorities of the particular theme group.

If it is felt that your proposal does not fit with the key objectives of the FSF fund you will be advised of this and your proposal will not be presented to the theme group at that stage. **Further discussion and possible resubmission can then be considered.**

Once approved by the Chair of the theme group your proposal will then be assessed by the Social Inclusion Implementation Group and if recommended for approval will be presented to the Community Planning Board for ratification (see attached flow chart).

If your proposal is not approved by the Chair of the theme group at that stage, further discussion and possible resubmission may be possible.

When assessing ideas for investment the Social Inclusion Implementation Group will take into account:

Previous Research findings and evidence on:

- Local Poverty and deprivation through SIMD, Community Planning Strategic Assessments etc.
- Further analysis on the information and evidence already held.
- Previous activity and evidence from partnership services.

The Social Inclusion Implementation group will also take account of the integration of your idea with the key objectives of the Fairer Scotland Fund and the key outcomes of the Social Inclusion Strategy.

A copy of the Social Inclusion Strategy can be found at: <http://www.yourmoray.org.uk/DocumentLibrary/ThemeDocs/SISstrategy.pdf>

It is important that any ideas generated can indicate the contribution to meeting these wider outcomes.

Please note that if a significant number of proposals are received, which fit the Fairer Scotland Fund objectives, and are focused on a similar area of activity it may be decided that an integrated approach would be more effective. In this case a procurement process will be undertaken. Should your proposal fall into this category you will be notified of this decision and also advised of the timescales for any procurement process.

Equality Impact Assessment:

As the Fairer Scotland Fund is focused on supporting and improving the lives of vulnerable people and disadvantage communities it is essential that any beneficiaries of the funding are able to evidence how they meet with Equality legislation. In line with this you are required to complete an Equality Impact Assessment which should be submitted with your proposal.

If you have any queries or require assistance to complete the Equalities Impact Assessment please contact Fiona Simpson, Equal Opportunities Officer, Moray Council, 23a High Street, Elgin, IV30 1BX Tel: (01343) 563321 - e mail: fiona.simpson@moray.gov.uk

2.0 Indicating your Interest:

Criteria which all proposals will be assessed against, has been provided for your assistance and information at **Section 4.0** of this guidance note.

The Criteria is provided in order for you to consider if your idea will meet with the requirements for investment of this fund or if further development is required prior to application. Thereafter it should be referred to when completing the funding proposal form.

If you wish to present a proposal for investment in the fund you should submit this on a completed funding proposal form along with a completed equalities impact assessment and submit it to the Fairer Scotland Fund team by the deadline date.

No proposals received after this date will be accepted.

If you think that your idea will meet the fund criteria and you wish to submit a full funding proposal you can obtain a copy of the form, the FSF submission and the equalities guidance and template from the Fairer Scotland Fund team. Contact details are at the end of this guidance note.

3.0 Proposal process:

3.1 Completing the funding proposal form:

As indicated all ideas for investment should initially be presented using the **funding proposal form**.

Part 1

Contact details – please provide full contact details as indicated on the form. You should sign and date the form. Please note that the person signing this form should have the authority to do so.

Part 2

Indicate when you expect your activity to start, please note that the **final decision on your proposal will not be communicated until after the 27th August** following the Community Planning Board meeting. Please indicate if the idea is new or a development of an existing service.

Part 3

Please detail how you think your idea fits with the objectives of the Fairer Scotland Fund. Please refer to **section 4.1 – meeting the Fairer Scotland Fund objectives**. You can also refer to the Fairer Scotland Fund submission.

Part 4

Project proposal:

Please detail your project paying particular attention to the areas indicated on the form. The involvement of service users in the design development of any idea and any enhancement in partnership working is of particular importance. You also need to consider how your idea will tackle the root causes of poverty. Please refer to **Section 4.1 – ‘meeting the Fairer Scotland Fund objectives’** and the following section from **4.2 - ‘Fit with the Strategic Framework of the Community Planning partnership’** when considering your response see sections 4.2.2 / 4.2.3 /4.2.4.

Parts 5 – 10

Please refer to the following sections from **4.2 - ‘Fit with the Strategic Framework of the Community Planning partnership’** in the guidance when considering your response to this.

Part 5 - Evidence of Need – 4.2.5

Part 6 - Your Aims and Outcomes – 4.2.1 and 4.2.6

Part 7 - Project Management and Monitoring – 4.2.6

Part 8 – Funding – 4.2.7

Part 9 – Organisational Policies and procedures – 4.2.8

Part 10 – Post FSF Funding – 4.2.9

4.0 Criteria for applicants

4.1 Meeting with the Fairer Scotland Fund Objectives:

Please consider which of the two key objectives of the Fairer Scotland Fund your idea mostly meets - as outlined below and contained in the Fairer Scotland Fund Submission.

Although it is not expected your idea will meet both areas equally, there will be some which will contribute to more than one objective and this should be evidenced.

The two key objectives include:

4.1.1 Regenerating the Most Disadvantaged Communities

Please indicate how your idea encourages through capacity building or otherwise ways of encouraging inclusive engagement from **Communities of Interest** and/or **Geographical Communities** experiencing poverty and disadvantage.

For example:

Communities of Interest:

- Disadvantaged young people
- Older People
- Migrant workers
- Gypsy Travellers
- People with disabilities/ mental health issues

Geographical Communities:

Areas experiencing higher levels of poverty as indicated through the SIMD or other sources of research and evidence.

All areas of need should be evidence based

4.1.2 Improving the Life Chances of Individuals and groups experiencing poverty and Disadvantage

Improving Life Chances:

How will your idea improve individual life chances of individuals for example:

- Through targeted work to improve employability skills
- Support to overcome substance misuse
- Improvement of Literacy and Numeracy.

Information and Advice:

- Will the idea provide information and advice which will benefit individuals facing poverty and disadvantage?
- What type of information and advice is provided – i.e. housing, health, welfare benefits, financial inclusion etc.
- How will the idea integrate with other agencies and other providers of information and advice?

Development Projects:

- Is the idea a new development or a development of an existing project?
- How does or will the idea directly impact on the causes of poverty?

Generally the key causes of poverty include:

- Low income
- Seasonal Employment
- Fuel Poverty
- Homelessness
- Low attainment
- Substance misuse
- Poor Housing/ Homelessness
- Offending behaviour
- Health

This list is not exhaustive. Ideas should evidence how they will tackle one or more of the key causes as indicated.

4.2 Fit with Strategic Framework of the Community Planning Partnership

In addition to meeting one or more of the key objectives of the FSF ideas for investment should consider how they can or will integrate with the wider Social Inclusion Strategy.

It is key that any investment through the Fairer Scotland Fund is based on the Strategic Framework laid down by the Community Planning Partnership.

The following criteria is key to ensuring effective investment – please ensure that you refer to this and are able to provide evidence as indicated in this guidance on your proposal.

Fit with the key Objectives of the Community Planning Partnership and the Social Inclusion Strategy:

4.2.1 Strategic Fit:

- Please indicate how/ where your idea will fit within the Community Planning Partnership Structure.
- How will your idea meet with the outcome of the Social Inclusion Strategy?
- What contribution will your idea make to other local and national objectives and outcomes and which ones?

4.2.2 Integration:

- Will your idea share resources with partners to ensure efficiency, cost effectiveness and avoid duplication?
- How will you go about achieving this?
- What barriers do you see in effectively achieving this and how do you propose to overcome these barriers?

4.2.3 Networking:

- Does your idea demonstrate that it will enhance and develop networking, co-ordination and integrated working between partners, agencies and sectors?
- Does your idea demonstrate how it will facilitate the sharing of information, integrated working and improve understanding amongst partners and professional staff?

4.2.4 Involving service users in the design and delivery of your proposal.

- To what extent will your idea ensure high levels of Community and user involvement in the project delivery and design?
- What activities will you carry out to ensure that you can effectively engage with your potential service users?
- How will you ensure continued involvement of your service users?
- What existing structure will you utilise – for example the Area Forums?

4.2.5 Evidence of Need

- What is the need for your idea based on?
- Is it based on previous activity, research (please specify), service user evaluations etc?

4.2.6 Performance management and outcomes:

- Have you evidenced clear and robust performance management systems/how do you plan to implement this?
- What are the specific qualitative and quantitative outputs and milestones relating to the overall outcomes?
- How do you plan to measure progress towards your milestones?
- What are your outcomes? Are they measurable and achievable?
- How will you measure progress towards achieving your outcomes?
- To what extent will they contribute to the SI and SOA outcomes?

4.2.7 Funding:

- Do you plan to lever in mainstream funding to further support you idea and where from?
- What percentage of total funding will be from mainstream resources?
- Do you already have mainstream funding?
- Have you applied for or plan to apply for match funding?
- If you have applied what was the outcome?
- To what extent does your idea rely on successfully obtaining match funding to carry out the proposed activities in line with the application?

4.2.8 Organisational Policies and Procedures (as a minimum)

- Equal Opportunities
- Personnel Policies
- Complaints Policy
- Health and Safety Policy
- Child Protection Policy (if applicable)

4.2.9 Sustainability/Exit Strategy:

- How sustainable is your idea?
- Has consideration been given to how the activity may operate beyond the funding term?
- Are there plans to seek funding from a mainstream source?
- What evidence do you envisage you would have to provide to successfully attract mainstream funding?

If you have any queries about this guidance please contact the Fairer Scotland Fund Team contact details below. All completed funding proposals and completed equalities impact assessment should be submitted by Wednesday 22nd July to:

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Fairer Scotland Fund Manager
The Moray Council
Unit 7
Elgin Business Centre
Maisondieu Road
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IV30 1QP**

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PROCESS FOR FAIRER SCOTLAND FUND INVESTMENT

