



Scotch Whisky Action Fund  
Tackling alcohol-related harm  
Guidance Notes for Applicants



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## Tackling alcohol-related harm

### Guidance notes for applicants

#### ***Section 1 – Contact details***

##### **Name of organisation**

We can only accept applications from constituted organisations. The name of your organisation should be inputted as it appears on your constitution (or governing document or set of rules).

##### **Main contact (person)**

The main contact should be the person who is best placed to provide further information about both the grant request and the organisation.

##### **Position**

Please tell us the position that the main contact holds within your organisation e.g. Chair, Treasurer, Project Manager

##### **Tel (daytime)**

Please provide the phone number that you can be contacted on during the day. This could be a landline or mobile.

##### **Tel (evening)**

Please provide an alternative phone number to the main phone number provided above. This could be an alternative landline or mobile number.



### **Email**

Please provide the email address for the main contact person for this application.

### **Website**

Please provide the website address of your organisation. If your organisation does not have a website address then please leave blank.

### **Correspondence address**

This could differ from your organisation's fixed address should you prefer correspondence relating to your grant application to be sent to a more convenient address. For example, your organisation's premises may only be open on certain days/times during the week.

### **Organisation address**

If the correspondence address provided above is the home address of the main contact then please provide the organisation's fixed address here.

## ***Section 2 – About your organisation***

### **In which local authority area(s) does your organisation operate?**

Please select the primary local authority area where your organisation is based/main service is delivered.

### **When was your group established?**

Please provide the month and year that your organisation was formally constituted.

### **What type of organisation are you?**

Please select the most appropriate legal status/structure of your organisation.

### **How many of the following are involved in the organisation**

Please insert numbers in the relevant boxes, Part time staff generally work 16 hours or less. Full time staff generally work more than 16 hours.

Management committee – there must be at least 3 management committee members to be eligible.

Volunteers – this number should not include the voluntary management committee members



### **Briefly describe the purpose of your organisation**

Please describe the purpose of your organisation and outline the types of services and activities that you provide.

### ***Section 3 – Bank details***

#### **Account Name**

The account name should match the name on your governing document otherwise we may not be able to make a grant. Where applicable please state the reason(s) why it is different. Please note we do not require the sort code or account number. Please **do not** provide the name of the Bank/Building Society.

***Additional guidance for large grants only:*** *In most cases, we expect to pay grants by electronic transfer. It is essential for us to see an **original** bank statement (no more than 3 months old) or building society pass book in order to verify your account details so that we can be sure that any payments are being made to your organisation's account. **We will return it to you** after we have received your application.*

### ***Section 4 – The people you work with***

#### **Please describe who benefits from the work of your organisation/group (i.e. members or service users) and on average how many people your work with per week, month, year?**

Describe in this section the people that the work of your organisation brings you into contact with, and roughly how many people benefit from your work or rely on the services that you provide. If you are a new organisation then please estimate the number of people that will benefit from the work of the organisation in general, as well as potential beneficiaries of the project being applied for.

### ***Section 5 – Financial details***

#### **What was your total income in the last accounting year?**

This should include all income i.e. grants, fundraising, sales, etc. This figure should match the total income figure as stated in your most recent annual accounts.



### **What was your surplus/deficit in the last accounting year?**

Please tell us – from your most recent annual accounts – how much your total income exceeded your total expenditure by. This is your surplus. If your organisation spent more than it received in income, it will have incurred a deficit. Please indicate a deficit by putting it in brackets or by showing a negative figure.

### **What are your current unrestricted reserves?**

Unrestricted reserves are funds held for the general purposes of the organisation. Restricted reserves are provided by a funder or donor for a particular purpose or project.

### **Why can these unrestricted reserves not be used for this project?**

Please inform us if the organisation has ring-fenced its unrestricted reserves for a particular project i.e. purchase equipment, repair and maintenance of premises, in the event of redundancies etc.

### **Independent examination of your accounts**

Please tell us the name and position of the person who has independently examined your accounts. This person should be able to provide an objective and impartial inspection of your accounts and should not be closely associated, or involved your group. They should be sufficiently familiar with financial record keeping of a level of complexity that is similar to your current accounting systems. For smaller organisations, a competent individual may be someone such as the Treasurer of another group, a Bank Manager or Accountant (or someone retired from these professions), or a community support worker. Please note that for larger unincorporated organisations without charitable status and with an annual income of £100,000 or more, we would expect a higher degree of external scrutiny to be applied to the accounts e.g. at least an independent examination by a suitably qualified professional person such as an accountant.

**New organisations which have not yet produced annual accounts should send us a full projection of your income and expenditure for the year.**



## ***Section 6 – Your Project***

### **The priorities for the Fund**

Please select which priority your project is applying under. Please note our definition of community is broad. For example the night-time economy of a town or city we consider to be a 'community' and therefore projects/initiatives aimed at reducing alcohol-related harms in the night time economy are within the scope of the fund.

### **Please provide a brief description of the project you are applying for including details of how it will be run**

Please give a clear and concise description of the project/service/equipment you are applying for. For example:

"Towards the cost of a sports programme (e.g. football, basketball, hockey) for young people aged 10-14 which includes an alcohol awareness education element"

"The grant will contribute towards the cost of a new full-time Project Coordinator for a year to promote alternative leisure and lifestyle choices for adults and young people to prevent alcohol-misuse."

"Towards the cost of facility hire and sessional staff costs this will allow us to test this intervention in a universal setting e.g. the local community centre "" to assess whether it provides greater impact in reducing alcohol-related harm."

"Towards the cost of volunteer expenses and venue hire, this will allow the capacity of the programme to be extended by enabling it to be provided at a different time of day or over a longer period of time."

"Towards the cost of a part time family support worker, this will allow us to provide a programme of work which will allow us to engage families on a range of issues, but with alcohol as a component.'

"This grant will allow us to pilot this programme to determine if it has an impact on alcohol-related anti-social behavior."

### **Please also tell us how the project will be set up and run.**

### **In which area(s) will your project be delivered?**

Please input the neighborhood(s)/constituency(ies) and not the local authority area.

### **How many people will benefit directly from the project?**

Please provide a realistic, approximate or exact figure, of those that will *directly* benefit from the project to which your application relates.



### **Please tell us how you worked this out**

If possible, please breakdown the figure inputted above i.e. 60 people will benefit in total – this was calculated based on 20 people attending each workshop which will be delivered in 3 blocks over the course of the year.

We understand that it may be hard to predict the number of people who will benefit, but please consider the following:

- We only need to know about people who will benefit during our period of funding.
- We are interested in individuals who will directly benefit from your services.
- If your project is complex and a range of people will benefit which proves difficult to quantify, please explain why.

### **What are the intended outcomes of your project? How will you know that your project is achieving these outcomes?**

Outcomes can be described as the changes that your activities make in people's lives. Outcomes happen as a result of your activities e.g. an alcohol education programme in schools may lead to the following outcome – 'Increased awareness amongst young people about the dangers and consequences of mis-using alcohol'.

As a direct result of the project please tell us the difference that the project will make to the beneficiaries. Please describe briefly the changes it will bring to their lives or to the ability of your organisation to make a positive impact. Please be prepared to provide this information in a lot of detail and break it down for us, particularly if you are applying for equipment where perhaps the benefits to your service users are indirect. The information you give us will help us form a view on the **impact** of a grant award.

If you are applying for an award to test out a new approach then please tell us here how you intend to evaluate your project. If you are seeking to grow and develop an existing initiative then please tell us here what evidence you have that the work you undertake has been evaluated.

### **How will your project help to reduce alcohol-related harms?**

Alcohol when consumed responsibly forms an integral part of Scottish life and brings a range of benefits to Scotland and its economy. However, the misuse of alcohol through excessive or inappropriate consumption can have serious implications for health and a range of social problems, including anti-social behaviour, accidents, violence, family break-down, problems with money and work, which impact individuals, their families and communities. Please tell us how your project will



contribute to the reduction of alcohol-related harms in your community. **Note that this fund cannot provide direct support to people who are in recovery from alcohol misuse.**

**What consultation have you carried out to ensure that this project is meeting the needs and interests of those involved?**

Please tell us how you have identified the need for your project. This should include the process you have went through with service users/the community to establish the need and demand for your project i.e. focus groups, questionnaires, surveys, public meetings, etc. It is important that you can evidence the need for the particular service or activity you are applying for.

**What is the expected start and end date of the project?**

When do you realistically expect to start and complete the project. Please note that we do not fund retrospectively, so please ensure you submit your application well in advance of your project start date. Decisions on applications will be made in September 2015.

***Section 7 – Details of the grant requested***

**Which strand of the programme are you applying under?**

Please tick the 'Seedcorn funding' box if you are applying for an award to pilot a new initiative or test out an innovative approach to the reduction of alcohol-related harms. Please note that whilst you can apply for up to £25,000 under this strand, an award of this level would only be granted in exceptional circumstances. In practice, we would expect to make awards in the region of £10,000 for new or innovative projects.

Please tick the 'Growth and Development' box if you are applying for an award to consolidate and build on emerging, successful practice in relation to the reduction of alcohol-related harms.

**What is the total cost of the project/service/equipment?**

Please provide the total cost of all the expenditure required to successfully deliver your proposed project. Please note that the total cost of the project may be different to the value of the grant requested.

**How much are you requesting?**

This is the amount of money you are requesting from Foundation Scotland and not the total cost of the project.





### **How much have you raised so far?**

This should include all fundraising, in kind donations and grants received to date in relation to the project you are applying for only. Note that in practice this means how much you have raised thus far from other sources to contribute towards the total project cost.

### **What other sources of funding have you applied to for this project?**

Please indicate whether you have applied for other sources of funding for this project and provide the details of other funding applications you have submitted/secured to support the project you are applying for. Please do not include applications which are not directly relevant to this project. Where available, please indicate when you will know the outcome of any outstanding applications.

### **Will you be contributing any of your own funds to the project or undertaking local fundraising to help meet the costs? If so, please state how much and how these funds have been raised.**

Please outline the fundraising activities you have undertaken or are planning. Please provide details on how much was/is expected to be raised and when the event(s) took place or are expected to take place.

### **Please provide a full cost breakdown of the costs related to the grant request.**

Please provide a breakdown of the costs to show how the proposed grant award will be spent. We will ask you for greater detail on this during the assessment of the application. Please note that this Fund will not support any pre-existing costs that your organisation incurs as a result of your day to day activities. If you have previously received an award from the programme for a specific project then the continuation of these project-related costs can be considered.

## ***Section 8 – Details of referee***

Your choice of referee should be someone who is contactable during the day and who knows about your project and its activities e.g. someone from the Social Work department or your local Third sector Interface, or a previous or other funder. **The referee must be independent and must not be a member of your organisation or closely involved with it.** Please ensure that the referee knows about this application and is willing to be contacted by an assessor during working hours (Monday – Friday).



### ***Declaration***

Please ensure that the main contact for the application signs and dates the form prior to the submission of the form. We are unable to process applications that have not been signed.

### ***Checklist***

Please ensure that you complete the checklist and submit all the supporting documentation with your application. We are unable to process applications that do not submit a copy of their governing document, most recent annual accounts and an original bank statement.

***Please ensure that your completed, signed application form and supporting documentation is submitted to Foundation Scotland no later than Tuesday 30 June 2015.***

***Completed applications should be sent to:***

***Foundation Scotland, Empire House, 131 West Nile Street, Glasgow, G1 2RX***

***You can also send a signed, scanned copy of your application form plus the appropriate supporting documentation to [grants@foundationscotland.org.uk](mailto:grants@foundationscotland.org.uk).***

***If you have any queries and wish to speak to a member of our team prior to the submission of your application then please contact Sian Langdon on 0141 341 4967 or email her [sian@foundationscotland.org.uk](mailto:sian@foundationscotland.org.uk).***