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Stewart Regan  
Chief Executive  
Scottish FA  
Hampden Park  
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Legal  
Department  
Approved

November 2011

Dear

## **CASHBACK FOR COMMUNITIES – OFFER OF GRANT TO THE SCOTTISH FA**

The Scottish Ministers in exercise of their powers under the Educational Development, Research and Services (Scotland) Grant Regulations 1999 hereby offer to give to the Scottish FA ("the Grantee") a grant of up to THREE MILLION POUNDS (£3,000,000) STERLING, payable over the Financial Years 2011/12 to 2013/14, in connection with the Project outlined in Annex B and subject to the terms and conditions set out below and in Annex A:

### **1. Definitions and Interpretation**

- 1.1 In these Conditions, the words and expressions set out in Schedule 4 shall have the meanings ascribed to them in that Schedule.
- 1.2 In these Conditions unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders.
- 1.3 The headings in these Conditions are for convenience only and shall not be read as forming part of the Conditions or taken into account in their interpretation.
- 1.4 Except as otherwise provided in these Conditions, any reference to a clause, paragraph, sub-paragraph or schedule shall be a reference to a clause, paragraph, subparagraph or schedule of these Conditions.

### **2. Purposes of the Grant**

- 2.1 The Grant is made to enable the Grantee to carry out the Project.
- 2.2 The Grant shall only be used for the purposes of the Project and for no other purpose whatsoever.

2.3 No part of the Grant shall be used to fund any activity or material which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.

2.4 The main objectives/expected outcomes of the Grant are as set out in Annex B.

2.5 The targets/milestones against which progress in achieving objectives/expected outcomes are as set out in Annex B.

2.6 The eligible costs for which the Grant can be claimed are as set out in the financial and target profile attached at Schedule 1.

2.7 The eligible costs exclude reclaimable Value Added Tax

### **3. Payment of Grant**

3.1 The Grant shall be paid by the Scottish Ministers to the Grantee in accordance with the terms of Schedule 1 attached.

3.2 The Grantee shall within 6 weeks following the end of each Financial Year in respect of which the Grant has been paid submit to the Scottish Ministers a statement of compliance with the Conditions of the Grant using the form of words provided in Schedule 3. The statement shall be signed by the Grantee's Chief Executive.

3.3 In the event that the amount of the Grant paid by the Scottish Ministers to the Grantee at any point in time is found to exceed the amount of the expenses reasonably and properly incurred or required by the Grantee in connection with the Project, the Grantee shall repay to the Scottish Ministers the amount of such excess within 14 days of receiving a written demand for it from or on behalf of the Scottish Ministers. In the event that the Grantee fails to pay such amount within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand from the date of the written demand until payment in full of both the sum and the interest.

3.4 The Scottish Ministers shall not be bound to pay to the Grantee, and the Grantee shall have no claim against the Scottish Ministers in respect of, any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable Financial Year as set out in Schedule 1, unless otherwise agreed in writing by the Scottish Ministers.

### **4. Inspection and Information**

4.1 The Grantee shall keep the Scottish Ministers fully informed of the progress of the Project in the form of annual reports in accordance with Annex C. Details shall include actual expenditure to date compared with profiled expenditure and any change to estimated expenditure for the Financial Year and/or the Project as a whole, the reasons for any such changes and progress in achieving objectives/outcomes.

4.2 Revisions to targets/milestones against which progress in achieving objectives/outcomes are monitored shall be subject to the written agreement of the Scottish Ministers. Such agreement shall not to be unreasonably withheld or delayed.

4.3 The Grantee shall, within 3 months of completion of the Project, submit a report to the Scottish Ministers summarising the outcomes and performance of the Project. Such a report shall include such statistical and other information relating to the impact of the Project as shall be

required by the Scottish Ministers and intimated to the Grantee no later than 3 months prior to the completion of the Project..

4.4 The Grantee shall also provide any other information that the Scottish Ministers may reasonably require or to satisfy themselves that the Project is consistent with the Agreement, as advised in writing to the Grantee from time to time. The Grantee shall provide the Scottish Ministers with prompt access to such relevant information they reasonably require to ensure compliance with these Conditions.

4.5 The Grantee shall keep and maintain for a period of 6 years after the expenditure occurs, adequate and proper records and books of account recording all receipts and expenditure of monies paid to it by the Scottish Ministers by way of the Grant in respect of the Project. The Grantee shall afford the Scottish Ministers, their representatives, the Auditor General for Scotland, his/her representatives and such other persons as the Scottish Ministers may reasonably specify from time to time, such reasonable and appropriate access to those records and books of account as may be required by them at any reasonable time in response to a written request for such access from the person seeking it. The Grantee shall provide such reasonable assistance and explanation as the person carrying out the inspection may from time to time require.

4.6 In the event of the Grantee becoming aware of or suspecting any irregular or fraudulent activity that may have impact on the Project or the use of the Grant, or any part of it, the Grantee shall immediately notify the Scottish Ministers of such activity and provide such other information as the Scottish Ministers may reasonably require in relation to the impact on the Project and the use of the Grant.

## **5. Confidentiality and Data Protection**

5.1 The Grantee will respect the confidentiality of any commercially sensitive information that they have access to as a result of the Project.

5.2 Notwithstanding the above, the Grantee may disclose any information as required by law or judicial order. All information submitted to the Scottish Ministers may need to be disclosed and/or published by the Scottish Ministers. Without prejudice to the foregoing generality, the Scottish Ministers may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, any other law, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Further, the Scottish Ministers may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of Her Majesty's Government in Scotland, in right of the Scottish Administration or the United Kingdom, and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the Scottish Ministers shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this agreement.

5.3 The Grantee shall ensure that all requirements of the Data Protection Act 1998 are fulfilled in relation to the Project.

## **6. Disposal of Assets**

The Grantee shall not, without prior written consent of the Scottish Ministers, dispose of any asset funded, in part or in whole, with Grant funds within 5 years of the asset being acquired or developed. During that period the Scottish Ministers shall be entitled to the proceeds of the disposal – or the relevant proportion of the disposal proceeds based on the percentage of grant funding used in connection with the acquisition or improvement of the asset against the whole proceeds. The Scottish Ministers shall also be entitled to the relevant proportion of any proceeds resulting from any provision included as a condition of sale. Recovery by the Scottish Ministers shall not be required where the value of each asset is less than £1,000.

## **7. Publicity**

The Grantee shall where reasonably practicable acknowledge in all publicity material relating to the Project the contribution of the Scottish Ministers to its costs. The Scottish Ministers may require to approve the form of such acknowledgement prior to its first publication. Such approval shall not to be unreasonably with-held or delayed.

## **8. Intellectual Property Rights**

8.1 The Grantee hereby grants to the Scottish Ministers a non-exclusive, worldwide, perpetual and royalty free licence to make use of and exploit, including the right to adapt and amend, all intellectual property which has been generated in connection with the Project including the right to grant further royalty free sub-licences.

8.2 The Grantee must ensure that nothing contained in any materials produced or submitted in relation to the Project by the Grantee or anyone acting on its behalf nor the reproduction of such materials, shall constitute an infringement of any third party copyright or intellectual property right and indemnifies the Scottish Ministers against all actions, proceedings, claims and demands made by reason of any such infringement.

## **9. Default**

9.1 The Scottish Ministers may re-assess, vary, make a deduction from, withhold, or require immediate repayment of the Grant or any part of it in the event that:

9.1.1 The Grantee commits a Default;

9.1.2 The Scottish Ministers consider that any change or departure from the purposes for which the Grant was awarded warrants an alteration in the amount of the Grant;

9.1.3 The Grantee fails to carry out the Project;

9.1.4 In the Scottish Ministers' opinion, the progress on the Project is not satisfactory; or

9.1.5 In the Scottish Ministers' opinion the future of the Project is in jeopardy;

9.2 The Scottish Ministers may withhold the payment of the Grant if at any time within the duration of the Agreement:

9.2.1 The Grantee passes a resolution that it be wound up, or a court makes an order that the Grantee be wound up, in either case otherwise than for the purposes of reconstruction or amalgamation, or circumstances arise which would enable a court to make such an order or the Grantee is unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986; or

9.2.2 A receiver, manager, administrator or administrative receiver is appointed to the Grantee, or over all or any part of the Grantee's property, or circumstances arise which would entitle a court or a creditor to appoint such a receiver, manager, administrator or administrative receiver.

9.3 In the event that the Grantee becomes bound to pay any sum to the Scottish Ministers in terms of clause 9.1, the Grantee shall pay the Scottish Ministers the appropriate sum within 14 days of a written demand for it being given by or on behalf of the Scottish Ministers to the Grantee. In the event that the Grantee fails to pay the sum within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand, from the date of the written demand until payment in full of both the sum and interest.

9.4 Notwithstanding the provisions of this clause 9, in the event that the Grantee is in breach of any of the Conditions, the Scottish Ministers may, provided that the breach is capable of a remedy, postpone the exercise of their rights to recover any sum from the Grantee in terms of clause 9 for such period as they see fit, and may give written notice to the Grantee requiring it to remedy the breach within such period as may be specified in the notice. In the event of the Grantee failing to remedy the breach within the period specified, the Grantee shall be bound to pay the sum to the Scottish Ministers in accordance with the foregoing provisions.

9.5 Any failure, omission or delay by the Scottish Ministers in exercising any right or remedy to which they are entitled by virtue of clauses 9.1 to 9.3 shall not be construed as a waiver of such right or remedy.

## **10. Assignment**

The Grantee shall not be entitled to assign, sub-contract or otherwise transfer its rights or obligations under the Agreement without the prior written consent of the Scottish Ministers.

## **11. Termination**

The Agreement may be terminated by the Scottish Ministers giving not less than 3 months' notice in writing from the date of the notice being sent.

## **12. Corrupt Gifts and Payments of Commission**

The Grantee shall ensure that its employees shall not breach the terms of the Bribery Act 2010 in relation to this or any other Grant. The Grantee shall ensure that adequate controls are in place to prevent bribery.

## **13. Continuation of Conditions**

These Conditions shall continue to apply for a period of 5 years after the end of the Financial Year in which the final instalment of the Grant was paid.

## **14. Compliance with the Law**

The Grantee shall ensure that in relation to the Project, they and anyone acting on their behalf shall comply with the relevant law, for the time being in force in Scotland.

If you wish to accept the offer of this Grant on the whole terms and conditions as set out in the offer of Grant and the attached Schedules and Annexes, you should sign and date both copies of the Grant acceptance below and return one copy of the offer of Grant and Schedules and Annexes to me at the Scottish Government, Sport Policy and Physical Activity Division, Area 3ER, St Andrew's House, Edinburgh, EH1 3DG. You should retain the second copy of the offer of Grant and Schedules and Annexes for your own records.

Yours sincerely

**DEREK GRIEVE**

**Sport Policy and Physical Activity Division  
Scottish Government**

## GRANT ACCEPTANCE

On behalf of the Scottish FA, I accept the foregoing offer of Grant by the Scottish Ministers dated [ ] November 2011 on the whole terms and conditions as set out in the letter and attached Schedules and Annexes. I confirm that I hold the relevant signing authority.

Signed:

SMR/ Authorised Signatory

Print Name: STEWART M. VREGAN.

Position in Organisation of Person Signing: CHIEF. EXECUTIVE.

Date: 28 November 2011

Place of Signing: GLASGOW.

Signed:

[Witness]

Witness Name: SANDRA BUCHANAN.

Address: HAMPDEN PARK.  
GLASGOW  
G42 9AY.

Date: 28 November 2011

Place of Signing: GLASGOW.

## SCHEDULE 1

### PAYMENT OF GRANT

1. The total Grant of up to **£3,000,000** shall be payable by the Scottish Ministers to the Grantee as set out in the following paragraphs on receipt of a completed claim for Grant in the form set out in **Schedule 2** together with the associated monitoring information.

2. The first payment of Grant will be made to the Grantee following receipt of a signed Grant acceptance document and a completed claim for Grant as set out in Schedule 2. Further payments of Grant will be made following receipt of a completed claim for Grant as set out in Schedule 2.

3. All payments will be made into a nominated bank account of the Grantee.

4. The total Grant shall be payable over the Financial Years 2011-12 to 2013-14. The Grant for each Financial Year has been allocated as follows:

|           | Amount   | Payment Date     |
|-----------|----------|------------------|
| Payment 1 | £108,950 | 1 September 2011 |
| Payment 2 | £629,523 | 31 December 2011 |
| Payment 3 | £500,122 | 30 June 2012     |
| Payment 4 | £500,122 | 31 December 2012 |
| Payment 5 | £516,123 | 30 June 2013     |
| Payment 6 | £484,123 | 31 December 2013 |
| Payment 7 | £261,037 | 30 June 2014     |

5. The Scottish Ministers shall not be bound to pay any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable Financial Year, unless otherwise agreed in writing by the Scottish Ministers.

6. The Grantee will provide a quarterly profile of expenditure of the Grant in the form set out in Schedule 2. Any change to the profile or to the overall costs of the Project shall be notified to the Scottish Ministers at the earliest opportunity via the claims for Grant and monitoring reports.

7. Each claim shall be for an amount equal to the estimated amount of the Grant required to meet the reasonable and proper costs and expenses of the Grantee in connection with the Project until the next claim is due to be submitted.

8. Each claim shall be submitted together with such explanatory or supplementary material as the Scottish Ministers may from time to time require whether before or after submission of the claim.

9. On receipt of each claim (and any required documentation and information), the Scottish Ministers shall determine the amount of expenditure which they consider the Grantee shall reasonably and properly incur in connection with the Project having regard to that claim. The determination shall be based on the information provided by the Grantee in accordance with this Agreement. The Scottish Ministers shall use their best endeavours (but shall be under no obligation or duty) to pay the amount determined to the Grantee within 4 weeks of receiving a claim and any required documentation and information relevant to the claim.

10. In order to facilitate the accrual of expenditure of the Grant for the Financial Year the Grantee shall, where appropriate, advise the Scottish Ministers in writing by mid April the amount of the Grant actually expended up to and including 31 March.

**SCHEDULE 2  
GRANT CLAIM FORM**

**Organisation:** *[Name and address]*

**Bank details:** *[Name and address, sort code, account number]*

**Project:** *CashBack for Communities – Football*

**Total agreed grant for 20xx-xx:** *[Amount]*

**Latest forecast of expenditure of grant for 20xx-xx:** *[Amount]*

**Grant claimed to date:** *[Amount]*

**[Unexpended grant: where grant is paid in advance]** *[Amount]*

**Estimate of grant required for the period [from xxxx to xxxx] or [to xxxx]:** *[Amount]*

**We hereby claim a grant of [£            ] in respect of the above period in accordance with the terms and conditions of the offer of Grant dated [ ] November 2011 and the Schedules attached thereto.**

**Completed by:**

**Position:**

**Contact Details:**

**Date:**

**Items of Expenditure**

**Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.**

| A             | B          | C                     | D   |
|---------------|------------|-----------------------|---|
| Item          | Amount (£) | Paid Invoice<br>[Y/N] | Other (please specify,<br>e.g. certificate of<br>payment in kind) |
|               |            |                       |   |
|               |            |                       |   |
|               |            |                       |   |
|               |            |                       |   |
|               |            |                       |   |
| <b>TOTAL*</b> |            |                       |   |

\* Note the total should add up to the total expenditure claimed for the period.

## SCHEDULE 3

### STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT

#### CashBack for Communities – Scottish FA

This is to confirm that the Grant claimed by **the Scottish FA** in relation to the above Project during the Financial Year ended 31 March was properly due and was used for its intended purposes in accordance with the terms and conditions of the Grant. This statement is supported by the records of the Scottish FA.

Signed:

Name in block capitals:

Position:

Date:

## SCHEDULE 4

### DEFINITIONS

**“Agreement”** means the agreement constituted by the Scottish Ministers’ invitation to apply for a grant, the Grantee’s application and proposal attached at Annex B, these Conditions and those set-out in Annex A, and the Grantee’s acceptance of these Conditions;

**“Conditions”** means these grant conditions and the attached Schedules and Annexes;

**“Default”** means:

(a) Any breach of the obligations of either party under this Agreement (including, but not limited to, any breach of any undertaking or warranty given under or in terms of this Agreement);

(b) Any failure to perform or the negligent performance of any obligation under this Agreement;

(c) Any breach of any legislation; or

(d) Any negligence or negligent or fraudulent mis-statement or misappropriation of Grant, or any other default,

In all cases by either party, its employees, agents or representatives;

**“Financial Year”** means a period from 1 April in one year until 31 March in the next;

**“Grant”** means the grant of up to £3,000,000 offered by the Scottish Ministers to the Grantee, as varied from time to time in accordance with these Conditions;

**“Grantee”** means the Scottish FA, a company/body incorporated under the Companies Act 1985 under company number SC005453 and having its registered office at Hampden Park, Glasgow G42 9AY.

**“Intellectual Property Rights”** means all rights of ownership, including all copyrights and other intellectual property rights in books, leaflets and other printed and published materials in whatever form produced as part of the Project by or on behalf of the Grantee including all reports and any such published materials stored in or made available by means of an information technology system and the computer software relating thereto and all patents, trademarks, registered designs and other rights in the nature of intellectual property;

**“Project”** means the Projects outlined in Annex B;

**“Payment”** means each of the payments specified in Schedule 1 hereto.

## CASHBACK FOR COMMUNITIES – SCOTTISH GOVERNMENT CONDITIONS

All Projects must demonstrate contribution to the achievement of the following National Outcomes:

*Outcome 4 – Our young people are successful learners, confident individuals, effective contributors and responsible citizens*

*Outcome 6 - We live longer, healthier lives*

*Outcome 7 - We have tackled the significant inequalities in Scottish society.*

*Outcome 9 – We live our lives free from crime, disorder and danger*

### **Funding**

- At least 90% of funding allocated must be used in the delivery and facilitation of the Project outlined in Annex A
- At least 5% of funding allocated must be used in the Evaluation and Marketing of the Project in accordance with guidance provided by Scottish Government
- Claims against agreed funding will be made in accordance with the schedule contained in Annex B
- Claims against agreed funding will be submitted simultaneously with the quarterly report on activity
- Grant Claim forms submitted will detail all expenditure related to the previous quarter's activities
- Grant claims will only be approved once agreed reports are received

### **Reporting**

#### **Quarterly Reports**

- Financial breakdown of dissemination of funds throughout the Project in total for each (strand per) Local Authority in that quarter
- Progress on evaluation of Project in accordance with the criteria agreed with Scottish Government
- Reports to be submitted in July- Q1, October – Q2, January – Q3 and April – Q4

#### **Annual Report**

- Collated, written and submitted to the Scottish Government at the end of each financial year of the Project and will include:
- Financial breakdown of dissemination of funds throughout the Project in total for each Local Authority for the financial year
- Evaluation of Project in line with criteria agreed with Scottish Government

## **EQIA**

**(This area will be supported by the CashBack Delivery Team)**

- Partners must coordinate Equality Impact Assessments for the Projects and report back to SG on the findings. (it is presumed that individual Projects will carry out their own EQIAs but accountability for these being carried out rests with the partner).

## **Evaluation**

**(This area will be supported by the CashBack Delivery Team)**

Programmes/Projects will be evaluated in accordance with the CashBack Evaluation Framework (in development)

Key aspects of evaluation will include:

- Quantitative data, for example numbers/gender/ethnicity?
- Aims/Objectives
- Evidence of delivery against aims and objectives
- Impact assessment
- Evidence of engagement with equality groups in accordance with priorities agreed following an EQIA

## **Communication**

**(This area will be supported by the CashBack Delivery Team)**

- Partners must upload all (**open to all**) activities on to the Young Scot WOW portal – [www.youngscotwow.org](http://www.youngscotwow.org). Support will be provided from the WOW team at Young Scot
- Partners must adhere to the CashBack branding guidelines in the production of any branded publicity materials. Where the CashBack branding is used, materials must be approved by the CashBack Delivery Team
- Partners will work with the CashBack Delivery Team to ensure any media relations activity is aligned to the integrated CashBack communications strategy. Partners will be expected to submit any upcoming media opportunities (announcements, events, visits, case studies etc) into a shared CashBack media planner.
- Partners must ensure that the “CashBack communications toolkit” is shared with all staff delivering CashBack activities.

## **Practice Development**

**(This area will be supported by the CashBack Delivery Team)**

- Partners must commit to encouraging and supporting the development of sustainable youth and community engagement practice throughout their CashBack programme through involvement in the “CashBack Academy”.

- Partners must also commit to seeking out and maximising opportunities to join up their Project delivery with other CashBack partners and other relevant national youth engagement programmes.
- Partners must commit to participating in the “Education through CashBack programme” which will sit within the CashBack Academy. This programme will identify opportunities and provide resources, training and support to allow CashBack partners to engage young people with educational messages (for example: by using ‘educational time-outs within sporting activities) on a range of relevant issues.

## CASHBACK FOR COMMUNITIES - SCOTTISH FOOTBALL PROJECT DETAILS

### Proposal Overview

The Project will comprise delivery of football activity in the following areas:

- Schools of Football
- Girl's and Women's' Football Development
- Volunteer Development
- Football Equity Project
- Diversionary Football
- Soccer 1

### SCHOOLS OF FOOTBALL

#### Expected outcomes to be achieved:

- A valuable and rewarding experience for each player involved
- An improvement or continued positive development of their social and academic skills evaluated through;
  - attendance at school and in the SoF
  - guidance reports
  - academic progress reports
  - parental feedback
  - club coach feedback
  - Player and Coach Development Officer feedback
- An improvement in their technical, tactical, physical and mental skills as a player
- That **all** players are linked with football clubs (either professional or amateur)

#### Project detail

Increase the provision from the current 9 schools (283 pupils) to a target of 20 schools (approx 700 pupils) over the course of the following 3 years.

The programme is designed to use football as a tool to engage with S1 – S2 pupils from areas of social deprivation. Players are selected from the appropriate high schools associated primaries based on their social and academic backgrounds and their ability as a player. They will receive daily football coaching Monday to Friday for the first 2 years of their school life delivered by a licensed Scottish FA coach. There are currently 6 Player and Coach Development Officers funded by Cashback, we would seek to continue these posts with CB funding.

Participants are selected through an application process and attendance at an open day where their ability as a player is assessed and then their social and academic backgrounds are taken into consideration after feedback from the school teachers and pupil's parents. With an intensive coaching regime in place it is important that participants display a reasonable level of skill.

The Scottish FA will work with local government education departments to explore areas of joint working, staff development and appropriate areas/schools capable of delivering a

quality Project using a model whereby the Scottish FA mentors, supports and funds the appropriate staff within the schools (or at a club, either professional or quality mark) to take over the class once it has been successfully established.

## Targets

Increase in number of schools from 9 to 20.

Increase in number of girls from x to y

Increase in number of ethnic minorities from x to y

Increase the number of senior clubs/coaches involved in the Project from x to y.

## GIRLS AND WOMEN'S FOOTBALL

### Expected outcomes to be achieved

- An increase in participation of girls in football (both in youth 9 -17 yrs and adult 18 – 24 yrs)
- An increase in the number of girls playing in clubs
- The creation of new and the development of established clubs
- An increase in the recruitment and development of coaches (male and female) into the female game
- Increased access to quality facilities for clubs
- Increased support for talented player development
- Development of partnerships with Universities, Colleges and SWF clubs
- Established pathways into education for young players/establish exit pathways for women leaving education

### Project detail

Create a more robust monitoring and evaluation process for tracking player development and participation. Establish a network of 6 Girls'/Women's development officers ( GWFDO's), one in each SFA Region reporting to the SFA regional manager and Head of Girls and Women's Football at Hampden Park, working toward creating and enhancing opportunities to participate in sport.

The establishment of the Development Officers posts will address issues related to physical activity, opportunities for lifelong participation in sport, health and wellbeing, obesity, diabetes and mental health. The development officers will work to create sustainable links between SFA regional programmes, programmes being delivered through Active Schools and clubs to provide opportunities for integration into clubs ensuring the opportunity for life-long participation in the formal football structure.

The DOs will work with girls and women to support them through key transition periods i.e. primary to secondary school, higher or further education and from school to the workplace.

### Targets

- Increase informal participation (SFA programmes etc) of girls in football from 28,887 – 30,687
- Increase amount of girls playing in clubs from 3800 – 6170
- Increase amount of clubs from 78 – 106
- Increase the amount of teams from 240 – 420

- Increase the amount of female volunteers from 132 – 264
- Increase the amount of male volunteers from 744 – 1143
- 10 Players per region per year moving from SWF clubs into tertiary education

## **VOLUNTEER DEVELOPMENT**

### **Expected outcomes**

- Delivery of discounted coach education to 16 – 25 year olds from HE/FE sectors
- Delivery of discounted coach education to 16 – 25 year olds from disadvantaged backgrounds
- Integration of coaches into our CB and SFA programmes
- Increased delivery of CPD for volunteers
- Development of relationships with organisations that already have well rounded programmes to support young men and women from these areas. E.G Street League, Princes Trust, Street Soccer etc.
  - Integrated coach education into their programmes
  - Offer opportunities to practice and deliver their new skills within our School of Football Project
  - Development of opportunities for CPD for our staff
- Signpost appropriate volunteers to clubs or organisations who require coaches
- Robust monitoring and evaluation of the coach education and direction of the volunteers work

### **Project detail**

The Volunteer Development programme will continue to support the identification of potential volunteer coaches and their for engaging in the delivery of activity through Soccer One, Midnight Leagues, Street Football and work within clubs. The Project will extend this to working with organisations who work with the more 'hard to reach' 16 – 25 year olds that could use our coach education courses to develop their skills set and assist them gain further education or employment.

The aim of extending the Project as outlined is to assist in the contribution towards positively affecting the lives of vulnerable young men and women that coach education alone could not achieve. Whilst the courses may inspire young students to get involved in the game it is important that the Scottish FA act as the vital link to clubs and communities that are looking for volunteer support.

### **Targets**

- Support organisation with 80% of requests for coach education (Availability dependant)
  - Prioritise coach education based upon client groups (Most vulnerable > Least vulnerable)
- Create 1000 new volunteers delivering football per year (external of Girls and women's coach development targets)
  - Deploy at least 60% of volunteers into clubs, SFA Projects or other coaching opportunities
- Continued upkeep of volunteer database

- Improve tracking of volunteers upon completion of courses (have destination info for over 50% of volunteers)
- Create opportunities for at least 144 vulnerable young adults per year to observe and where appropriate assist with the delivery of the School of Football Project (9 schools x 16 places)

## FOOTBALL EQUITY PROJECT

### Expected Outcomes

- An understanding of what provision BEM want from the SFA and where they would like to progress to
- Increase in BEM players involved in Cashback activities, Scottish FA player pathway and Clubs
- Improved relationships between BEM communities and the Scottish FA and its member clubs
  - Greater access to support for established BEM teams from FDO (coach education, quality mark etc)
  - Greater security and confidence in attending SFA events or senior matches
  - Recruitment of BEM volunteers into SFA Projects or clubs
- Improved perception of senior SFA member clubs delivering activity within BEM communities
- Provision of activity for BEM who are small in number and feel isolated
- Identification of talented players from a BEM background into elite player pathways
- New links between senior SFA member clubs and grassroots clubs
- More specific monitoring and evaluation of BEM groups involved in football

### Project detail

Support Football Equity Officer posts employed by member clubs to liaise with appropriate bodies such as Show Racism the Red Card (SRTRC), Scottish Ethnic Minority Sports Association (SEMSA) and others to create links to activities and clubs for BEM players.

The Equity Officer would not be responsible for the actual delivery of activities but the liaising with the appropriate clubs in order for **them** to be 'hub' to engage with the communities black and ethnic minority groups. They would provide support such as knowledge of how to plan, deliver and evaluate and develop relationships between appropriate groups and clubs that will not continue any bespoke activities but rather **integrate** the players into club teams whether at children's, youth or adult level.

### Targets

- 6 Equity Officers to be employed
- No of players from BEM backgrounds to increase from x to y
- No of coaches from BEM backgrounds to increase from x to y

## DIVERSIONARY FOOTBALL

### Expected outcomes

- Reduction in anti-social behaviour during times when the events are being delivered

- Coverage of activity across every LA in Scotland
- Minimum of 10 weeks of Midnight League activity in each LA
- Street Football taking place at Easter, Summer and October school holidays as well as other times in the year
- The linking of players into quality mark clubs in the area
- Integration of SPL, SFL clubs into delivery of Street Football
  - Local young professional player visits to the sessions to engage with youths
  - Free tickets for the 10-19 year olds in the local area attending events
- The continued development (or establishment) of positive working relationships with Community Safety Networks and relevant partners such as Police, Youth Services and Fire and Rescue.
- Enthuse the young boy or girls to attend because of the local clubs involvement
- Improved relationships between SFA and SPL, SFL clubs
- The clubs that should be attracting local youths and adults to support them have a greater presence around their communities
  - Improved public perception of the clubs attitude to its community
  - Access to increase fan base
  - Opportunity for young talented players to enter the clubs player pathway
- Player visits: The local young boys and girls see and hear from the players who grew up close to them.
  - Positive lifestyle choices: Diet and Nutrition and behaviour
  - Makes the possibility of the young person progressing into a positive environment more realistic if they see youths from their own neighbourhood achieving success as a player
  - Improve the attitude of the young professional towards their community (greater appreciation for the position they are currently in)

## **Street Football**

Develop Street Football by engaging with the Scottish Premier League (SPL) and Scottish Football League (SFL) to work together in areas where there is affinity with the appropriate clubs through opportunities for 10 – 19 year olds to get involved in football on evenings and weekends as an alternative to anti-social behaviour.

Activity will be supported by young local players from the relevant clubs who have ambitions of their own to be successful which will transmit into positive role models for 10 – 19 year olds attending the sessions.

## **Bank of Scotland Midnight Leagues**

Each LA FDO is tasked with the delivery of a minimum of 10 weeks of ML activity. It is designed as a scheme that lends itself to groups of youths attending together but also provides an opportunity for those to attend individually and be integrated into incomplete teams. The activity is generally run in the winter months between January and March at AstroTurf venues however additional finance from local action funds, Coalfield Regeneration Trust and other have allowed delivery all year round in some areas. The 'culmination' of the Project each year is the regional finals events that take place at SPL grounds. In previous years they have been at Tynecastle (Hearts FC), Rugby Park (Kilmarnock FC) and Pittodrie (Aberdeen FC) with over 200 boys and girls attending each event. These events are a significant motivating factor in their participation in the Project.

Similarly with the Street Football Project we have been in a fortunate position to attract sponsorship for an additional 4 years (Jan 2010 – Dec 2014) through the Bank of Scotland which is used to create and sustain activity across the country. In line with current practice we would continue liaising with local CSPs to ensure the activity was being promoted to all groups and used to its best potential.

### **Targets**

- Continuing increase in the amount of sessions / hours / weeks of activity year on year
- Involvement of a minimum of 50% of SFL and SPL clubs
- Young player visits (u19's / u17's) at least once at **every** block of club led activity
- Delivery and funding of activity in areas corresponding with the SIMD rankings
- Increase female attendance at sessions by at least 10% on last years statistics
- Have at least 1 SFA grassroots quality mark club delivering a Street Football or Midnight League activity

## **SOCCER ONE**

### **Expected Outcomes**

- Continued activity of the teams developed in recent years (although expected drop off)
- Create / Develop links with schools and local clubs to facilitate movement of non-attached players to teams
- Development of senior pupils / teachers as volunteer coaches
- Improved relationships between Scottish FA staff and Scottish Schools FA
  - SSFA delivery of regional and national competitions for schools
  - Increased registration for SSFA Scottish Cup and Plate competitions
  - Increased registration with SSFA leagues

### **Project detail**

Develop Soccer One to become a games only programme open to all regardless of ability running at points in the school year directed by the appropriate school coordinators and Football Development Officers. They will support a programme encouraging the continued weekly participation at various levels i.e. base level (inter house school games), cluster level (small groups of schools playing each other) and local authority level.

A regional and national 1<sup>st</sup> year competition will be administered by the Scottish Schools FA.

### **Targets**

- Maintain at least 50% of the number of schools involved in the programme from 2010/11
- SSFA deliver regional and national competitions
  - At least 1 event for boys and girls per region
  - 1 successfully run National final for boys and girls

**CASHBACK FOR COMMUNITIES**  
**PROCEEDS OF CRIME ACT (PoCA) INVESTMENT**  
**MONITORING AND EVALUATION STRATEGY**

### Summary

The strategy is intended to evaluate the impact of the Cashback for Communities Scheme, whereby money seized under the Proceeds of Crime Act is invested in communities in Projects designed to benefit young people.

A CashBack evaluation framework is currently in development and this Annex sets out the principles that underpin it and our requirements of partner organisations.

### Principles

1. We wish to demonstrate the impact of the Project on the lives of young people in our communities. That means we need to find out how many young people benefit, their characteristics, and how their lives have changed because of their involvement.
2. Also, additional volunteering or involvement of local people in communities is an important secondary aim which helps to support the Scottish Government's strategic aim of Safer and Stronger Communities, so we require to trace the effect of the schemes have in attracting volunteers.
3. We wish to implement a monitoring and evaluation strategy which is simple, straightforward and does not represent an excessive burden to local Projects and our partner organisations.
4. We want to have a system of monitoring which collects similar data across all strands. This is not so much for comparison, as these are radically different initiatives, but for simplicity, given that what we wish to demonstrate for each strand is similar and straightforward. Similar data for each strand will allow us to present national summary data on who is benefiting from the Cashback scheme.

The new evaluation framework will be designed to support both monitoring and assessment of impact.

### Monitoring

5. The effective use of monitoring data will be critical to the overall success of the strategy. In this way we will know how many young people have been reached, their ages and gender. We will also have information on the schemes run by our partners, their location, how often they took place, and how many volunteers have given up their time to help. A schedule of the current requirements for each Project, designed to be simple and light-touch, is attached at Annex A, however this is likely to change once the framework has been fully developed. It is likely that a weekly register, if not already in use, will be required in order to help collect this data and help with quality assurance.

6. We anticipate requiring data on a quarterly basis from our partners, broken down by gender, age and location. This means that each partner will require to maintain a database which is capable of producing this data, and also produce ad-hoc reports on specific Projects, locations, or social groups. The proforma sets out the minimum requirements but partners may wish to provide more information, or further analysis if they feel it provides an insight into how their schemes operate.

### **Annual reporting**

7. In designing the new framework we aim to build on partners' own reporting mechanisms which capture qualitative assessments of what has been achieved in simple terms. Where this is the case it is important that information is summarised across the scheme in an annual report.

8. All schemes will be required to present an annual summary of the quantitative data, combining (but not double counting) their quarterly returns.

### **Assessment of Impact**

9. As established in Annex A, each partner will set aside funds to carry out an evaluation in accordance with the new evaluation framework and to agreed timescales. If a partner does not have the capacity to carry out the work then independent consultants should be appointed. Involving independent consultants will also aid impartiality of the evaluation.

10. In accordance with the new evaluation framework, we will devise and issue typical specifications for an evaluation report to our partner organisations. Again, we realise the need not to place undue burden on our partners, so it will be important that the chosen methods are simple and straightforward. We do not intend to be overly prescriptive, but it will be important that partners ensure a robust evaluation.

11. We are likely to require information on local recorded crime during the weeks when the scheme is operating, and during the specific times, compared to when the scheme is not operating. Furthermore we would wish to hear from participants about: their motivations for attending; any barriers to attending; how far they travelled to participate; whether they found the experience rewarding/enjoyable; how sustained their involvement has/will be; what they would do with their time if not participating in the scheme and; how involvement in the scheme has impacted on their level of confidence, self-esteem, skills and motivation to engage in sport and/or cultural activities.

12. We will be happy to provide advice on methods and monitoring tools, but Project management will be the responsibility of the partners.

### **Conclusion**

13. We aim to collect simple data and have a light-touch mechanism, which builds on existing procedures, and does not represent a burden to local groups. As well as monitoring data which builds a picture of who is being reached, we want simple evaluations which show how young people have been influenced, and how their areas have changed. Good monitoring and evaluation data should be seen as a necessity for well-run local Projects, as they will be able to demonstrate their success to their communities and beyond, thus enhancing their case for support.

## CASHBACK FOR COMMUNITIES

## SCOTTISH GOVERNMENT MONITORING FORM

*Each Project – i.e. each local initiative or activity, should provide the following*

1. Name
2. Location – the post code where main activity takes place
3. Nature of Project, e.g. sporting, youth club etc.
4. Is the activity new or previously existing? If the Project was existing, what increase in scale (if any) has Cashback support enabled, e.g. increase in participants, total hours of activity etc.
5. Main aims of Project, e.g. participation in sport
6. How many times the activity took place in the last quarter i.e. on how many occasions
7. The total hours of activity time in the last quarter. How much of this is due to Cashback funding?
8. The normal times the scheme took place, e.g. Fridays 8-10pm
9. The total number of contacts with young people e.g. if 1 person attends 10 events, that is 10 contacts. If another attends 5 events, that is 5 contacts, and the total for both is 15 contacts.
10. Number of young people who participate, shown by filling the following table

Individuals' participation in the last quarter

| Age          | Male | Female | Total |
|--------------|------|--------|-------|
| 10-13        |      |        |       |
| 14-16        |      |        |       |
| 17-19        |      |        |       |
| <b>Total</b> |      |        |       |

Note: these must be unique individuals – i.e. not double-counted from week to week. The number of contacts (No. 8) will indicate multiple encounters with young people. This measure must report the numbers who have any involvement over the lifetime of the Project. So for example a Project may work with 25 young people, but may have a total 150 separate contacts in the quarter. The relevant number for this indicator is 25.

11. **Postcodes of participants.** A simple list is sufficient. We do not need to match up postcodes with individuals. You may already collect this data as part of your registration procedures.

## 12 Number of volunteers

- a. Volunteers already engaged in the Project
- b. "New volunteers" attracted into the Project activity for the first time.

### NOTE FOR PARTNERS

We require the data to be aggregated by you and submitted to us quarterly. You will need database facilities to allow for reports, breakdowns etc to be produced as required. If it is not already the practice, a register should be kept at each event in order to allow for this data to be collected, and for quality assurance purposes

After 4 quarters, we will require annual figures, so arrangements must be put in place to avoid "double-counting" between quarters.

Further information on the categories we require for a breakdown, e.g. areas will be provided.

In addition, Project specific information may be required for Ministerial visits etc, so you will need to consider how best to prepare for this – either by having returns from Projects given to you more often, e.g. monthly, or preparing a facility for each Project to submit an *ad hoc* return if required.

**Scottish Government  
November 2011**



INVESTOR IN PEOPLE

