

**RECOVERY FUND
RESIDENTIAL REHAB RAPID CAPACITY PROGRAMME
GUIDANCE FOR APPLICANTS (2021-2022 FUNDING)**

1. INTRODUCTION

- 1.1. This document is intended to help applicants prepare and submit their applications to the Recovery Fund Residential Rehabilitation Rapid Capacity Programme (RRRCP) which is being delivered from 2021-22 and over the next five years.
- 1.2. The RRRCP relates to applications with the purpose of increasing capacity which require capital investment or high value revenue costs (>£250,000).
- 1.3. The document provides further information on:
 - The background and strategic context of the Residential Rehabilitation Rapid Capacity Programme (RRRCP)
 - The application process
 - Eligible organisations
 - Eligible types of projects
- 1.4. This is a new programme being established for 2021-22 so the guidance will be subject to further development and refinement in the future.

2. STRATEGIC CONTEXT FOR RRRCP

- 2.1. The First Minister made a statement to parliament on 20 January 2021 which set out a National Mission to reduce drug related deaths. Increasing access to residential rehabilitation is one of the key priorities of the National Mission. This is backed by £100 million of the additional £250 million funding announced to support further investment in - and expansion of - residential rehabilitation and associated aftercare over the next five years.
- 2.2. Recovery Fund- worth £5 million per year for five years- is part of the overall investment in Residential Rehabilitation. This is one of the four National Mission funds, more information on the purposes of each of the funds can be found [here](#).
- 2.3. The National Mission Funds will be available for 2021/22 and the next four years. Therefore the RRRCP allows for multi-year project delivery where appropriate in project proposals, recognising that some projects will take time to get up and running.
- 2.4. This is a programme focused a rapid increase in capacity of residential rehabilitation services. The funding for establishing new services in subsequent years will be in line with recommendations from the RRDWG and subject to the consideration of regional and or national approaches.
- 2.5. The RRRCP complements the £13.5 million funding uplift being given to Alcohol and Drug Partnerships- £5 million of which is to be spent on increasing access to residential rehab. This is in line with the recommendation from the Residential Rehab Working Group that 'ADPs should ensure residential treatment is available as an option for people who require this intervention in their local area and monitor demand and access'.
- 2.6. Projects supported by the RRRCP will reflect these following strategic areas of priority and core principles but most importantly will deliver on the National Mission Outcomes Framework:
 - National mission to reduce drug related deaths and harms

- Rights, Respect and Recovery, our alcohol and drug treatment strategy
- Alcohol Framework 2018
- GIRFEC principles and values
- Reducing Health Inequalities

3. **RRRCP PRIORITIES**

- 3.1. The priorities and focuses of the RRRCP have been informed by the Residential Rehabilitation Development Working Group and research undertaken by the Scottish Government.
- 3.2. According to a recent Scottish Government capacity mapping report (Feb 2021), the total estimated number of beds available in Scotland, for the treatment of alcohol and drug addiction is **418**.
- 3.3. In the survey, Residential rehabilitation providers spoke of the need to secure funding for more significant renovation and or building work to make additional space for residents. They also said that funding was necessary to secure a new building and staffing resource as well as new community resources and facilities that specifically meet the needs of women and women who require childcare facilities. Surveys also found that access across Scotland is not even.
- 3.4. The following priorities have been identified for the first funding cycle which will run from July-November 2021:
 - 3.4.1. **Improving provision of residential rehab for women and children**
There are currently limited options available for women and only one service allowed women with children to stay with their children during the duration of the programme.
 - 3.4.2. **Improving equity of access across Scotland.** Discrepancies of provision in local areas create an uneven playing field and elements of a “postcode lottery”. Applications which address this inequity by taking a regional or national approach will be considered favourably.

4. **APPLICATION PROCESS**

- 4.1. The Recovery Fund is being delivered on a rolling basis, with project proposals for the RRRCP invited over 2021/22 and the next four years. Therefore multi-year applications are welcome. Organisations are encouraged to profile the funding request over this time frame so that, if necessary, changes to funding streams can be made.
- 4.2. We will be administering the RRRCP in a series of funding cycles. The window for applications for the first cycle is: **1st July 2021- 1st November 2021**. We will publish updated guidance for the second cycle in December.
- 4.3. Note that there is no specific limit set for the number of applications that may be submitted by each organisation each cycle but please bear in mind the reach of the programme and that the budget is £5 million for 2021/22 and subsequent years. If necessary, organisations will be asked to prioritise proposals each year.
- 4.4. Organisations will be expected to set out other sources of funding, including funding through other parts of the Scottish Government in their application form.
- 4.5. The application process is supported by an Investment Panel which will agree recommendations to Scottish Ministers on which project proposals should progress. This will ensure a fair and transparent process.
- 4.6. Applicants are expected to bring forward project proposals that have been developed with the involvement and support of local ADPs and relevant community, third sector and private sector partners as appropriate.

- 4.7. There will be four stages to each funding cycle as outlined below. The timings are based on the first cycle (July-Nov)
- 4.8. **Stage 1- Expressions of Interest.** Following the launch of National Mission funds on 28 May organisations are invited to submit expressions of interest (EOI) via email to drugsmissondeliveryteam@gov.scot. This should be accompanied by a project proposal summary and should outline key information about the purpose of the project, why the project should be undertaken, project costs and other funding, a delivery timeline and a key point of contact. Officials welcome exploratory conversations with organisations considering submitting an EOI.
- 4.9. **Stage 2- Complete assessment form and due diligence checks.** Officials will consider proposals according to alignment with the overall objective of the RRRCP and alignment with the strategic context outlined above. Organisations will then be invited to complete an assessment form and provide information to use in our due diligence checks. Guidance on completing the assessment form can be found at [Annex A](#) and the template is available from drugsmissondeliveryteam@gov.scot. Where organisations have submitted EOI before July 2021, this will be an iterative process between officials and the key point of contact. Where there is information missing from the proposal needed for assessment officials will work with key points of contact in the organisation to ensure that available information is captured. Applications will be given a score for each of the criteria outlined at [Annex A](#) which also sets out the scoring system. In order to make a full assessment of applications, the Scottish Government must carry out a due diligence check to assess the good standing-financial and otherwise- of the applicant. This supporting evidence should be submitted at the same time as the application form as an attachment. Drugs Policy officials will be in touch to confirm completion of this check.
- 4.10. **Stage 3- Investment Panel recommendations.** The completed assessment form, including indicative scorings, will be submitted for consideration at an Investment Panel. This panel will be made up of key stakeholders from the Scottish Government and will include external representatives from the Residential Rehabilitation Development Working Group (RRDWG) and ADPs. Please see [Annex B](#) for more detail on membership of the Investment panel. The panel will review proposal documents and assessment forms before confirming the final scorecard and submitting a recommendation to the Minister.
- 4.11. **Stage 4- Funding announcement.** Once the Minister has considered the recommendation and made a decision to fund the project, a grant letter will be issued setting out contractual terms of the funding. Before any payment is made, the grant outcomes are agreed and there will be a conversation about mutual expectations (in line with the Principles for positive partnership [guidance](#)).

5. **READINESS TO DELIVER IN 2021-22**

- 5.1. The RRRCP is a new programme for 2021-22 and clear readiness to deliver in 2021-22 will be a crucial point for consideration in the application process for the first funding cycle.
- 5.2. Projects offered grant support in 2021-22 designated for that year will have a relatively short time to spend or at least fully commit the grant on offer (by end of March 2022) and there will be no facility to carry over to the next financial year.
- 5.3. Where project proposals are presented over multiple years, the Investment Panel will still primarily be looking at readiness to deliver in 2021-22. They will

also consider the longer term deliverability of proposals if covering more than one year.

- 5.4. We anticipate an increasing level of competition for available funding each year and that the RRRCP will see a growing pipeline of project proposals over the years.

6. **ELIGIBLE ORGANISATIONS**

- 6.1. Eligible organisations for being the lead applicant for RRRCP funding are not-for-profit organisations working in the drugs sector, including Integration Authorities, Alcohol and Drug Partnerships, third sector organisations and grassroots/community organisations.
- 6.2. Project proposals are expected to be brought forward with the involvement and support of relevant ADPs and Local Authorities. Lack of evidence of this will affect the scoring of the application.

7. **ELIGIBLE TYPES OF PROJECTS**

- 7.1. Eligible projects for RRRCP are those looking for a capital investment or high value revenue costs (>£250,000) to increase capacity of residential rehabilitation services in Scotland.
- 7.2. If your project is in early in its development, some financial support may be available for scoping work. Please contact drugsmissondeliveryteam@gov.scot.
- 7.3. The RRRCP considers the definition of “Residential Rehabilitation” to be facilities offering programmes which aim to support individuals attain an alcohol or drug-free lifestyle and be re-integrated into society, and which provide intensive psychosocial support and a structured programme of daily activities which residents are required to attend over a fixed period of time. This in principle includes abstinence based rehabilitation programs, however will also consider some detox facilities which are either co-located within or are specifically linked to a residential rehab programme.

8. **LEGAL REQUIREMENTS**

- 8.1. Project proposals are invited on the basis that necessary legal requirements are covered and will flow through to the contents and conditions of a grant offer. That means Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) and any other legal requirements that are specific to individual projects.

ANNEX A- ASSESSMENT FORM GUIDANCE

We have provided guidance (in red) to use in completing the stage 2 assessment form. Please note that the form will also include a detailed financial breakdown and legal requirements and terms and conditions. To access the form template please contact missiondeliveryteam@gov.scot.

RECOVERY FUND ASSESSMENT FORM: RESIDENTIAL REHAB RAPID CAPACITY PROGRAMME	
LEAD APPLICANT ORGANISATION:	
LEAD CONTACT/PHONE/E-MAIL:	<i>[Provide the name, telephone number and email address for the person who can be contacted]</i>

	<i>about the application. This must be someone from the applicant organisation, not a partner organisation.]</i>
PROJECT TITLE	
PROJECT REFERENCE <i>OFFICIALS TO COMPLETE:</i>	
RECOMMENDATION <i>OFFICIALS TO COMPLETE:</i>	

SECTION 1: POLICY ASSESSMENT

PROJECT DETAILS						
<p>Project summary: <i>Please provide a clear summary of the project.</i></p> <ul style="list-style-type: none"> <i>Project proposals can request 100% of the cost of the project. However the Investment Panel will view project proposals containing evidence of other investment favourably as it indicates stronger support and collaboration.</i> <i>Additional information on any other costs, e.g. wider programme activities, should only be included within the project description. This is to avoid confusion around what the grant on offer will be used to deliver.</i> <i>Enter the total project cost to which the RRRCP grant will contribute. Include details on expenditure beyond the funding period (including if multiyear) where possible – e.g. if onward development is planned, how it is expected to be financed.</i> <i>Note that any grant offered will generally be paid in arrears and must relate to spend actually incurred or legally committed. Please ensure expenditure figures are consistent with start and end dates of the project. Grant cannot be claimed for costs incurred prior to 1 April 2021.</i> 						
Project Start Date (DD/MM/YYYY)	<i>[Start date of the project which should be the date activity/spend commences on the project. We would be asking you, as grantee, to assure by November 2021 that the project will draw down the grant in full by end of March 2022.]</i>					
Project End Date (DD/MM/YYYY)	<i>[The end date relates to the physical completion of the project activity (not the date of the final financial grant claim).]</i>					
Profile of cost	2021/22	2022/23	2023/24	2024/25	2025/26	TOTAL
Revenue costs						
Capital costs						
Total costs						

Assessment Scores- OFFICIALS TO COMPLETE:	Summary of Scores
1. Alignment to SG Residential Rehabilitation priorities	/5

2. Evidence base	/5
3. Readiness to deliver in 2021/22	/5
4. Local Authority support and partnership arrangements	/5
5. Evidence of Governance	/5
6. Legacy, monitoring and reporting on outcomes	/5
Total:	/30

Section 1.1: ALIGNMENT TO SG RESIDENTIAL REHAB PRIORITIES	Yes/No OFFICIALS TO COMPLETE:
1. Increase capacity of residential rehabilitation services	
2. Improve pathways for vulnerable groups and those with complex needs	
3. Embed aftercare as a core component of residential rehabilitation and ensure rehab is seen in the context of wider community services and support	
4. Overcome barriers to access (including medication barriers, Mental Health/ Dual Diagnosis, and attitudinal)	
5. Establish clear and sustainable funding pathways	
<p><i>[Please use this section to demonstrate how the project proposal aligns with national priorities for residential rehabilitation. These have been informed by the <u>recommendations</u> made by the Residential Rehabilitation Working Group in December 2020.]</i></p>	
Section 1.1 Score- OFFICIALS TO COMPLETE:	

Section 1.2: EVIDENCE BASE

[This section is your opportunity to provide an overall narrative that reflects back to the points included in the Background and Strategic Context above. You should use this section to highlight the evidence of need for intervention and the type of service model you are proposing as well as which location and community will be impacted. Please also highlight your organisation’s track record for delivering services.]

Section 1.2 Score- OFFICIALS TO COMPLETE:

Section 1.3: READINESS TO DELIVER IN 2021/22

[Please provide clear evidence that the project is ready to commence with practical delivery in 2021-22 (making full use of any offer of grant by end of financial year 2021-22). Please provide details of the key stages of the project delivery and include the date that each stage is due to be completed.

Please cover, where applicable, things like planning approvals, procurement process and appointment of contractors, the date major contract works will commence (which should ideally be by November 2021), the capital work period and any phases, and the overall completion date related to those capital works.

Demonstrate that work is underway to ensure that any funding required from other sources will be secured, including the timescale for any decisions and likelihood of success. Please note that other named funding organisations are likely to be consulted on your application.

Describe how the project will be managed and monitored to ensure it can be delivered in the timescales that you have indicated. Please provide details on the project’s feasibility, relevant business cases that support RRRCP investment in the project, and the sustainability of the project and its outcomes. Please do not include these documents with the application.]

Key project Milestones	Date Expected
Section 1.3 Score- OFFICIALS TO COMPLETE:	

Section 1.4: LOCAL AUTHORITY SUPPORT AND PARTNERSHIP WORKING

[The expectation is that applicants will have involved local Alcohol and Drug Partnerships in planning and developing the project proposal. Please provide evidence of ADP support and buy-in as well as wider Local Government involvement.]

Have you developed the project proposal (and plan to deliver it) in partnership with any other organisations/sectors (other public bodies, third sector, private sector)?

Provide details of these partners, their roles in the project, funding contributions and how they will continue to be engaged throughout the delivery of the project and thereafter. Identify any longer term benefits or lasting legacy the partners in your project will bring to the local area as a result.

Describe how other third sector or public organisations will be involved in the roll out of the project, e.g. taking over running of the new asset(s) or public sector providing new/enhanced or additional services.

Evidence to demonstrate contributions from partners is not required at the application stage but you may be asked to provide this if your application is successful.]

Section 1.4 Score- OFFICIALS TO COMPLETE:

Section 1.5: EVIDENCE OF QUALITY GOVERNANCE

[Please use this section to provide evidence of the quality governance of your service and organisation. This relates to the structure and related processes to assure delivery of high-quality, safe and effective services. You should demonstrate how the service will demonstrate clinical effectiveness, staff competencies, risk management, reporting of serious incidents and other near misses, information governance and taking into account service users in planning the delivery of care.]

See section A2 in [Drug misuse and dependence: UK guidelines on clinical management](#) for more information.

To note: SG will be conducting a separate process for due diligence to ensure we are satisfied as to the good standing - financial and otherwise - of the grant recipient and any delivery partners.]

Section 1.5 Score- OFFICIALS TO COMPLETE:

Section 1.6: LEGACY, MONITORING AND REPORTING ON OUTCOMES

[The RRRCP provides initial capital investment to unblock the delivery of new or improved infrastructure and, where necessary, revenue for up to 2024-25. It does not provide long-term funding and it is therefore important that applicants have appropriate strategies in place to identify how they will ensure the sustainability of the project.]

You should use this section to clarify any relevant discussions, timescales and agreements in place relating to securing and bridging with other funding opportunities to contribute to long-term viability of the project on order to deliver the outcomes anticipated by the project.

Please provide detail on what information you will collect and how you will continue to monitor and evaluate the project in terms of the outcomes it will deliver. If you are a lead partner in your application, please include information on how you will be supporting the other partner organisation(s) in delivering the project.

State how you will measure the success of the project not just in the terms of the physical infrastructure/changes it will create but also its longer term impact.

We will require monitoring reports for the project to ensure progress towards your desired outputs and outcomes. This section should be used to detail what information you will be collecting to measure those outcomes versus the original intent. We will be looking for annual reporting following the practical completion.

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Section 1.6 Score- OFFICIALS TO COMPLETE:

Follow up calls

Questions:

DUE DILIGENCE		
<i>How is the organisation funded?</i>	<i>To enable the Scottish Government to make a full assessment of your application we must carry out a due diligence check to assess the financial stability of applicants.</i>	
<i>Detail the contingency plans for the possibility of part (or all) of the organisation's funding coming to an end.</i>		
<i>Provide evidence and detail on regularity of budget monitoring</i>		
<i>By what frequency does the organisation reconcile their actual expenditure to budgeted expenditure?</i>		
<i>What policies and procedures are in place to deal with variances between actual and budgeted expenditure?</i>		
<i>You should also provide the following documents as an attachment to your application. Please do not embed documents in the application form.</i>		
All due diligence documents and supporting evidence provided?	Document	Yes/ No
	the last two years of signed and/or audited financial statements	

	evidence of formal policies on fraud, bribery and corruption	
	Partnership Agreement	
	ADP/IA letter of support	

Scoring Guidelines

0 – No Evidence	No evidence provided	Would not fund
1 – little evidence	Little evidence for answer or lack of consideration of answer. Unlikely to be achievable or exhibits concerns about evidence base or basis for proposal.	
2 – some evidence	Exhibits some evidence, but does not full explain or lacks knowledge of evidence	
3 – adequate evidence	Basic evidence provided, considered thought but not detailed or clearly explained	
4 – good evidence	Clearly expressed ideas/evidence. Clear understanding of theory/innovation	Would fund
5- exceptional evidence	In depth detail, clear links to evidence for answer	

ANNEX B- PROVISIONAL MEMBERSHIP OF THE RRRCP INVESTMENT PANEL

Below is a provisional membership list of the RRRCP Investment panel which we have included to ensure transparency in the process. Declarations of conflicts of interest will be made prior to any involvement in the panel.

SG/ External	Role
SG	Deputy Director- Drugs Policy Division
SG	Finance Business Partner - Health Finance
SG	Housing and Homelessness Division
SG	Children and Families Directorate
External	Chair or Member- Residential Rehabilitation Development Working Group (RRDWG)

External	ADP Strategic Lead
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