

RECOVERY FUND APPLICATION FORM: RESIDENTIAL REHAB RAPID CAPACITY PROGRAMME	
LEAD APPLICANT ORGANISATION:	
LEAD CONTACT/PHONE/E-MAIL:	
PROJECT TITLE	
PROJECT REFERENCE <i>OFFICIALS TO COMPLETE:</i>	
RECOMMENDATION <i>OFFICIALS TO COMPLETE:</i>	

SECTION 1: POLICY ASSESSMENT						
PROJECT DETAILS						
Project summary:						
Project Start Date (DD/MM/YYYY)						
Project End Date (DD/MM/YYYY)						
Profile of cost	2021/22	2022/23	2023/24	2024/25	2025/26	TOTAL
Revenue costs						
Capital costs						
Total costs						

Assessment Scores- <i>OFFICIALS TO COMPLETE:</i>	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 <i>OFFICIALS TO COMPLETE:</i>
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	
<p><i>Please 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.</i></p>	
Section 1.2 Score- OFFICIALS TO COMPLETE:	

Section 1.3: READINESS TO DELIVER IN 2021/22
<p><i>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.</i></p>

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

Section 1.4: LOCAL AUTHORITY SUPPORT AND PARTNERSHIP WORKING	
<p><i>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 as well as any other partners. Details should include their roles in the project, funding contributions and how they will continue to be engaged throughout the delivery of the project and thereafter.</i></p>	
Section 1.4 Score- OFFICIALS TO COMPLETE:	

Section 1.5: EVIDENCE OF QUALITY GOVERNANCE	
<p><i>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. 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.</i></p>	
Section 1.5 Score- OFFICIALS TO COMPLETE:	

Section 1.6: LEGACY, MONITORING AND REPORTING ON OUTCOMES	
<p><i>Please 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.</i></p>	
Section 1.6 Score- OFFICIALS TO COMPLETE:	

Follow up calls
Questions:

DUE DILIGENCE		
<i>How is the organisation funded?</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>		
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	

SECTION 2: FINANCIAL BREAKDOWN						
Finance Summary	2021/22	2022/23	2023/24	2024/25	2025/26	Total
Total Project Expenditure						
RRRCP Grant Requested						

Other Funding Sources						
Comments:						

Capital expenditure funded by RRRCP grant						
Project Delivery Costs						
Capital Expenditure Heading	2021/22	2022/23	2023/24	2024/25	2025/26	Total Cost
Total						
Do these costs include VAT: [YES / NO]						
If yes, is the VAT recoverable: (only non-recoverable VAT should be included, as part of the relevant project costs) [YES/NO]						

Capital expenditure funded by other sources						
Capital Expenditure Heading	2021/22	2022/23	2023/24	2024/25	2025/26	Total Cost
Total						
Do these costs include VAT: [YES / NO]						
If yes, is the VAT recoverable: (only non-recoverable VAT should be included, as part of the relevant project costs) [YES/NO]						

Other Funding Sources	2021/22	2022/23	2023/24	2024/25	2025/26	Total

Direct in kind contributions.		
Please provide details of any 'in kind' contributions for the project and how the value of these has been calculated.		
Description	Value	Basis for value

SECTION 3: LEGAL REQUIREMENTS AND TERMS AND CONDITIONS

1. Data Protection and Freedom of Information

- 1.1. Applicants to the Residential Rehab Rapid Capacity Programme should be aware that the Scottish Government is subject to the provisions of the Freedom of Information (Scotland) Act 2002, the UKGDPR and the Data Protection Act 2018.
- 1.2. Please therefore note that information provided, including personal information, will be held, published and disclosed in accordance with this legislation. When submitting an application, please let us know if there are any parts of it which would prejudice your commercial or other interests if they were made public.

2. Equalities Legislation

- 2.1. All organisations submitting an application to the Residential Rehab Rapid Capacity Programme must satisfy themselves that they are compliant with relevant equalities and environmental legislation, including the requirement for Strategic Environmental Assessments (SEA) under the Environmental Assessment (Scotland) Act 2005.
- 2.2. Equally where appropriate confirm that an Environmental Impact Assessment on the project has been completed and accommodated.
- 2.3. Further information on equalities legislation can be obtained from the Equalities and Human Rights Commission www.equalityhumanrights.com and guidance on relevant environmental legislation from the Scottish

Government:<https://beta.gov.scot/publications/strategic-environmental-assessment-guidance/> .

2.4. We may require proof from you that you have considered your obligations as required under legislation.

3. Compliance with Environmental legislation

3.1. The project must comply with Environmental legislation that applies in Scotland.

4. Compliance on Procurement

4.1. Procurement practices should align with Scottish Procurement Policy Notes (SPPNs). SPPNs provide advice to public sector organisations and other relevant bodies on procurement policy.

5. Compliance with information requirements

5.1. **Freedom of Information:** The Freedom of Information (Scotland) Act 2002 introduced important rights for all to access information held by Scottish public authorities - anyone asking for information will be entitled to receive it unless the information requested falls within an exempt category. and even where information falls within an exempt category, there may be a public interest in the information being disclosed.

5.2. **Data Protection:** The form contains information that is personal data for the purposes of UKGDPR¹ and in respect of which the Scottish Government is obliged to supply the following information. The data controller is the Scottish Government.. The information you provide will be used for the following purposes:

- a. Processing your application. Your application will be made available to the Residential Rehab Rapid Capacity Programme Investment Panel as part of the appraisal process.
- b. Where you have identified additional funding sources within your application, the application may be shared with those funders as part of the assessment and appraisal process.
- c. If your application is successful, we may publish this application in hard copy or on the internet.
- d. Data may be used for statistical and Scottish Government performance reporting and evaluation.

5.3. The application form will be stored securely and retained in order to ensure compliance with grant conditions that apply to projects that are successful in receiving funding.

5.4. Apart from a) to d) above, the information you provide will not be disclosed to any other organisation for any purpose other than detecting or preventing fraud. For the purpose of the detecting and preventing fraud, data may be disclosed to (i) subcontractors or sub-contractors employed by the Scottish Government for this purpose (ii) Audit Scotland and (iii) law enforcement agencies.

5.5. Your Rights:

- a. You have the right to request information about how your personal data is processed and to request a copy of that personal data. You also have the

¹ The General Data Protection Regulation (EU) 2016/679 as it forms part of the law of England and Wales, Scotland and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018 and as amended by the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019 (UK GDPR).

right to object to processing of personal data, ask for use of data to be restricted, and request to have your data deleted.

- b. You have the right to request that any inaccuracies in your personal data are rectified without delay and you can edit your contact details at any time. This should be done in the first instance by contacting the organisation providing you with support.
- c. Information about a limited company or another legal entity, which might have a legal personality separate to its owners or directors, does not constitute personal data and does not fall within the scope of the UK GDPR. Similarly, information about a public authority is not personal data. Further information on The Scottish Government and its processing of personal data can be found here. <https://beta.gov.scot/about/contact-information/personal-data/>.

6. Compliance with legal responsibilities

6.1. If you provide information which you know or suspect is untrue or misleading you may be committing an offence which could lead to prosecution.

7. Planning status and compliance with legislation

7.1. If planning permission has been obtained, details on the type of planning permission (full, outline, conditional, unconditional), should be provided showing the date of approval. If there are any outstanding planning procedures/appeals or if there are likely to be any further planning appeals, these should be clearly explained below, stating the likely timescale for the resolution indicated. Please confirm that requirements relating Section 75 have been met. If your project involves works that requires road consent or historic building consent you should clarify this here.

8. Compliance with Subsidy Control

8.1. Applications are required to have prior consideration of subsidy control rules. Further information on subsidy control is here: <https://www.gov.scot/publications/scottish-public-finance-manual/subsidy-control/subsidy-control/>

9. Specific Conditions of Grant

9.1. If there are any specific conditions of grant for your approved project, these will be notified to you as part of the formal grant offer. When returning your signed offer of grant acceptance, you are committing to all conditions contained therein.

SECTION 4: ACKNOWLEDGEMENT AND AGREEMENT ON TERMS & CONDITIONS

By signing this application you are confirming that you are an authorised signatory for your organisation and are able to commit the organisation to the terms and conditions in applying to the Residential Rehab Rapid Capacity Programme. You are also confirming that the statement below is accurate.

As far as I know and believe, all of the information in this application form is true, accurate and complete. I am authorised to allow this project to go ahead.

I confirm :

That this organisation will undertake regular monitoring of the project to ensure that it conforms to the application and the regulations and that adequate management and financial safeguards are in operation.

I acknowledge that this project will be subject to regular monitoring and undertake to keep adequate records for this purpose.

I also acknowledge that Scottish Government may carry out on the spot checks at any time on the records of the project applicant, its partners or other parties involved in this project.

I am aware that any grant paid by the Scottish Government will require to be repaid if after investigation the Scottish Government decide that the project has not been carried out in accordance with the grant offer.

I agree to acknowledge the support from the Residential Rehab Rapid Capacity Programme in any relevant publicity around my project which has been supported.

I can confirm that organisations named at section 4 within this application have read, understood and will comply with all the legal requirements set out and are content for the Scottish Government to:

- publish details of the financial support they are giving to this project;
- give any details they have about our project from this application or from future assessments to other agencies, including other grant-making bodies; and
- use any of these details in news releases, publications and other publicity materials.
- If this application is successful, the information within can be published in hard copy and on the internet.

The Scottish Government can do these things without asking us again for our agreement. These details will not be used for commercial purposes.

Terms and Conditions: Acknowledged and Agreed

Authorised Signatory Details

Name :

Designation :

Contact Address :

<input type="text"/>		
<input type="text"/>		
<input type="text"/>	Post Code	<input type="text"/>

Telephone:

Mobile :

Email:

Signature:

Date :