



T: [Redacted - Section 38(1)(b)]
E: Eleanor.Passmore@gov.scot

[Redacted - Section 38(1)(b)]@
The Scottish Football Association

[Redacted - Section 38(1)(b)]@[scottishfa.co.uk](mailto:[Redacted - Section 38(1)(b)]@scottishfa.co.uk)

7th February 2024

Extra Time Project Fund

Dear [Redacted - Section 38(1)(b)],

I would like to thank the Scottish Football Association and each of the football clubs for the hard work and support to establish before, after school and holiday activity clubs, as part of the Scottish Government and SFA's Extra Time Programme Fund.

It's been great to see this project develop over the course of this financial year, and in particular how impactful this has been in such a short space of time for those children and families accessing the activity club.

I am pleased to inform you that Scottish Ministers have agreed to fund this Project for the financial year 2024-25 as part of our work to better understand the impact and effectiveness that working with in partnership with organised bodies and local football clubs can offer in terms of reaching out to communities to deliver services. It will also help us to gain a better understanding of how organised activities can improve outcomes for families on low incomes and a deeper knowledge of the potential role the organised activities sector can play as part of a future system of school age childcare. This will ensure that those families who have been accessing your provision to date will continue to be supported through the Fund.

Please accept this Letter of Comfort to confirm that the Scottish Government will continue to provide grant funding until the end of March 2025, subject to the Project meeting the terms and conditions of the Offer of Grant Letter which will be issued to the Scottish Football Association by the Scottish Government shortly.

I hope that this additional year of funding will enable the Project to continue to offer organised activity provision for families and that it provides sufficient comfort to enable effective planning for the Project for the next financial year.

Yours sincerely,

Eleanor Passmore
Deputy Director for Early Learning and Childcare
(On behalf of Kate Smith, Deputy Director for School Age Childcare)

From: [redacted -Section 38(1)(b)]@scottishfa.co.uk>
Sent: Friday, March 3, 2023 10:45 AM
To: [redacted -Section 38(1)(b)]@gov.scot>; [redacted -Section 38(1)(b)]@gov.scot
Subject: RE: Dundee Partnership Working with SFA

Hi [redacted -Section 38(1)(b)], and [redacted -Section 38(1)(b)],

Initial thoughts in red below – we've been liaising with the clubs to try and determine a suitable approach, but I think until we can articulate what the potential 'package' of funding available (capital, programme, and resources) we may struggle to determine a clear costing model at this stage.

The clubs we've spoken to seem very (super!) keen to develop a delivery model, but my gut is telling me that the best next steps is to create a short briefing note, detailing the potential resource considerations, funding principles, time scales etc. and ask the clubs to complete an application – at this stage we can sift through content and identify the most appropriate model in partnership with you?

Hope all make sense, but if not please let me know.

Speak soon

[redacted -Section 38(1)(b)]
From[redacted -Section 38(1)(b)]@gov.scot
Sent: Friday, February 24, 2023 2:08 PM
To: [redacted -Section 38(1)(b)]@scottishfa.co.uk>
Cc: [redacted -Section 38(1)(b)]@gov.scot
Subject: RE: Dundee Partnership Working with SFA

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Hi [redacted -Section 38(1)(b)],

Thanks for your patience. We've been having internal discussions on our side and keen to progress the project while ensuring the right mechanisms for funding and delivery.

Thanks for sending on the starter for ten. I've got a few comments below that I hope can help you pull together a full costed proposal. We have a couple of options for funding (in a nutshell – funding the SFA to grant fund the projects, or funding the SFA to run a competitive fund for projects). I think looking to answer the following questions will help us determine which mechanism is most appropriate – **I think at this stage, we would likely want to develop the programme via the latter. We currently deliver the UK Government Facility Investment as *Grant Manager*. This approach means that we invite applications for investment, with the total resource allocated based on funding principles, club/partner status and potential outcomes. The level of investment is allocated after consultation with an expert panel – consisting of Scottish FA reps, National Gov, and other appropriate partners. This process ensures partner buy in and allows us to maximise resource into appropriate**

areas. Of course, we would be guided by you on the most effective method, but I believe we could create a similar model that would deliver effectively.

- What is it that the clubs currently have running that looks to provide activities after the school day?
- What is it that the clubs currently have running that additional organised children's activities can support? For example, Morton have an employability offer; could a childcare/activities service support that?
- What tweaks need made across the clubs to offer a fuller support for families?
- What ones are ready, engaged and keen to start? Which ones need more support?
- What more do they need? And at what cost?
- How can we ensure they are inclusive services (e.g. for ethnic minority families)? What steps can we take to reduce barriers to participation for those with protected characteristics?

If you don't mind, I will try and answer all of your questions above with some additional context – the level of engagement that clubs have after the school day, term time or during holiday period is very often determined by a number of factors:

Workforce – clubs who have FT, PT or even sessional staff have more capacity, therefore can offer 'additional' activity out of school before the traditional team/training sessions kick in around 6pm ish. All the clubs I've listed below have a paid delivery workforce, but as you would expect this varies depending on the size and scale of the club and existing demands. The sessions that these clubs provide, will vary depending on local demographics, but this could include 3-5, 5-8, 9-12 year olds, or drop-in sessions for teenagers and so on.

Facility – as you would expect the clubs offering is guided by their facility. We have a mix of groups that own, manage or lease stadia, pitches, halls, changing rooms etc. So, the delivery model may look and feel slightly differently depending on the available spaces.

Geography – the relationship between the clubs and the school cluster is often influenced by the geography and accessibility of their facility. This can often be overcome with investment into mini-buses etc. and this may become clearer via an application process as we would expect many of the clubs to talk about this is

Community Relationships – this is where the clubs excel, as we've discussed previously the groups have significant reach and this is where I see the greatest opportunity for clubs to create innovative models for various demographics and understanding the 'live' needs for their local community – this could see them complement existing programmes, the creation of new opportunities or innovative partnerships that will take into the considerations some of the demographics questions you've posed above, including families, underrepresented groups and varying age groups.

It would be helpful if you could provide intelligence and detail associated with the clubs you outlined below. Hopefully your regional contacts would be able to provide this?

I've tried to cover this in the questions above, but it would be good to understand the clubs that are doing something in this space already (is anyone doing anything like Ayr United?), and if so it's likely we can come in and grant fund them. Clubs that are starting up activities/childcare anew will likely need to go through an application.

I've been speaking this week to Susan and Kate about the potential project. I'm off on leave this afternoon and next week. I've copied Susan who is briefed and able to answer questions while I'm away.

Have a great weekend and looking forward to catching up when I'm back. **Is it worth jumping on a call/meeting early next week to discuss the best approach – I'm still very comfortable that we will be able to get the answers from the clubs, very quickly, but it may need a little more guidance from our end.**

Catch up soon 😊

Thanks,

[redacted -Section 38(1)(b)]

From: [redacted -Section 38(1)(b)]@scottishfa.co.uk>

Sent: 15 February 2023 21:54

To: [redacted -Section 38(1)(b)]@gov.scot

Subject: RE: Dundee Partnership Working with SFA

Hi [redacted -Section 38(1)(b)],

Apologies for the delay coming back to you on this – we've been working through a process with the regional teams to identify the (potentially) best suited clubs to deliver a project.

Please forgive the format of the email I wasn't sure how to best present the content - I've listed some examples below – as you can see each of our team have offered a long list of clubs – but I must caveat all of this to say, depending on what route we go down, we can speak to the individual clubs in more detail to outline areas such as costings, clusters, partners, resource implications etc.

The final thing to say as well – this is a mix of grassroots and professional trusts, most, if not all will be regulated by OSCR in some way and all are stacked full of 'good people' – but we could identify others based on your views and if there were other communities you would like to target – please think of this list as a starter for ten!

CENTRAL REGION

- [Falkirk Foundation](#) – looking at creating more social space and re-fitting some of their existing assets. Good connections with NHS FV and Falkirk Council
- [Motherwell CT](#) – looking at creating more social space and access, good links with NLC 365 programme and want to do more social impact stuff
- [Wasp](#) – fantastic opportunity locally and would act as a catalyst
- [Stenhousemuir/WITC](#) – changing to separate charity so will be aiming to deliver more social objectives, already well-established links to with local schools and council.

NORTH REGION

- [Fraserburgh](#) Link Up ([AFCCT](#) Club Grow).

- [Elgin City FC.](#)
- [Inverness Caledonian FC \(Community Trust\).](#)
- [Ross County FC \(Foundation\).](#)

Key drivers would include:

- Historical relationship. Level of comfort that we/they could even begin to consider this process.
- “On site” facility that might allow delivery – nonsporting. 2 from 4 might be better placed regarding access to sporting facilities also.

SOUTH EAST REGION

[Spartans Community Football Academy](#) are very interested in delivering an Out of School Care package in North Edinburgh.

Both [Bonnyrigg Rose Community Football Club](#) and [Broxburn United Sports Club](#) are interested in developing a similar approach

WEST REGION

[Greenock Morton in the Community](#)

[Rangers Charity Foundation](#)

[Celtic FC Foundation](#)

[Partick Thistle Foundation](#)

[St Mirren FC Charity Foundation](#)

[North Kelvin Sports](#)

[Drumchapel United](#)

[Thorn United](#)

SOUTH WEST REGION

Some Clubs who have potential (ignoring Ayr United Community Football Club who are doing a fabulous job!) are:

- [Kilwinning Sports Club](#) (Perhaps also in conjunction with [Kilwinning Soccer Academy](#))
- [Cumnock Juniors Community Enterprise](#)
- [Queen of the South Community Trust](#)
- [Kilmarnock Community Trust](#)

EAST REGION*

[Blairgowrie & Rattray Community Football Club](#)

[Dundee United Sports Club](#)

[Glenrothes Strollers](#)

*Attached document – includes some high-level potential resource implications – perhaps offers us a template to work through for others?

It would be good to have a follow up with you, once you’ve had a chance to digest some of the proposed communities.

Just let me know when suits

[redacted -Section 38(1)(b)]

From: [redacted -Section 38(1)(b)]@gov.scot
Sent: 07 February 2023 14:13
To: [redacted -Section 38(1)(b)]@scottishfa.co.uk>
Subject: RE: Dundee Partnership Working with SFA

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Thanks for this [redacted -Section 38(1)(b)] – good to appreciate the distinction.

FYI I had a chat yesterday with Shaun at AUFA – he's happy in principle to present at the events you are planning at Hampden and Easter Road. We'd be keen to be part of those too, if there's scope for our involvement. Do you want to send on a calendar request to hold the dates?

Here's the video I had mentioned – [AUFA After School Programme - YouTube](#) – some really great learning here so keen to support promoting the project where we can.

Thanks,

[redacted -Section 38(1)(b)]
From: [redacted -Section 38(1)(b)]@scottishfa.co.uk>
Sent: 06 February 2023 09:21
To: [redacted -Section 38(1)(b)]@gov.scot
Subject: RE: Dundee Partnership Working with SFA

Hi [redacted -Section 38(1)(b)],

Thanks again for this – just to flag, I passed on the content to our regional team who've let me know that the partner club is [Dundee United Sports Club](#), not DUFC.

Be back in touch soon with a proposed plan of action.

Speak soon

[redacted -Section 38(1)(b)]
From: [redacted -Section 38(1)(b)]@gov.scot
Sent: 02 February 2023 11:48
To: [redacted -Section 38(1)(b)]@scottishfa.co.uk>
Cc: [redacted -Section 38(1)(b)]@gov.scot Kate.Smith@gov.scot
Subject: Dundee Partnership Working with SFA

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Hi [redacted -Section 38(1)(b)],

See attached for a small excerpt from the latest Dundee report highlighting some of the work between our school age childcare project, the SFA and Dundee United.

As mentioned, really happy to pick up with you over the next week if it is useful to chat.

Thanks,
[redacted -Section 38(1)(b)]
[redacted -Section 38(1)(b)](he/him)
Team Leader, School Age Childcare
The Scottish Government
Email: [redacted -Section 38(1)(b)]@gov.scot

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From: [redacted -Section 38(1)(b)]@scottishfa.co.uk>
Sent: Tuesday, March 28, 2023 10:49 AM
To: [redacted -Section 38(1)(b)]@gov.scot>
Cc: [redacted -Section 38(1)(b)]@gov.scot>; [redacted -Section 38(1)(b)]@gov.scot
Subject: RE: SFA School Age Childcare - Meeting Notes and Next Steps

Hi [redacted -Section 38(1)(b)],

It was lovely chatting to all of you.

Apologies for the radio silence on this – last week was particularly busy with meetings with Scot Gov officials, UEFA and some other partners – so, I'm only lifting my head now, sincere apologies and please be assured we're on the case developing the delivery model for you.

Let me come back to you with a proposed bid and we can get a follow up on the back of that?

Speak soon 😊

[redacted -Section 38(1)(b)]

From: [redacted -Section 38(1)(b)]@gov.scot
Sent: Monday, March 20, 2023 3:30 PM
To: [redacted -Section 38(1)(b)]@scottishfa.co.uk>
Cc: [redacted -Section 38(1)(b)]@gov.scot; [redacted -Section 38(1)(b)]@gov.scot
Subject: SFA School Age Childcare - Meeting Notes and Next Steps

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Hi [redacted -Section 38(1)(b)],

Thanks again for your time this week. We agreed that we would send an initial email outlining some points for you to incorporate into a proposal for us – please see below for these notes. I've used some of the wording from the DCMS project in places too [redacted -Section 38(1)(b)]@gov.scot, in case it looks familiar!

Grateful if you could have a proposal for this project to us week commencing 17th April and that we look to meet to discuss the same week. If you can send over some availability for this week, we can let you know what works, and happy to come to you and do this in person as suggested.

As ever, happy to have a call and discuss between now and then. [redacted -Section 38(1)(b)]@gov.scot / [redacted -Section 38(1)(b)]@gov.scot, please feel free to add to the below if I missed out anything significant.

Format

Grateful if you can set this out in a document please [redacted -Section 38(1)(b)]@gov.scot. We don't require a formal letter at this stage – the proposal is essentially a working draft that we can agree upon ahead of us formalising through a grant agreement. Please include tables or an attached spreadsheet for a detailed budget breakdown.

Timeline

Draft timeline:

- End of April – project agreement formalised SG and SFA
- May – open application process to clubs
- June – award funding to clubs
- July – clubs start delivering services

Project Outcomes

- This project will look to understand how organised activities for children, and wider engagement with local support services, can improve outcomes for

families on low incomes by supporting parents into work, training, studying or facilitate respite.

- The project will look to develop our understanding relating to children's participation in organised activities for children around the school day, in areas such as child wellbeing, attainment, and mental and physical health.
- Children will have access to organised children's activities that they otherwise would not be able to attend.
- Services will be designed in response to community need – organisations should ensure community engagement so that services meet the needs of children, their families, and the wider community.

Family outcomes

- Increased number of families in new employment, or increased hours in old employment
- Increased number of families in education and training
- Increased mental health for families
- Increased community involvement and increased numbers of children and families participating in grassroots clubs and organisations

Children's outcomes

- Reduced behavioural issues for children in both the activity service and in school
- Increased nutritional intake for children
- Increased fitness and engagement in activities for children
- Increased wellbeing for children
- Increased access to activities and sports for children

Funding Principles

Draft funding principles:

- Projects will work with primary school aged children (4-12) as a priority. Applications will be considered where organisations may want to develop services in line with school transition year groups (P6-S2), however services for primary aged children will be of priority.
- Services should extend the school day – they should run from the end of school until a time that meets the communities needs. Organisations should consider how they will pick up or run from schools, and the transport and staffing considerations that this would entail.
- Funding is to be used for costs associated with delivery of organised children's activities, including but not limited to staffing costs; facilities; food; transport; equipment; administration and management.
- The services should seek to embed themselves into the wider school age childcare network available within a community, where this exists, working collaboratively with registered childcare settings, schools, activity clubs, and other local partners.
- Capital costs associated with the service or to support the service (i.e. transportation) will be considered.
- Applications from Scotland's most rural communities are welcome, and where successful, a 'rural indexation' may be added to an award to cover the additional costs (e.g., materials, transport/logistics) often incurred by delivery partners based in more remote locations.

Fund Structure

- We like the way you have structured your capital fund with Maintain, Sustain and Attain and 3 distinct project streams. Can we do something similar with

this fund, so we will have some clubs that can start delivering quickly (summer 2023), some that might need some assistance (start of the academic year 23/24) and some that might need focused support (Drumchapel FC e.g.) – this will also allow for roles to be forthcoming for the network and how the clubs can support one another.

Monitoring and Evaluation

- SFA to explore options related to monitoring and evaluation including but not limited to:
 - What difference this provision makes for communities/families/children, and;
 - What clubs need in order to be able to deliver these services.
- SFA to explore options including PhD research and outsourcing project evaluation.

Quality

- SFA to set out how they would ensure services were of high-quality (including Club Accreditation – Quality Mark); types of qualification staff would be required to have etc.

Project Steering

- SFA to get out proposed purpose and membership of a project steering group, including representation from SG and Active Scotland.

Peer Support

- Outline the peer support element of the project and how we envisage projects supporting one another.

Further information

Initial Outputs

- SFA, and SG to co-produce a front-facing briefing note/SFA staff briefing on the project and what we are trying to achieve together – 2 pages max
- SFA, SG and AUFA to produce a spotlight document on the Ayr United project giving an operational or behind the scenes insight into what’s required to stand up a project such as this – 6 pages including video links
- SFA to provide SG with an overview of existing conversations going on with other directorates across SG, to enable cross-portfolio working where appropriate.

Current Projects

- Early Adopting Communities currently underway:
 - Dundee (Linlathen)
 - Clackmannanshire (Alloa)
 - Glasgow (Drumchapel & Carntyne)
 - Inverclyde (Port Glasgow)

Best wishes,

[redacted -Section 38(1)(b)]

[redacted -Section 38(1)(b)] (he/him)

Team Leader, School Age Childcare

The Scottish Government

Email: [redacted -Section 38(1)(b)]@gov.scot

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From: [redacted - Section 38(1)(b)] @scottishfa.co.uk >

Sent: Tuesday, April 18, 2023 2:56 PM

To: [redacted -Section 38(1)(b)] @gov.scot>

Cc: [redacted -Section 38(1)(b)] @gov.scot>; [redacted -Section 38(1)(b)] @gov.scot>; [redacted - Section 38(1)(b)] @scottishfa.co.uk>

Subject: RE: SFA School Age Childcare - Meeting Notes and Next Steps

Hi [redacted -Section 38(1)(b)]

I hope you managed to get some time off over the Easter period 😊

As per my voicemail yesterday, please see attached the School Aged Childcare proposal [please refer to FOI released document named 'Scottish FA School Aged Childcare Draft Proposal – April 2023 – V3] – this document is a first draft and contains a mix of the background/experience of the Scottish FA, plus our intended delivery process for the fund. This now stretches to 6 pages, but I hope the content and context make sense.

In summary:

- Scottish FA 'Extra Time' programme .
- Proposed total pot of £2m.
- Application process available – likely May till June 23.
- 3 strands depending on club capability - *Starters* – delivery summer 2023, *Impact* - academic year 2023/2024, *Transfer* – more focused support required, likely start in early 2024.
- Resourcing costs to deliver - 6% of the total pot – circa £120k.
- Delivery window from Summer 23 to Summer 24.

It would be good to get a follow up call/meeting with you to discuss the proposed next steps:

*Clubs will appoint coaches and support staff with appropriate coach education qualifications L1.2 – but we are considering if applicants meet criteria for *Care Inspectorate* 'A quality framework for day-care of children, childminding & school-aged childcare?

[QF ELC 13092022.pdf \(careinspectorate.com\)](#)

[FAQs QF ELC June 2022 \(1\).pdf \(careinspectorate.com\)](#)

*What would a *typical model* look like - child to staff ratios, Volunteers to paid, staff qualifications etc.?

**Effective evaluation* – it would be our intention to work with a third party (University or identified research group) – what would this look like from your perspective?

**Peer support* – it would be our intention to collate and share best practice and lessons learned with projects - from our perspective this would include regional and national forums to share learnings both within and outwith the programme. This will be a valuable part of the process and we would like to understand an agreeable approach.

**Social Impact Investment* – I've not included reference in this in the proposal document – but as per email trail with Kate and UEFA – this is something that I would be keen to follow up with you and discuss if we can include this thread in a specific pilot or across the programme as a whole.

**Business Model/Sustainability* – if successful, what would financial sustainability look like from an investment perspective beyond this pot?

**Early adopting communities* – we intend to actively pursue clubs in these communities, and we've already flagged these areas with our relevant regional teams.

**Comms* – we intend to create a video with AUFA (hopefully in the coming weeks) – plus target at least one other project lead to further promote best practice. Is there anything else we should consider in this space?

As we've discussed previously, I hope that this is a positive starter for ten and happy to pick up next steps once you've had a chance to digest.

Thanks again to you and the team for this opportunity and we're very much looking forward to support the clubs, communities, families and young people through this fantastic programme 😊

Take care and speak soon

[redacted -Section 38(1)(b)]

From: [redacted -Section 38(1)(b)] @gov.scot>

Sent: Monday, March 20, 2023 3:30 PM

To: [redacted - Section 38(1)(b)] @scottishfa.co.uk >

Cc: [redacted -Section 38(1)(b)] @gov.scot>; [redacted -Section 38(1)(b)] @gov.scot>

Subject: SFA School Age Childcare - Meeting Notes and Next Steps

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- The services should seek to embed themselves into the wider school age childcare network available within a community, where this exists, working collaboratively with registered childcare settings, schools, activity clubs, and other local partners.
- Capital costs associated with the service or to support the service (i.e. transportation) will be considered.
- Applications from Scotland's most rural communities are welcome, and where successful, a 'rural indexation' may be added to an award to cover the additional costs (e.g., materials, transport/logistics) often incurred by delivery partners based in more remote locations.

Fund Structure

- We like the way you have structured your capital fund with Maintain, Sustain and Attain and 3 distinct project streams. Can we do something similar with this fund, so we will have some clubs that can start delivering quickly (summer 2023), some that might need some assistance (start of the academic year 23/24) and some that might need focused support (Drumchapel FC e.g.) – this will also allow for roles to be forthcoming for the network and how the clubs can support one another.

Monitoring and Evaluation

- SFA to explore options related to monitoring and evaluation including but not limited to:
 - What difference this provision makes for communities/families/children, and;
 - What clubs need in order to be able to deliver these services.
- SFA to explore options including PhD research and outsourcing project evaluation.

Quality

- SFA to set out how they would ensure services were of high-quality (including Club Accreditation – Quality Mark); types of qualification staff would be required to have etc.

Project Steering

- SFA to get out proposed purpose and membership of a project steering group, including representation from SG and Active Scotland.

Peer Support

- Outline the peer support element of the project and how we envisage projects supporting one another.

Further information

Initial Outputs

- SFA, and SG to co-produce a front-facing briefing note/SFA staff briefing on the project and what we are trying to achieve together – 2 pages max

- SFA, SG and AUFA to produce a spotlight document on the Ayr United project giving an operational or behind the scenes insight into what's required to stand up a project such as this – 6 pages including video links
- SFA to provide SG with an overview of existing conversations going on with other directorates across SG, to enable cross-portfolio working where appropriate.

Current Projects

- Early Adopting Communities currently underway:
 - Dundee (Linlathen)
 - Clackmannanshire (Alloa)
 - Glasgow (Drumchapel & Carntyne)
 - Inverclyde (Port Glasgow)

Best wishes,

[redacted -Section 38(1)(b)]

[redacted -Section 38(1)(b)] (he/him)

Team Leader, School Age Childcare

The Scottish Government

Email: [redacted -Section 38(1)(b)] @gov.scot>

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Scottish FA & School Aged Childcare

‘Extra Time Programme’

Further to discussions with Scottish Government, the following document outlines the Scottish FA’s approach for Grant Manager, to deliver a school aged childcare programme of £2m in 2023/2024.

1. The Scottish FA

Founded in 1873, the Scottish FA is the governing body for football in Scotland. The Scottish FA exists to promote, foster, and develop the game at all levels in this country and is supported by a national and regional staffing infrastructure. It is a members’ organisation. Through its 113 member clubs and seven affiliated national affiliated associations covering the schools, youth, girls and women’s, amateur and para games The Scottish FA has ultimate jurisdiction over football from grassroots (community) to professional level across the country.

2. Football is Scotland’s No 1. Sport

The network of football clubs across the country is considerable, with 2,500 in communities all over Scotland. The reach of these clubs is significant, currently there are over 155,000 registered players, with a further 50,000 coaches and volunteers providing support. If we also include the number of parents, fans, recreational players, and influencers in the local community we estimate that football clubs’ impact more than 900,000 people on a weekly basis in Scotland.

The sport is developing its diversity and engaging with more players that ever before and there are now over 21,000 registered female players and a total of 7,000 para footballers playing a variety of game formats, with developing recreational opportunities.

3. Grant Delivery Experience

With over 20 years’ experience of the management and distribution of non-commercial/public funds and being the main governing body of football in Scotland, it is extremely well placed to manage the delivery and distribution of this investment. Most recently the Scottish FA have been awarded grant manager status for a capital development programme with UK Government, totalling £20.1m over 4 phases till 2025. Furthermore, the Scottish FA have been awarded investment from Scottish Government as part of the Cashback for Communities programme worth £1.57m from 2023 to 2026.

4. Partnership Development

This experience has been accrued through long standing annual grant investment and delivery through key grant funded programmes from organisations such as **sportscotland** (National Lottery), Scottish Government (Cashback for Communities & Covid Recovery), European Commission (Erasmus+), UK Government (Big Lottery), FIFA (FIFA Forward) and UEFA (Hat-trick). The level of this investment amounts annually to circa £6.2m and contributes hugely to the Scottish FAs vision to harness the power of football to inspire the nation, transform lives and build a united and successful game.

In order to manage these levels of investment the Scottish FA has a robust and established infrastructure which ensures there are strong relationships with not only key stakeholders/partners, but also dedicated cross departmental support in relation to the planning and delivery of any funds. This includes the regulatory and financial aspects and proficient monitoring, evaluation, and reporting systems being in place.

The scope of this investment delivers across the game, but the majority is dedicated to the development of grassroots football clubs to inspire a nation through lifelong participation. Many of these grants fund key programme delivery resource costs. The Scottish FA do, however,

annually distribute funds to eligible member clubs and Scottish Local Authorities for specific Scottish FA related programmes. To achieve this each programme has an established set of criteria/objectives and essential monitoring requirements which each stakeholder must meet to receive these funds. This financial distribution model equates to circa £10m on an annual basis, but is dependent on Scottish FA revenues streams.

Capital Projects

Alongside the current UK Government capital development programme, the Scottish FA has significant experience in assessing and monitoring capital projects an example of this is the Cashback for Football Facilities fund (CBFF) which was funded from the Proceeds of Crime Act here in Scotland, saw some £10m of capital investment in football facilities distributed across 3 previous tranches, the first back in 2011. The CBFF fund supported both pitch and supporting football infrastructure projects in the shape of changing accommodation, club rooms, floodlighting and pitch improvement works.

Significant collaborative work by the Scottish FA and partners at both **sportscotland** and the Scottish Football Partnership Trust was embarked upon with interested local authorities and leisure trusts to identify potential football facility projects of varying scale, type and focus - from training to full size pitches, of both natural grass and artificial surface type and also the vitally important supporting infrastructure that helps clubs to both run more efficiently but as importantly offer modern, attractive facilities to play the game and which would encourage both players and club volunteers to remain engaged with the game.

Furthermore, the Scottish FA have engaged and managed numerous capital projects at the national stadium, Hampden Park as part of continuing facility developments linked to international sporting events including Glasgow 2014 Commonwealth Games and Euro 2020.

5. Knowledge of Grassroots Sector

The Scottish FA regard grassroots football as critical to the development of football in Scotland, and this is underpinned by our regional staffing infrastructure which has been in place for over 20 years. The Scottish FA has six regions covering the whole of Scotland supporting the development of the non-professional game. Each region has a Regional Partnership Manager focussing on key partnerships with Local Authorities, Leisure Trust, and Clubs, supported by Club Services Managers, Girls', Women & Equalities Officers, who work with local grassroots clubs to develop infrastructure, capacity, and participation opportunities. Additionally, each region is complimented by additional dedicated support staff who drive activity with the football family and support our community football clubs.

The community football clubs are the lifeblood of grassroots football and Scotland have some of the best examples of this in Europe. Organisations that are deep rooted in their community, which help support players, coaches, volunteers, and parents amongst many others. The role of our clubs within society is fundamental and can often be the 'glue' to connect communities far beyond other statutory and non-statutory organisations. The breadth and diversity of the communities that these clubs service is considerable, and many operate within areas of social deprivation. The network of football clubs across the country is considerable, with 2,500 in communities all over Scotland.

6. Capacity to Deliver

The Scottish FA has the knowledge, experience, and capacity to deliver investment on behalf of the Scottish Government. Alongside our comprehensive management structure, we have several departments which work collectively to support our member clubs, associations, and participants. The Scottish FA has and continues to work with clubs to develop their infrastructure depending upon their own ambition, capability, and community needs. We, therefore, already have key people, departments, and processes in place to help support the technical, financial, human, and logistical capacity within the 23/24 financial year to deliver funding of this scale in the following areas:

1. Football Facilities Development
2. Grassroots Club Development
3. Finance
4. Legal / Governance
5. Marketing & Communications
6. Club Licensing
7. Project & Programme Management
8. Policies & Processes

7. Investment principles

- Projects will work with primary school aged children (4-12) as a priority. Applications will be considered where organisations may want to develop services in line with school transition year groups (P6-S2), however services for primary aged children will be of priority.
- Services should extend the school day – they should run from the end of school until a time that meets the community’s needs. Organisations should consider how they will pick up or run from schools, and the transport and staffing considerations that this would entail.
- Funding is to be used for costs associated with delivery of organised children’s activities, including but not limited to staffing costs; facilities; food; transport; equipment; administration and management.
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- Applications from Scotland’s most rural communities are welcome, and where successful, a ‘rural indexation’ may be added to an award to cover the additional costs (e.g., materials, transport/logistics) often incurred by delivery partners based in more remote locations.

8. Delivery Model & Partnership

The Scottish FA proposal for implementation is a three-stream approach with projects categorised based on scale, complexity, and investment level, which would be directly related to the needs and likely end impact for each of the clubs identified. This would be informed by an evidence-based process, considering the size and scale of the clubs in question, the next stage as identified in club development plans and programme capacity required to achieve the next stage in that development.

Scottish FA ‘Extra Time’ Programme

- The fund will be structured into 3 categories of award:
Starters – delivery summer 2023
Impact - academic year 2023/2024
Transfer – more focused support required, likely start in early 2024
- Transformational for not only the football clubs involved but also the communities they serve
- The applicants will help support term time after school and holiday programmes
- Providing support for players, participants, and families
- Where relevant, food insecurity to be addressed
- Applicants who demonstrate wider partnership working will be welcome
- Mix of sites - both rural and urban, in areas of recognised multiple deprivation (SIMD)
- Grants awards will not be limited at this stage. Each project evaluated on merit and community impact
- Facilitated and administered by Scottish FA

9. Proposed outcomes

Scottish Government outcomes

- This project will look to understand how organised activities for children, and wider engagement with local support services, can improve outcomes for families on low incomes by supporting parents into work, training, studying or facilitate respite.
- The project will look to develop our understanding relating to children's participation in organised activities for children around the school day, in areas such as child wellbeing, attainment, and mental and physical health.
- Children will have access to organised children's activities that they otherwise would not be able to attend.
- Services will be designed in response to community need – organisations should ensure community engagement so that services meet the needs of children, their families, and the wider community.

Family outcomes

- Increased number of families in new employment, or increased hours in old employment
- Increased number of families in education and training
- Increased mental health for families
- Increased community involvement and increased numbers of children and families participating in grassroots clubs and organisations

Children's outcomes

- Reduced behavioural issues for children in both the activity service and in school
- Increased nutritional intake for children
- Increased fitness and engagement in activities for children
- Increased wellbeing for children
- Increased access to activities and sports for children

Obligations of Scottish FA

- Appointed as grant manager for the funding and if successful manage the associated funds in full.
- Be solely responsible for the reporting of all funds received and distributed to all associated School aged childcare projects in 2023/2024.
- Meet the financial and regulatory requirement of Scottish Government

10. Governance

The Scottish FA propose that the Community Football Forum has a key governance role to ensure that the Scottish FA, and Scottish Government convene to discuss key intel and agree on fund distribution. The Community Football Forum will be established as the best delivery vehicle for assessing and channelling the Extra Time programme and the forum incorporates key partners from across the game.

Key Objectives of the CFF

- The CFF will provide a strategic platform for key stakeholders to discuss and direct work across several key areas of the Scottish FA's work in football development, with out of school care investment being a key focus area.
- The CFF will inform the Main Scottish FA Board, Professional Game Board (PGB), Non-Professional Game Board (NPGB), and other relevant forums where appropriate, ensuring it complements any related objectives set.
- Core areas of focus will stretch across key government portfolios including health, education, social inclusion, economy (access and affordability) and infrastructure, and progress the work previously undertaken in a wider societal context.
- These areas of focus will reflect the relevant pillar(s) of the current Scottish FA strategic plan being implemented at any given time.

Members of CFF

To ensure transparency and seek appropriate views from across the game and the wider

stakeholders, the following panel will be created to assess and award the funding to applications received which meet all associated criteria and deliver on the aims and objectives of the fund in question.

Project leads and Secretariat

Scottish FA – TBC
Scottish FA – TBC

Panel Members

Scottish FA - Head of Community Football
Scottish FA - National Football Dev Man
Scottish FA - TBC
Scottish Gov –TBC
Scottish Gov - TBC

Fund-specific representation - for additional input from the funding source organisation (where relevant) Scottish Government.

Terms of CFF

- The CFF will make definite decisions on out of school care projects and will provide updates to key stakeholders where relevant.
- A minimum of 5 members require to attend for the meeting to be quorate. A recommendation issued by the CFF is only considered valid if the meeting is quorate.
- The Chair may be a member of the Board or an identified independent with relevant Professional experience. A Deputy Chair is to be nominated and appointed to allow the CFF meetings to be conducted if the Chair is unable to attend.
- It is a condition for the appointment of each member of the CFF and for the maintenance of such a position that he/she shall hold an active office of his/her respective organisation.
- The CFF may co-opt additional members and/or may invite other parties to attend its meetings as necessary. This may include individuals representing such groups as the Active Scotland Division.

11. Resourcing

Monitoring and Evaluation

- Scottish FA to explore options related to monitoring and evaluation including but not limited to:
 - What difference this provision makes for communities/families/children, and;
 - What clubs need in order to be able to deliver these services.
- Scottish FA to explore options including PhD research and outsourcing project evaluation
- The Scottish FA will liaise with key partners such as UEFA to offer the [Social Return On Investment \(SROI\)](#) model for clubs to use to demonstrate impact for their local community.

With any large-scale grant funding there is always a level of resourcing required to ensure there is a dedicated lead responsible for the management of all projects. The Scottish FA would assume full fund management responsibilities including all associated administration, application assessment, fund award processes and distribution, resourcing all of this through a combination of existing and new resources.

As per the expression of interest, both organisations understand that the total allocation, if confirmed, the Scottish FA propose to allocate 6% of the total awarded grant to resource the core inputs outlined below:

Core Inputs.

- additional project staffing cohort over and above that which already exists
- development of all necessary fund administration and support mechanisms
- pre-application support – staffing, documentation, development of online portal
- development of online application process - forms and supporting guidance
- development of core assessment criteria, including key priorities and weighting
- establishment of an investment panel with representation from across the game
- fund distribution procedure - initial award, draw down, reconciliation

- subsequent project management of the successful projects
- ongoing monitoring and evaluation requirements - as may be outlined by Scottish Government

Departmental Impacts & Dependencies.

- Football Development
- IT
- Finance
- Communications
- Governance (Legal)
- Regions

From: [redacted -Section 38(1)(b)] @gov.scot>
Sent: Thursday, April 27, 2023 8:48 AM
To: [redacted -Section 38(1)(b)] @scottishfa.co.ukt>
Cc: [redacted -Section 38(1)(b)] @gov.scot[redacted -Section 38(1)(b)] @gov.scot>; [redacted -Section 38(1)(b)] @scottishfa.co.uk>;[redacted -Section 38(1)(b)] @scottishfa.co.uk>
Subject: RE: SFA School Age Childcare - Meeting Notes and Next Steps

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1. **Welcome/Intros**
2. **Proposal Review/Discussion**
 - **Partnership Development**
 - thoughts on grassroots/community club involvement
 - **Equality, Inclusion, Accessibility**
 - ASN; Rural; Minority Ethnic Families; Children who don't have a particular interest in football
 - **Governance**
 - CFF Membership; clubs reporting to SFA monthly/bimonthly/quarterly?
 - **Capacity to deliver**
 - Supporting clubs with applications; proposed 6% management fee
 - **Monitoring and evaluation**
 - Contract monitoring SFA-SG; Project monitoring SFA-Clubs; Project evaluation and costs
3. **Next Steps**
4. **AOB**
5. **Close**

Thanks,
[redacted -Section 38(1)(b)]
[redacted -Section 38(1)(b)]
Team Leader, School Age Childcare
Directorate for Children and Families
Tel: [redacted -Section 38(1)(b)]

From: [redacted -Section 38(1)(b)] @scottishfa.co.uk>
Sent: 21 April 2023 12:49
To: [redacted -Section 38(1)(b)] @gov.scot>
Cc: [redacted -Section 38(1)(b)] @gov.scot>;[redacted -Section 38(1)(b)] @gov.scot>[redacted -Section 38(1)(b)] @scottishfa.co.uk>; [redacted -Section 38(1)(b)] @scottishfa.co.uk>
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We will have teas and coffees available and a soup and sandwich available at 12.30pm – if you gave any dietary requirements, please let me and [redacted -Section 38(1)(b)] know please and we will sort!

Have a fantastic weekend when it comes, speak soon 😊

[redacted -Section 38(1)(b)]

From: [redacted -Section 38(1)(b)] @gov.scot

Sent: Thursday, April 20, 2023 5:03 PM

To: [redacted -Section 38(1)(b)] @scottishfa.co.uk>

Cc: [redacted -Section 38(1)(b)] @gov.scot; [redacted -Section 38(1)(b)] @gov.scot; [redacted -Section 38(1)(b)] @scottishfa.co.uk>

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Agree that it would be beneficial to meet to discuss the proposal and the next steps to formalise the partnership, and keen to do that in person if that suits you. I've popped some availability below – let me know if any of these don't suit and I can take another look. Happy to come to you, too, if that works. I'm in Glasgow and [redacted -Section 38(1)(b)] / [redacted -Section 38(1)(b)] can come from the East coast.

- Thursday 27th April 1100-1400
- Wednesday 3rd May 0900-1200

Think we'll probably want 90mins to discuss fully.

Thanks and look forward to catching up soon

[redacted -Section 38(1)(b)]

[redacted -Section 38(1)(b)] (he/him)

Team Leader, School Age Childcare

The Scottish Government

[redacted -Section 38(1)(b)]

Email: [redacted -Section 38(1)(b)] @gov.scot

From: [redacted -Section 38(1)(b)] @scottishfa.co.uk>

Sent: Wednesday, May 3, 2023 5:53 PM

To:[redacted -Section 38(1)(b)] @gov.scot[redacted -Section 38(1)(b)]@gov.scot; [redacted -Section 38(1)(b)]@gov.scot

Cc: [redacted -Section 38(1)(b)] @scottishfa.co.uk>; [redacted -Section 38(1)(b)] @scottishfa.co.uk>

Subject: RE: SFA School Age Childcare - Meeting Notes and Next Steps

Hi[redacted -Section 38(1)(b)], [redacted -Section 38(1)(b)] and [redacted -Section 38(1)(b)],

I hope you had a fantastic long weekend, as promised I've updated the document based on our discussions – couple of wee amends which I hope make sense, [please refer to FOI released document named 'Scottish FA School Aged Childcare Draft Proposal – April 2023 – V4']

In summary:

Scottish FA and Children & Families Directorate

Extra Time Programme for organised children's activity programme

£2m fund in total

Projects

Proposed Min award £30k

Proposed Max award £150k

Approx 10 - 15 in total nationally

Capital Investment

Limited funding available

Further discussions required on total available, but this will be over and beyond the £2m pot and will be dependent on the community need

In terms of transportation – clubs should look at the cost of hiring/leasing a mini bus vs purchase?

Timeline

Phase 1

- Friday 2nd June – Fund goes live
- XX June – Information event (online) for potential applicants
- Friday 23rd June –Initial application window closes

Phase 2

- Initial panel – 2nd week in August
- EOI process to remain open from 2nd June till xx

Phase 3

- 2nd panel – 2nd week in September

Starters – academic year 2023/2024

Impact – post autumn - academic year 2023/2024

Transfer – more focused support required, likely start in early 2024

If possible, can you look at the areas in yellow for amends and I will come back to you with a little more detail on the resourcing, but this would include a proposal around PhD student and also an external evaluation company.

Speak soon!

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Team Leader, School Age Childcare
The Scottish Government

Tel: [redacted -Section 38(1)(b)]

Email: [\[redacted -Section 38\(1\)\(b\)\]@gov.scot](mailto:[redacted -Section 38(1)(b)]@gov.scot)

From: [redacted -Section 38(1)(b)]@scottishfa.co.uk>

Sent: 18 April 2023 14:56

To: [redacted -Section 38(1)(b)]@gov.scot>

Cc: [redacted -Section 38(1)(b)]@gov.scot; [redacted -Section 38(1)(b)]@gov.scot>; [redacted -Section 38(1)(b)]@scottishfa.co.uk>

Subject: RE: SFA School Age Childcare - Meeting Notes and Next Steps

Hi [redacted -Section 38(1)(b)] ([redacted -Section 38(1)(b)] and [redacted -Section 38(1)(b)]),

I hope you managed to get some time off over the Easter period 😊

As per my voicemail yesterday, please see attached the School Aged Childcare proposal – this document is a first draft and contains a mix of the background/experience of the Scottish FA, plus our intended delivery process for the fund. This now stretches to 6 pages, but I hope the content and context make sense.

In summary:

- Scottish FA 'Extra Time' programme .
- Proposed total pot of £2m.
- Application process available – likely May till June 23.
- 3 strands depending on club capability - *Starters* – delivery summer 2023, *Impact* - academic year 2023/2024, *Transfer* – more focused support required, likely start in early 2024.
- Resourcing costs to deliver - 6% of the total pot – circa £120k.
- Delivery window from Summer 23 to Summer 24.

It would be good to get a follow up call/meeting with you to discuss the proposed next steps:

*Clubs will appoint coaches and support staff with appropriate coach education qualifications L1.2 – but we are considering if applicants meet criteria for *Care Inspectorate* 'A quality framework for day-care of children, childminding & school-aged childcare?

[QF ELC 13092022.pdf \(careinspectorate.com\)](#)

[FAQs QF ELC June 2022 \(1\).pdf \(careinspectorate.com\)](#)

*What would a *typical model* look like - child to staff ratios, Volunteers to paid, staff qualifications etc.?

**Effective evaluation* – it would be our intention to work with a third party (University or identified research group) – what would this look like from your perspective?

**Peer support* – it would be our intention to collate and share best practice and lessons learned with projects - from our perspective this would include regional and national forums to share learnings both within and outwith the programme. This will be a valuable part of the process and we would like to understand an agreeable approach.

**Social Impact Investment* – I've not included reference in this in the proposal document – but as per email trail with Kate and UEFA – this is something that I would be keen to follow up with you and discuss if we can include this thread in a specific pilot or across the programme as a whole.

**Business Model/Sustainability* – if successful, what would financial sustainability look like from an investment perspective beyond this pot?

**Early adopting communities* – we intend to actively pursue clubs in these communities, and we've already flagged these areas with our relevant regional teams.

**Comms* – we intend to create a video with AUFA (hopefully in the coming weeks) – plus target at least one other project lead to further promote best practice. Is there anything else we should consider in this space?

As we've discussed previously, I hope that this is a positive starter for ten and happy to pick up next steps once you've had a chance to digest.

Thanks again to you and the team for this opportunity and we're very much looking forward to support the clubs, communities, families and young people through this fantastic programme 😊

Take care and speak soon

[redacted -Section 38(1)(b)]

From: [redacted -Section 38(1)(b)] @gov.scot>

Sent: Monday, March 20, 2023 3:30 PM

To: [redacted -Section 38(1)(b)] @scottishfa.co.uk>

Cc: [redacted -Section 38(1)(b)]@gov.scot; [redacted -Section 38(1)(b)]@gov.scot

Subject: SFA School Age Childcare - Meeting Notes and Next Steps

Caution: External Sender

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Hi [redacted -Section 38(1)(b)],

Thanks again for your time this week. We agreed that we would send an initial email outlining some points for you to incorporate into a proposal for us – please see below for these notes. I've used some of the wording from the DCMS project in places too [redacted -Section 38(1)(b)], in case it looks familiar!

Grateful if you could have a proposal for this project to us week commencing 17th April and that we look to meet to discuss the same week. If you can send over some availability for this week, we can let you know what works, and happy to come to you and do this in person as suggested.

As ever, happy to have a call and discuss between now and then. [redacted -Section 38(1)(b)]/[redacted -Section 38(1)(b)], please feel free to add to the below if I missed out anything significant.

Format

Grateful if you can set this out in a document please [redacted -Section 38(1)(b)]. We don't require a formal letter at this stage – the proposal is essentially a working draft

that we can agree upon ahead of us formalising through a grant agreement. Please include tables or an attached spreadsheet for a detailed budget breakdown.

Timeline

Draft timeline:

- End of April – project agreement formalised SG and SFA
- May – open application process to clubs
- June – award funding to clubs
- July – clubs start delivering services

Project Outcomes

- This project will look to understand how organised activities for children, and wider engagement with local support services, can improve outcomes for families on low incomes by supporting parents into work, training, studying or facilitate respite.
- The project will look to develop our understanding relating to children's participation in organised activities for children around the school day, in areas such as child wellbeing, attainment, and mental and physical health.
- Children will have access to organised children's activities that they otherwise would not be able to attend.
- Services will be designed in response to community need – organisations should ensure community engagement so that services meet the needs of children, their families, and the wider community.

Family outcomes

- Increased number of families in new employment, or increased hours in old employment
- Increased number of families in education and training
- Increased mental health for families
- Increased community involvement and increased numbers of children and families participating in grassroots clubs and organisations

Children's outcomes

- Reduced behavioural issues for children in both the activity service and in school
- Increased nutritional intake for children
- Increased fitness and engagement in activities for children
- Increased wellbeing for children
- Increased access to activities and sports for children

Funding Principles

Draft funding principles:

- Projects will work with primary school aged children (4-12) as a priority. Applications will be considered where organisations may want to develop services in line with school transition year groups (P6-S2), however services for primary aged children will be of priority.
- Services should extend the school day – they should run from the end of school until a time that meets the communities needs. Organisations should consider how they will pick up or run from schools, and the transport and staffing considerations that this would entail.

- Funding is to be used for costs associated with delivery of organised children's activities, including but not limited to staffing costs; facilities; food; transport; equipment; administration and management.
- The services should seek to embed themselves into the wider school age childcare network available within a community, where this exists, working collaboratively with registered childcare settings, schools, activity clubs, and other local partners.
- Capital costs associated with the service or to support the service (i.e. transportation) will be considered.
- Applications from Scotland's most rural communities are welcome, and where successful, a 'rural indexation' may be added to an award to cover the additional costs (e.g., materials, transport/logistics) often incurred by delivery partners based in more remote locations.

Fund Structure

- We like the way you have structured your capital fund with Maintain, Sustain and Attain and 3 distinct project streams. Can we do something similar with this fund, so we will have some clubs that can start delivering quickly (summer 2023), some that might need some assistance (start of the academic year 23/24) and some that might need focused support (Drumchapel FC e.g.) – this will also allow for roles to be forthcoming for the network and how the clubs can support one another.

Monitoring and Evaluation

- SFA to explore options related to monitoring and evaluation including but not limited to:
 - What difference this provision makes for communities/families/children, and;
 - What clubs need in order to be able to deliver these services.
- SFA to explore options including PhD research and outsourcing project evaluation.

Quality

- SFA to set out how they would ensure services were of high-quality (including Club Accreditation – Quality Mark); types of qualification staff would be required to have etc.

Project Steering

- SFA to get out proposed purpose and membership of a project steering group, including representation from SG and Active Scotland.

Peer Support

- Outline the peer support element of the project and how we envisage projects supporting one another.

Further information

Initial Outputs

- SFA, and SG to co-produce a front-facing briefing note/SFA staff briefing on the project and what we are trying to achieve together – 2 pages max
- SFA, SG and AUFA to produce a spotlight document on the Ayr United project giving an operational or behind the scenes insight into what's required to stand up a project such as this – 6 pages including video links
- SFA to provide SG with an overview of existing conversations going on with other directorates across SG, to enable cross-portfolio working where appropriate.

Current Projects

- Early Adopting Communities currently underway:
 - Dundee (Linlathen)
 - Clackmannanshire (Alloa)
 - Glasgow (Drumchapel & Carntyne)
 - Inverclyde (Port Glasgow)

Best wishes,

[redacted -Section 38(1)(b)]

[redacted -Section 38(1)(b)] (he/him)

Team Leader, School Age Childcare

The Scottish Government

Email: [redacted -Section 38(1)(b)] [@gov.scot](mailto:[redacted -Section 38(1)(b)]@gov.scot)

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Scottish FA & Children & Families Directorate

'Extra Time Programme'

Further to discussions with Scottish Government, the following document outlines the Scottish FA's approach as Grant Manager, to deliver a school aged, organised children's activity programme of £2m in 2023/2024 called 'Extra Time'

1. The Scottish FA

Founded in 1873, the Scottish FA is the governing body for football in Scotland. The Scottish FA exists to promote, foster, and develop the game at all levels in this country and is supported by a national and regional staffing infrastructure. It is a members' organisation. Through its 113 member clubs and seven affiliated national affiliated associations covering the schools, youth, girls and women's, amateur and para games The Scottish FA has ultimate jurisdiction over football from grassroots (community) to professional level across the country.

2. Football is Scotland's No 1. Sport

The network of football clubs across the country is considerable, with 2,500 in communities all over Scotland. The reach of these clubs is significant, currently there are over 155,000 registered players, with a further 50,000 coaches and volunteers providing support. If we also include the number of parents, fans, recreational players, and influencers in the local community we estimate that football clubs' impact more than 900,000 people on a weekly basis in Scotland.

The sport is developing its diversity and engaging with more players that ever before and there are now over 21,000 registered female players and a total of 7,000 para footballers playing a variety of game formats, with developing recreational opportunities.

3. Grant Delivery Experience

With over 20 years' experience of the management and distribution of non-commercial/public funds and being the main governing body of football in Scotland, it is extremely well placed to manage the delivery and distribution of this investment. Most recently the Scottish FA have been awarded grant manager status for a capital development programme with UK Government, totalling £20.1m over 4 phases till 2025. Furthermore, the Scottish FA have been awarded investment from Scottish Government as part of the Cashback for Communities programme worth £1.57m from 2023 to 2026.

4. Partnership Development

This experience has been accrued through long standing annual grant investment and delivery through key grant funded programmes from organisations such as **sportscotland** (National Lottery), Scottish Government (Cashback for Communities & Covid Recovery), European Commission (Erasmus+), UK Government (Big Lottery), FIFA (FIFA Forward) and UEFA (Hat-trick). The level of this investment amounts annually to circa £6.2m and contributes hugely to the Scottish FAs vision to harness the power of football to inspire the nation, transform lives and build a united and successful game.

In order to manage these levels of investment the Scottish FA has a robust and established infrastructure which ensures there are strong relationships with not only key stakeholders/partners, but also dedicated cross departmental support in relation to the planning and delivery of any funds. This includes the regulatory and financial aspects and proficient monitoring, evaluation, and reporting systems being in place.

The scope of this investment delivers across the game, but the majority is dedicated to the development of grassroots football clubs to inspire a nation through lifelong participation. Many

of these grants fund key programme delivery resource costs. The Scottish FA do, however, annually distribute funds to eligible member clubs and Scottish Local Authorities for specific Scottish FA related programmes. To achieve this each programme has an established set of criteria/objectives and essential monitoring requirements which each stakeholder must meet to receive these funds. This financial distribution model equates to circa £10m on an annual basis, but is dependent on Scottish FA revenues streams.

Capital Projects

Alongside the current UK Government capital development programme, the Scottish FA has significant experience in assessing and monitoring capital projects an example of this is the Cashback for Football Facilities fund (CBFF) which was funded from the Proceeds of Crime Act here in Scotland, saw some £10m of capital investment in football facilities distributed across 3 previous tranches, the first back in 2011. The CBFF fund supported both pitch and supporting football infrastructure projects in the shape of changing accommodation, club rooms, floodlighting and pitch improvement works.

Significant collaborative work by the Scottish FA and partners at both **sportscotland** and the Scottish Football Partnership Trust was embarked upon with interested local authorities and leisure trusts to identify potential football facility projects of varying scale, type and focus - from training to full size pitches, of both natural grass and artificial surface type and also the vitally important supporting infrastructure that helps clubs to both run more efficiently but as importantly offer modern, attractive facilities to play the game and which would encourage both players and club volunteers to remain engaged with the game.

Furthermore, the Scottish FA have engaged and managed numerous capital projects at the national stadium, Hampden Park as part of continuing facility developments linked to international sporting events including Glasgow 2014 Commonwealth Games and Euro 2020.

5. Knowledge of Grassroots Sector

The Scottish FA regard grassroots football as critical to the development of football in Scotland, and this is underpinned by our regional staffing infrastructure which has been in place for over 20 years. The Scottish FA has six regions covering the whole of Scotland supporting the development of the non-professional game. Each region has a Regional Partnership Manager focussing on key partnerships with Local Authorities, Leisure Trust, and Clubs, supported by Club Services Managers, Girls', Women & Equalities Officers, who work with local grassroots clubs to develop infrastructure, capacity, and participation opportunities. Additionally, each region is complimented by additional dedicated support staff who drive activity with the football family and support our community football clubs.

The community football clubs are the lifeblood of grassroots football and Scotland have some of the best examples of this in Europe. Organisations that are deep rooted in their community, which help support players, coaches, volunteers, and parents amongst many others. The role of our clubs within society is fundamental and can often be the 'glue' to connect communities far beyond other statutory and non-statutory organisations. The breadth and diversity of the communities that these clubs service is considerable, and many operate within areas of social deprivation. The network of football clubs across the country is considerable, with 2,500 in communities all over Scotland.

6. Capacity to Deliver

The Scottish FA has the knowledge, experience, and capacity to deliver investment on behalf of the Scottish Government. Alongside our comprehensive management structure, we have several departments which work collectively to support our member clubs, associations, and participants. The Scottish FA has and continues to work with clubs to develop their infrastructure depending upon their own ambition, capability, and community needs. We, therefore, already have key people, departments, and processes in place to help support the technical, financial, human, and logistical capacity within the 23/24 financial year to deliver funding of this scale in the following areas:

1. Football Facilities Development
2. Grassroots Club Development
3. Finance
4. Legal / Governance
5. Marketing & Communications
6. Club Licensing
7. Project & Programme Management
8. Policies & Processes

7. Investment principles

- **[redacted -Section 38(1)(b)] and [redacted -Section 38(1)(b)] to update – including information on 6 priority families**
- Projects will work with primary school aged children (4-12) as a priority. Applications will be considered where organisations may want to develop services in line with school transition year groups (P6-S2), however services for primary aged children will be of priority.
- Services should extend the school day – they should run from the end of school until a time that meets the community’s needs. Organisations should consider how they will pick up or run from schools, and the transport and staffing considerations that this would entail.
- Funding is to be used for costs associated with delivery of organised children’s activities, including but not limited to staffing costs; facilities; food; transport; equipment; administration and management.
- The services should seek to embed themselves into the wider school age childcare network available within a community, where this exists, working collaboratively with registered childcare settings, schools, activity clubs, and other local partners.
- Capital costs associated with the service or to support the service (i.e., transportation) will be considered.
- Applications from Scotland’s most rural communities are welcome, and where successful, a ‘rural indexation’ may be added to an award to cover the additional costs (e.g., materials, transport/logistics) often incurred by delivery partners based in more remote locations.

8. Delivery Model & Partnership

The Scottish FA proposal for implementation is a three-stream approach with projects categorised based on scale, complexity, and investment level, which would be directly related to the needs and likely end impact for each of the clubs identified. This would be informed by an evidence-based process, considering the size and scale of the clubs in question, the next stage as identified in club development plans and programme capacity required to achieve the next stage in that development.

Scottish FA ‘Extra Time’ Programme

- The fund will be structured into 3 categories of award:
 - Starters – academic year 2023/2024**
 - Impact – post autumn - academic year 2023/2024**
 - Transfer – more focused support required, likely start in early 2024**
- Transformational for not only the football clubs involved but also the communities they serve
- The applicants will help support term time after school and holiday programmes
- Providing support for players, participants, and families
- Where relevant, food insecurity to be addressed
- Applicants who demonstrate wider partnership working will be welcome
- Mix of sites - both rural and urban, in areas of recognised multiple deprivation (SIMD)

- Grants awards will not be limited at this stage. Each project evaluated on merit and community impact
- Facilitated and administered by Scottish FA

9. Proposed outcomes

2/3 Broad outcomes for the programme – [redacted -Section 38(1)(b)] and [redacted -Section 38(1)(b)] to assist with some narrative included on the test of change approach and an opportunity to explore ways of working

Scottish Government outcomes

- This project will look to understand how organised activities for children, and wider engagement with local support services, can improve outcomes for families on low incomes by supporting parents into work, training, studying or facilitate respite.
- The project will look to develop our understanding relating to children's participation in organised activities for children around the school day, in areas such as child wellbeing, attainment, and mental and physical health.
- Children will have access to organised children's activities that they otherwise would not be able to attend.
- Services will be designed in response to community need – organisations should ensure community engagement so that services meet the needs of children, their families, and the wider community.

Family outcomes

- Increased number of families in new employment, or increased hours in old employment
- Increased number of families in education and training
- ~~Increased mental health for families~~ Improved Mental Health awareness for families
- Increased community involvement and increased numbers of children and families participating in grassroots clubs and organisations

Children's outcomes

- Reduced behavioural issues for children in both the activity service and in school
- Increased nutritional intake for children
- Increased fitness and engagement in activities for children
- ~~Increased wellbeing for children~~ Improved wellbeing opportunities for children

Increased access to activities and sports for children

Scottish FA outcomes

- Provide focused support to the network of vibrant community football clubs
- Connect with key stakeholders to promote a more equal, diverse, and inclusive culture.
- Create more community club based recreational opportunities to complement existing traditional match play activity

Obligations of Scottish FA

- Appointed as grant manager for the funding and if successful manage the associated funds in full.
- Be solely responsible for the reporting of all funds received and distributed to all associated School aged childcare projects in 2023/2024.
- Meet the financial and regulatory requirement of Scottish Government
- To create a peer support network for clubs, both regionally and nationally. This network will include support from Scottish FA regional teams, networking opportunities and improved resource and knowledge banks for existing and potential organisations.

10. Governance

The Scottish FA propose that the Community Football Forum has a key governance role to

ensure that the Scottish FA, and Scottish Government convene to discuss key intel and agree on fund distribution. The Community Football Forum will be established as the best delivery vehicle for assessing and channelling the Extra Time programme and the forum incorporates key partners from across the game.

Key Objectives of the CFF

- The CFF will provide a strategic platform for key stakeholders to discuss and direct work across several key areas of the Scottish FA's work in football development, with out of school care investment being a key focus area.
- The CFF will inform the Main Scottish FA Board, Professional Game Board (PGB), Non-Professional Game Board (NPGb), and other relevant forums where appropriate, ensuring it complements any related objectives set.
- Core areas of focus will stretch across key government portfolios including health, education, social inclusion, economy (access and affordability) and infrastructure, and progress the work previously undertaken in a wider societal context.
- These areas of focus will reflect the relevant pillar(s) of the current Scottish FA strategic plan being implemented at any given time.

Members of CFF

To ensure transparency and seek appropriate views from across the game and the wider stakeholders, the following panel will be created to assess and award the funding to applications received which meet all associated criteria and deliver on the aims and objectives of the fund in question.

Project leads and Secretariat

Scottish FA – Community Football Projects Coordinator
Scottish FA – Club Services Administrator

Panel Members

Scottish FA - Head of Football Development
Scottish FA - National Football Dev Man
Scottish FA – Football for All lead
Scottish Gov –Team Leader, School Age Childcare
Scottish Gov – Active Scotland Rep

Fund-specific representation - for additional input from the funding source organisation (where relevant) Scottish Government.

Terms of CFF

- The CFF will make definite decisions on out of school care projects and will provide updates to key stakeholders where relevant.
- A minimum of 5 members require to attend for the meeting to be quorate. A recommendation issued by the CFF is only considered valid if the meeting is quorate.
- The Chair may be a member of the Board or an identified independent with relevant Professional experience. A Deputy Chair is to be nominated and appointed to allow the CFF meetings to be conducted if the Chair is unable to attend.
- It is a condition for the appointment of each member of the CFF and for the maintenance of such a position that he/she shall hold an active office of his/her respective organisation.
- The CFF may co-opt additional members and/or may invite other parties to attend its meetings as necessary. This may include individuals representing such groups as the Active Scotland Division.

11. Resourcing

Monitoring and Evaluation

- Scottish FA to explore options related to monitoring and evaluation including but not limited to:
 - What difference this provision makes for communities/families/children, and;
 - What clubs need in order to be able to deliver these services.
- Scottish FA to explore options including PhD research and outsourcing project evaluation

- The Scottish FA will liaise with key partners such as UEFA to offer the [Social Return On Investment \(SROI\)](#) model for clubs to use to demonstrate impact for their local community.

With any large-scale grant funding there is always a level of resourcing required to ensure there is a dedicated lead responsible for the management of all projects. The Scottish FA would assume full fund management responsibilities including all associated administration, application assessment, fund award processes and distribution, resourcing all of this through a combination of existing and new resources.

As per the expression of interest, both organisations understand that the total allocation, if confirmed, the Scottish FA propose to allocate 10% of the total awarded grant to resource the core inputs outlined below:

Core Inputs.

- additional project staffing cohort over and above that which already exists
- development of all necessary fund administration and support mechanisms
- pre-application support – staffing, documentation, development of online portal
- development of online application process - forms and supporting guidance
- development of core assessment criteria, including key priorities and weighting
- establishment of an investment panel with representation from across the game
- fund distribution procedure - initial award, draw down, reconciliation
- subsequent project management of the successful projects
- ongoing monitoring and evaluation requirements - as may be outlined by Scottish Government
- The appointment of an external evaluation and monitoring organisation to oversee the project

Departmental Impacts & Dependencies.

- Football Development
- IT
- Finance
- Communications
- Governance (Legal)
- Regions

12. Finance

Due to the significant investment required, the Scottish FA would prefer if we received the investment of £2m in advance of need and manage the fund appropriately with the respective organisations. We have used the same approach with funds of this nature and would arrange suitable payment schedule to the awarded clubs to reflect reporting and monitoring procedures.

13. Proposed Timeline

Phase 1

- Friday 2nd June – Fund goes live
- XX June – Information event (online) for potential applicants
- Friday 23rd June –Initial application window closes

Phase 2

- Initial panel – 2nd week in August
- EOI process to remain open from 2nd June till xx

Phase 3

- 2nd panel – 2nd week in September

Kate Smith



Scottish Government
Riaghaltas na h-Alba
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Mr [Redacted - Section 38 (1)(b)]
The Scottish Football Association
Hampden Park
Glasgow
G42 9AY

[\[Redacted - Section 38 \(1\)\(b\)\]@scottishfa.co.uk](mailto:[Redacted - Section 38 (1)(b)]@scottishfa.co.uk)

02/08/2023

Dear Mr [Redacted - Section 38 (1)(b)]

OFFER OF GRANT FOR THE SCOTTISH FOOTBALL ASSOCIATION EXTRA TIME PROJECT

The Scottish Ministers in exercise of their powers under regulation 2(c) of the Educational Development, Research and Services (Scotland) Grant Regulations 1999 and section 1A of the National Health Service (Scotland) Act 1978 (as inserted by section 9 of the National Health Service Reform (Scotland) Act 2004) hereby offer to give to the Scottish Football Association Limited (SFA), a private company limited by guarantee with company number SC005453, and having its registered office at Hampden Park, Glasgow, G42 9AY (“the Grantee”) a grant of up to TWO MILLION POUNDS STERLING (£2,000,000) STERLING, payable over the financial year 2023 to 2024 in connection with the Extra Time Project, which is more particularly described in Part 1 of **SCHEDULE 1** (“the Project”) and subject to the following terms and conditions:

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, subparagraph or schedule shall be a reference to a clause, paragraph, subparagraph or schedule of these Conditions. The schedules are intended to be contractual in nature. They form part of the Agreement and should be construed accordingly.

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1.5 This Agreement shall not be varied except by an instrument in writing signed by both parties.

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:

The Grantee, in collaboration with relevant organised activity clubs across Scotland (namely football clubs), is to provide after school and holiday activity clubs for primary school aged children from low income families and report its findings in doing so to the Scottish Government. This will allow the Grantee and the Scottish Government to better understand the role that organised activities can play in the future system of school age childcare, while building on the Grantees' primary function of promoting, fostering and developing football at all levels in Scotland. In doing so:

- The Grantee will establish a phased approach for implementation of the Project. This will include developing a thorough application process; and a robust assessment process with projects categorised based on scale, complexity, and investment level. This would be directly related to the needs and likely end impact for each of the relevant clubs.

A phased approach would see the delivery of organised activity provision by relevant clubs from:

- i) the beginning of the 2023/24 academic year (1 September 2023)
- ii) late autumn 2023 (30 November 2023)
- iii) 2024 onwards (this will be subject to the relevant clubs' capacity, experience, and current stakeholder engagement).

The Grantee will support relevant clubs to:

- i) develop their infrastructure;
- ii) improve links with other relevant public and third sector agencies;
- iii) increase the number of families and children being able to access free or subsidised activity clubs; and
- iiii) provide support to offer sustainable models of activity provision.

- The Grantee will look to test the provision of organised activities for children from low income households through a variety of different clubs, from professional organisations down to grassroots clubs, to better understand the opportunities and challenges associated with potentially incorporating such organised activities into the future system of school age childcare.
- The Project will look to develop an understanding of how organised activities for children, and wider engagement with local support services, can improve outcomes for families on low incomes. The Grantee is to ensure:

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- Increased accessibility to organised children’s activities for targeted families;
 - A better understanding of the role that organised children's activities can play in delivering food/tackling food insecurities;
 - More parents and carers from targeted families can sustain and/or increase their working hours, and/or improve their employment circumstances, take up training, studying or facilitate respite opportunities;
 - Indicators are in place to measure improved mental health and wellbeing for children, parents and carers;
 - A better understanding is gained of additional impacts and outcomes that are realised as a result of providing targeted families and communities with access to funded organised activities; and
 - Through their local projects, engagement with parents, carers and communities to increase community involvement and the numbers of children and families participating in grassroots clubs and organisations.
- The Grantee will look to test the provision of organised activities for children from low income households through a variety of different clubs, from professional organisations down to grassroots clubs, to better understand the opportunities and challenges associated with potentially incorporating such organised activities into the future system of school age childcare.
 - The Grantee will work with relevant clubs to support the co-design of after school and holiday activity clubs in response to community needs – ensuring that communities are actively engaging in the co-design of activity provision.
 - Organised activities will be targeted to ensure appropriate community clubs are delivering, and reducing the inequality of access to school age activities to, communities and families most at risk of living in poverty. This includes having a particular focus on the six priority family types (as identified in the Tackling Child Poverty Delivery Plan)¹; as well as delivering activities in rural and deprived communities and providing access to children with disabilities and/or additional support needs; and children from minority ethnic families.
 - The Grantee will develop their understanding of how activity provision can support families across the financial year 2023 to 2024. The Grantee should develop an understanding of the resource needed to deliver over the full 2023-24 academic year in the event further funding becomes available.
 - The Grantee and relevant clubs will work in partnership with local primary schools to support the delivery of organised activities. Primary schools will be asked to raise awareness and promote the Project to families who are likely to be eligible, as well as offer a potential referral stream to identify families that could benefit most.
 - The Project will aim to reduce inequalities in accessing activities for socio-economically disadvantaged children who would otherwise not be able to attend. The Grantee is to:

¹ [Best Start, Bright Futures: tackling child poverty delivery plan 2022 to 2026 - gov.scot](https://www.gov.scot/best-start-bright-futures-tackling-child-poverty-delivery-plan-2022-to-2026)
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- Monitor how children’s participation in organised activities can improve children’s wellbeing, attainment, and mental and physical health;
 - Ensure that participation in a range of activities outside of school time is increased for targeted children; and
 - Focus on ensuring that social interactions and social connections are improved for targeted children aiming to reduce behavioural issues for such children.
- The Grantee and relevant clubs will test the delivery model associated with the funded organised children’s activities and:
 - Develop an enhanced knowledge and understanding of the processes required to effectively deliver activity clubs;
 - Identify any barriers, challenges and opportunities to using this type of delivery mechanism and identifying any potential negative impacts this may have on targeted families;
 - Develop a better understanding of the outcomes and evaluation process associated with any potential future project through governing bodies of a prominent activity;
 - Understand the impact and effectiveness this type of partnership can offer in terms of reaching out to local communities to reduce inequalities in accessing activity clubs;
 - Understand how organised activities for children will potentially form part of the future system of school age childcare; and
 - Understand the role the organised activities sector may have as part of the future system of school age childcare.
 - The Grantee will establish a peer support network for clubs, both regionally and nationally. This network will include support from regional teams, networking opportunities and improved resource and knowledge banks for existing and potential organisations. The network will provide a safe space for the local clubs to seek guidance, share best practice and learning around what is working in individual communities.
 - The Grantee will be responsible for the monitoring and evaluating the Project and will provide a final written evaluation report by 31 May 2024, which covers the key specifics listed in section 2.5 of the offer of grant letter.
 - The Grantee will ensure that the necessary steps are put in place to monitor and evaluate the Project fully.
 - In carrying out the Project, the Grantee will be expected to give regard to the **Fair Work Framework**. Organisations are asked to commit to the following Fair Work First criteria in a way that is relevant and proportionate for the organisation:
 - appropriate channels for effective voice, such as trade union recognition;
 - payment of the real Living Wage;
 - investment in workforce development;
 - no inappropriate use of zero hours contracts;
 - action to tackle the gender pay gap and create a more diverse and inclusive Workplace;
 - offer flexible and family friendly working practices for all workers from day one of

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- their employment;
- oppose the use of fire and rehire practice;

Specific commitments to be met through the duration of the grant are set out in Part 1B of Schedule 1.

- 2.5 The targets/milestones against which progress in achieving objectives/expected outcomes shall be monitored are:
- **Peer Support Network Meetings:**
The Grantee will establish and organise a peer support network for clubs at a regional and national level. The Grantee is to provide relevant feedback to the Scottish Government from the Peer Support Network Meetings through monthly meetings and written quarterly reports.
 - **Monthly meetings are to be held between the Scottish Government and Grantee to update the Scottish Government on:**
 - The progress of collaborating with local clubs to deliver the objectives and expected outcomes set out in clause 2.4;
 - Share key learning from the delivery of the Project and how this may influence/shape future Projects;
 - Share key challenges the Project or local clubs are facing, and any adaptations required as a result of continued learning and feedback; and
 - Report on all relevant aspects of the Project.
 - **Submission of Written Reports:**
 - The Grantee is to provide monthly updates to the Scottish Ministers setting out eligible costs and updated forecasts concerning the Project's budget to the end of the relevant financial year.
 - The Grantee is to provide quarterly written progress reports to the Scottish Government in October 2023 as well as February and May 2024. The Scottish Government will supply a template for the quarterly reports.
 - The Grantee is to submit a final written evaluation report to the Scottish Government by 31 May 2024. The final report is to include the following information:
 - **For children, the impact of funded activity provision on:**
 - improving children's wellbeing, attainment, mental and physical health by participating in organised activities;
 - improving social interactions and social connections for targeted children by attempting to reduce behavioural issues for targeted children in the activity provision;
 - increasing the participation of targeted children in a range of outdoor activities;
 - increasing the fitness and engagement of targeted children in activities as a result of more access to such activities and sports.
 - **For families, the impact of funded activity provision on:**

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- increasing the number of families in new employment, or families that have been able to increase the number of hours in existing employment;
 - increasing the number of families in education and training;
 - increasing and improving the mental health of families;
 - increasing community involvement and the numbers of children and families who participate in the grassroots clubs and organisations;
 - outlining any additional impacts and outcomes that are realised as a result of providing targeted families and communities with access to funded organised activities.
- For testing the delivery model, the impact of the Project on:
 - increasing place-based and person-centred approaches for school age childcare provision;
 - increasing co-design approaches in learning and understanding families' childcare needs;
 - gathering knowledge and understanding of the processes required to deliver organised activities through football clubs;
 - identifying any barriers or challenges to using this type of delivery mechanism and identifying any potential negative impacts this may have on targeted families;
 - gaining a better understanding of the outcomes and evaluation processes associated with delivering any potential future Projects;
 - understanding the impact and effectiveness this type of Project can offer in terms of reaching out to local communities and delivering organised activities;
 - understanding how organised activities for children will form part of the future system of school age childcare;
 - understanding the role the organised activities sector may have as part of a future system of school age childcare.
 - Quantitative data to measure the above outcomes will include, but is not limited to the:
 - Number of local clubs delivering relevant activities after school and during the holidays.
 - Number of children accessing the activity clubs, including minority ethnic families and the number of children with additional support needs;
 - Number of parents/carers accessing employability or employment advice as a result of families accessing the activity clubs as part of the Project;
 - Number of parents/carers gaining employment, skills or training as a result of families accessing the activity clubs as part of the Project;
 - Attendance levels of children who are attending local activity clubs through this Project.
 - Qualitative data to measure the above outcomes will include, but is not limited to:
 - Accessibility to the activity provision;
 - Impacts that the use of local clubs has for activity provision within the school age childcare system in rural and island areas;
 - Flexibility of the activity provision;
 - Transport associated with the activity provision;
 - Recommendations on how activity provision can be adapted and improved to meet the needs of the community;
 - Impacts that local clubs and organised activities have on communities;
 - What clubs need in order to be able to deliver activities.

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2.6 The eligible costs for which the Grant can be claimed are:

- Staffing costs to support the delivery of the Project;
- Facilities hire in order for local clubs to deliver the organised activities in their area;
- Subsidised activity costs for local clubs;
- Resources required in order to deliver the Grantee's activity provision, including the provision of food;
- Transport costs for local clubs to facilitate and enable travel for children to attend the activity;
- Equipment required by local clubs in order to deliver the organised activity provision;
- Costs associated with the full monitoring and evaluating of the Project.

2.7 The eligible costs exclude:

- any Value Added Tax (VAT) reclaimable by the Grantee
- any employment costs arising from the Grantee's legal obligations to its employees, for example parental leave, sick leave, redundancy
- profit earned by a subsidiary or related enterprise or person(s) in providing service or materials for the grant purpose
- directors' dividends
- staff relocation costs
- insurance costs (which is the responsibility of the Grantee)
- costs not directly supporting the grant purpose.

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 4 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 Director.
- 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 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

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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.

- 3.5 There shall be no employment relationship between the Scottish Government and any grant-funded staff.

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 monthly and quarterly reports (frequency detailed in clause 2.5. Targets/milestones against which progress in achieving objectives/expected outcomes shall be monitored). 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.
- 4.3 The Grantee shall, on 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.
- 4.4 The Grantee shall also provide any other information that the Scottish Ministers may reasonably require to satisfy themselves that the Project is consistent with the Agreement. The Grantee shall provide the Scottish Ministers with prompt access to any information they reasonably require to ensure compliance with these Conditions.
- 4.5 The Grantee shall keep and maintain for a period of six 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. The Grantee shall afford the Scottish Ministers, their representatives, the Auditor General for Scotland, their representatives and such other persons as the Scottish Ministers may reasonably specify from time to time, such 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 any impact on the Project or on 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.
- 4.6A The Grantee must have robust safeguarding policies, procedures and good practice in place to prevent any harm and abuse to all people it has contact with that may arise from misuse of power and position of its staff and representatives. Where the Grantee is working directly through a partner organisation, the Grantee is required to have undertaken due diligence in

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relation to safeguarding arrangements, including obtaining evidence of satisfactory safeguarding policies and / or procedures by the Grantee's partner organisation. The Grantee must report all and any cases of suspected abuse or malpractice relating to anyone involved within the Grantee or its partners, in delivery of the Project or any beneficiary of the Project to Scottish Ministers and the relevant authorities immediately. The Grantee must, upon request from Scottish Ministers, provide copies of the safeguarding policies and procedures referred to in this clause and those of their partners.

4.6B In the event of the Grantee becoming aware of or suspecting:

- any irregular or fraudulent activity in relation to the Grant or Project, or any part of either of them; and/or
- any safeguarding incident by or in respect of any person involved in the Project; and/or
- any credible suspicions of, or actual incidents that are not directly related to this Agreement but would be of significant impact to their partnership with the Scottish Government, including but not limited to events that affect the governance or culture of the Grantee or its partner, or safeguarding incidents involving beneficiaries of the Project,

The Grantee shall immediately notify the Scottish Ministers of such activity or incident 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. In so notifying Scottish Ministers, the Grantee must also confirm that such irregular or fraudulent activity or safeguarding incident has been referred to the relevant regulatory or other authorities (if it is safe to do so for the survivor(s)) as appropriate, in line with any statutory duty and otherwise in line with any guidance issued from time to time on Notifiable Events by either the Office of the Scottish Charity Regulatory (OSCR) or as appropriate the Charity Commission for England and Wales. For the avoidance of doubt, in this agreement, a "safeguarding incident" includes any incident of abuse or mistreatment of any vulnerable person or the misuse of power, authority or position of trust of any person involved in the Project, organisation or related entities.

4.6C The Scottish Ministers reserve the right to suspend and/or terminate funding in the event that there is non-compliance with Clauses 4.6A and/or 4.6B and/or if it is of the opinion that the Grantee has failed or neglected in its duty of care to safeguard people and/or prevent financial mismanagement.

4.7 The grantee shall immediately inform the Scottish Ministers of any change in its constitution for example, but not limited to, a change in status from one type of body corporate to another.

5. Fair Work First conditionality

5.1 The Grantee shall pay at least the real Living Wage to all UK-based staff aged 16 and over, including apprentices directly employed by the Grantee. Any UK-based workers who are not directly employed by the Grantee but are directly engaged by the Grantee in delivering the grant-funded activity shall also be paid at least the real Living Wage, including sub-contractors or agency staff.

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- 5.2 The Grantee shall demonstrate that all workers employed within their organisation have access to effective workers' voice channel(s), including agency workers.
- 5.3 The Grantee shall provide any and all information reasonably required by the Scottish Ministers to satisfy themselves that the Fair Work First obligations herein, namely to pay at least the real Living Wage and providing access to effective workers' voice channels, are being complied with. Guidance is available to support the Grantee in meeting and evidencing these conditions.

6. Confidentiality and Data Protection

- 6.1 The Grantee will respect the confidentiality of any commercially sensitive information that they have access to as a result of the Project.
- 6.2 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, or, 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 His 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.
- 6.3 The Grantee shall ensure that all requirements of the Data Protection Laws are fulfilled in relation to the Project.
- 6.4 To comply with section 31(3) of the Public Services Reform (Scotland) Act 2010, the Scottish Ministers publish an annual statement of all payments over £25,000. In addition, in line with openness and transparency, the Scottish Government publishes a monthly report of all payments over £25,000. The Grantee should note that where a payment is made in excess of £25,000 there will be disclosure (in the form of the name of the payee, the date of the payment, the subject matter and the amount of grant) in both the monthly report and the annual Public Services Reform (Scotland) Act 2010 statement.

7. 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 during the lifetime of the asset. During that period the Scottish Ministers shall be entitled to the proceeds of the disposal – or the relevant proportion of the 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

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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 the asset is less than £1,000.

8. 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.

9. Intellectual Property Rights

- 9.1 All Intellectual Property Rights are hereby assigned to and shall vest in the Crown or its assignees.
- 9.2 The Grantee shall ensure that nothing contained in any materials produced or submitted to the Scottish Ministers 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 shall indemnify the Scottish Ministers against all actions, proceedings, claims and demands made by reason of any such infringement.

10. Default and Recovery etc. of Grant

- 10.1 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:
- 10.1.1 the Grantee commits a Default;
 - 10.1.2 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;
 - 10.1.3 the Grantee fails to carry out the Project;
 - 10.1.4 in the Scottish Ministers' opinion, the progress on the Project is not satisfactory;
 - 10.1.5 in the Scottish Ministers' opinion, the future of the Project is in jeopardy; or
 - 10.1.6 in the Scottish Ministers' opinion, the Grant is likely to bring the reputation of the Scottish Ministers into disrepute.
- 10.2 If the Grant (or any part or condition thereof) does not comply with applicable Subsidy Control obligations, Scottish Ministers may require immediate repayment of the Grant or any part of it together with interest at such rate and on such basis as may be determined from time to time in accordance with law.
- 10.3 The Scottish Ministers may withhold the payment of the Grant if at any time within the duration of the Agreement:
- 10.3.1 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

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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.

10.3.2 Where the Grantee is an individual, if a petition is presented for the Grantee's bankruptcy or the sequestration of their estate or a criminal bankruptcy order is made against the Grantee; or the Grantee makes any composition or arrangement with or for the benefit of creditors, or makes any conveyance or assignation for the benefit of creditors, or if an administrator or trustee is appointed to manage their affairs; or

10.3.3 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.

10.4 In the event that the Grantee becomes bound to pay any sum to the Scottish Ministers in terms of clause 10.1, 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.

10.5 Notwithstanding the provisions of this clause 10, 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 10 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.

10.6 Any failure, omission or delay by the Scottish Ministers in exercising any right or remedy to which they are entitled by virtue of clauses 10.1 to 10.3 shall not be construed as a waiver of such right or remedy.

11. Assignation

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.

12. 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.

13. Corrupt Gifts and Payments of Commission

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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.

14. Continuation of Conditions

14.1 These Conditions, except for Condition 7, 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.

14.2 Condition 7 shall continue to apply until the end of the period referred to in that Condition.

15. 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.

16. Governing Law

This contract is governed by the Law of Scotland and the parties hereby prorogate to the exclusive jurisdiction of the Scottish Courts

If you wish to accept the offer of this Grant on the whole terms and conditions as set out in the letter and annexed Schedules, you should sign and date both copies of the Grant Acceptance below and return one copy of the offer of Grant and Schedules to me at Kate.Smith@gov.scot and copy in my colleagues [Redacted - Section 38 (1)(b)] ([Redacted - Section 38 (1)(b)] @gov.scot) and [Redacted - Section 38 (1)(b)] [Redacted - Section 38 (1)(b)] @gov.scot). You should retain the second copy of the offer of Grant and Schedules for your own records.

Yours sincerely



Kate Smith
Deputy Director for School Age Childcare
02/08/2023

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GRANT ACCEPTANCE

On behalf of «Grantee» I accept the foregoing offer of Grant by the Scottish Ministers dated [Click here to enter a date](#) on the whole terms and conditions as set out in the letter and annexed Schedules. I confirm that «insert name of Grantee» is solvent. I confirm that I hold the relevant signing authority.

Signed:

«Director/Company Secretary/Authorised Signatory»

Print Name:

Position in Organisation of Person Signing:

Date: [Click here to enter a date](#).

Place of Signing:

Signed:

«Witness»

Witness Name:

Address:

Date: [Click here to enter a date](#).

Place of Signing:

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SCHEDULE 1

PART 1: THE PROJECT

Insert a detailed description of the project including any particular obligations and milestones.

The Extra Time Project ("the Project") will provide free or subsidised activity clubs, after school and during the holidays, for targeted primary school children from low income families and in doing so will report any relevant findings to the Scottish Government.

Through access to funded activity provision (namely football), the Project will look to:

- improve outcomes for children and families by providing access to life enhancing experiences;
- improve family health and wellbeing by supporting and increasing access to integrated childcare, food, activities (and respite for parents and carers);
- reduce inequalities in access to a range of activities around the school day;
- reduce barriers to employment by improving access to childcare for targeted families and enabling parents or carers to take up, sustain, increase their hours of work, study or training opportunities – ultimately providing positive impacts on household incomes.

The Grantee will work collaboratively with the relevant clubs to further embed, promote, foster, and develop football at all levels in Scotland. Additionally, the Grant will contribute to key policy drivers by delivering positive outcomes for those families and children who stand to benefit the most.

In the 2021 Programme for Government, the Scottish Government made a commitment to “build a system of wraparound childcare by the end of this Parliament, providing care before and after school, all year round, and supporting parents – particularly on low incomes – to have secure and stable employment. Those on the lowest incomes will pay nothing”. This commitment is primarily a contribution to the Scottish Government’s mission to tackle child poverty.

The Scottish Government is supporting several community test of change projects across Scotland to design and test options for all year round school-age childcare systems that meet the needs of children and families, such as the provision of childcare, organised children's activities, food and family support. All of the community test of change projects are targeted towards families who fall into at least one of the six identified priority groups most at risk from living in poverty as set out in the Best Start, Bright Futures: Tackling Child Poverty Delivery Plan 2022-26².

To further support the Scottish Government’s ambition as outlined in the Tackling Child Poverty Delivery Plan, this Project will test and report on how organised activities (namely football) for children can form part of a future system of school age childcare. One aim of the Project is to better understand how providing after school and holiday activity clubs can improve outcomes for families on low incomes by supporting parents into work, training, studying or facilitate respite. It will also provide targeted households with the opportunity to increase their income and reduce costs associated with organised activities. The Project will further help to reduce inequalities in accessing activities for socio-economic disadvantaged children who would otherwise not be able to access such activities.

² [Best Start, Bright Futures: tackling child poverty delivery plan 2022 to 2026 - gov.scot](#)
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Moreover, the Project will test and report on the delivery mechanism associated with the Scottish Government working with national governing bodies in supporting families with activity provision. This will provide an increased awareness and understanding the impact and effectiveness of this type of partnership can offer in terms of reaching out to local communities to deliver services; a better understanding of how organised activities for children and the role of organised activities sector will have as part of a future system of school age childcare.

The main objectives/expected outcomes of the Project are set out in clause 2.4. Clause 2.5 sets out the targets/milestones against which progress in achieving the objectives/expected outcomes are monitored.

Part 1B: Fair Work First commitments

In carrying out the Project, the Grantee will be expected to give regard to the Fair Work Framework. The Grantee is asked to commit to the following Fair Work First criteria in a way that is relevant and proportionate for the organisation, and promote this with the employers with whom you engage in the course of delivering the project

Fair Work First milestones to be achieved in delivering the Project:

- Support and promote appropriate channels for effective voice, such as trade union recognition;
- Encourage clubs to invest in workforce development;
- Encourage clubs not to have inappropriate use of zero hours contracts;
- Support and encourage clubs to take action to tackle the gender pay gap and create a more diverse and inclusive workplace;
- Promote the payment of the real Living Wage;
- Encourage clubs to offer flexible and family friendly working practices for all workers from day one of their employment; and,
- Oppose the use of fire and rehire practices.

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PART 2: PAYMENT OF GRANT

1. The total Grant of up to £2,000,000 shall be payable by the Scottish Ministers to the Grantee in advance on receipt of a completed claim for Grant in the form set out in **SCHEDULE 2** together with the associated monitoring information set out in paragraph 2.5 and 4.1 of the Offer of Grant.
2. The total Grant shall be payable over the financial year 2023 to 2024.

Schedule of Payment	Payment to be made by	Payment Amount
Quarter 2	31/08/2023	£1,400,000
Quarter 4	05/01/2024	£600,000

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.

3. The Grantee shall provide a monthly profile of expenditure of the Grant before the start of the financial year. 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.
4. 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.
5. 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.
6. 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 Schedule. 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.
7. 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 5 April the amount of the Grant actually expended up to and including 31 March.

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SCHEDULE 2

GRANT CLAIM FORM

Organisation: «Name and Address»

Bank details: «Name and address, sort code, account number»

Project: «Name/Description»

Total agreed grant for: «20XX-XX»: «Amount»

Latest forecast of expenditure of grant for: «20XX-XX»: «Amount»

Grant claimed to date: «Amount»

«Unexpended grant»: «Amount» (where grant is paid in advance)

«Claim for grant» or «Estimate of grant required» for the period from [Click here to enter a date.](#) to [Click here to enter a date.](#) *or to* [Click here to enter a date.](#): «Amount»

We hereby claim «total» grant of «£XX» in respect of the above period in accordance with the terms and conditions of the offer of Grant dated [Click here to enter a date.](#) and the Schedules attached thereto.

Completed by:

Position:

Contact Details:

Date:

Items of Expenditure

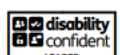
Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that «X has been submitted» or «X will be made available on request» to substantiate each amount.

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

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

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SCHEDULE 3

STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT

«Name of the Project»

This is to confirm that the grant claimed by «name of Grantee» in relation to the above Project during the financial year ended 31 March 20«XX» was properly due and was used for its intended purpose(s) in accordance with the terms and conditions of the Grant. This statement is supported by the records of «name of Grantee».

Signed:

Name in block capitals:

Position:

Date: [Click here to enter a date.](#)

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SCHEDULE 4 DEFINITIONS

“Agreement” means the agreement constituted by the Scottish Ministers’ invitation to apply for a grant, the Grantee’s Application, these Conditions and the Grantee’s acceptance of these Conditions.

“Conditions” means these grant conditions.

“Data Protection Laws” means any law, statute, subordinate legislation, regulation, order, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body which relates to the protection of individuals with regard to the processing of Personal Data to which a Party is subject including the Data Protection Act 2018 and any statutory modification or re-enactment thereof and the UK GDPR.

“Default” means (in all cases by either party, its employees, agents or representatives):

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

“Effective voice” means the dimension of Fair Work as defined by the Fair Work Convention in their Fair Work Framework, and includes ensuring that workers are able to be listened to at both an individual and collective level, air their views and influence workplace outcomes.

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

“Grant” means the grant offered by the Scottish Ministers to the Grantee as specified in the Award Letter, as varied from time to time in accordance with these Conditions.

“Grantee” means the person, organisation or body to which the Grant will be payable as specified in these Conditions. Where two or more persons, organisations or bodies are the Grantee, references to the “Grantee” are to those persons, organisations or bodies collectively and their obligations under the Agreement are undertaken jointly and severally.

“Intellectual Property Rights” means all copyright, patent, trademark, design right, database right and any other right in the nature of intellectual property whether or not registered, in any materials or works in whatever form (including but not limited to any materials stored in or made available by means of an information technology system and the computer software relating thereto) which are created, produced or generated as part of the Project by or on behalf of the Grantee.

“Project/Programme” means the purpose for which the Grant has been awarded as described in the Offer of Grant.

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

“real Living Wage” means the hourly rate known as the ‘real Living Wage’ as calculated by the Resolution Foundation and overseen by the Living Wage Commission, adjusted annually to reflect the cost of living.

“Subsidy Control” means the United Kingdom’s subsidy control regime, as set out in, without limitation, the Subsidy Control Act 2022 and any other applicable law, statutory guidance, code of practice, judgment of a relevant court of law and international commitments on subsidy control arising from, amongst others,

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This is the schedule referred to in the forgoing Offer of Grant dated: [Click here to enter a date.](#)

World Trade Organisation Membership and international treaties and agreements to which the United Kingdom is a party, as amended or modified from time to time.

“UK GDPR” means the retained EU law version of 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 Schedule 1 to the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019 (SI 2019/419).

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From: [redacted - Section 38(1)(b)]@gov.scot>
Sent: Friday, March 22, 2024 5:43 PM
To: Cabinet Secretary for Education & Skills <CabSecforES@gov.scot>; Deputy First Minister and Cabinet Secretary for Finance <DFMCSF@gov.scot>; Minister for Children, Young People & Keeping the Promise <MinisterCYPKP@gov.scot>; Minister for Community Wealth & Public Finance <MinisterCWPF@gov.scot>
Cc: Permanent Secretary <PermanentSecretary@gov.scot>; Chief Financial Officer <cfo@gov.scot>; DG Education & Justice <dgej@gov.scot>; Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>; Kate Smith <Kate.Smith@gov.scot>; Eleanor Passmore <Eleanor.Passmore@gov.scot>; [redacted - Section 38(1)(b)]@gov.scot>; [redacted - Section 38(1)(b)]@gov.scot>; [redacted - Section 38(1)(b)]@gov.scot>; [redacted - Section 38(1)(b)]@gov.scot>; [redacted - Section 38(1)(b)]@gov.scot>; [redacted - Section 38(1)(b)]@gov.scot>
Subject: Immediate: AO templates - childcare expansion delivery - 2024-25
Importance: High

Hi PO,

Cabinet Secretary for Education and Skills
Deputy First Minister and Cabinet Secretary for Finance

Please see attached AO Templates and accompanying submission related to our Early Adopter Communities [*EAC AO Template is Not in Scope of this FOI Request*] and the Scottish FA Extra Time project. The below email chain outlines comments from our DG, CFO and Perm Sec – these have also been reflected in the AO Templates.

Grateful if this can be handled as immediate, as per the email earlier today. This will allow us to issue the amended grant letters to projects on Tuesday 26th March (before they expire), and ensure continuity of provision for families most at risk of poverty.

Minister for Community Wealth and Public Finance
Minister for Children, Young People and Keeping The Promise

For information.

Thanks,
[redacted - Section 38(1)(b)]

[redacted - Section 38(1)(b)] Team Leader

Testing The Change | School Age Childcare Division
Directorate for Children and Families | Scottish Government

Mobile: [redacted - Section 38(1)(b)] Email: [redacted - Section 38(1)(b)]@gov.scot <<mailto:christian.barry@gov.scot>>

Please note, I take alternate Tuesdays as my non-working day (Next being 19th March)

Read our school age childcare delivery framework

<https://www.gov.scot/publications/school-age-childcare-delivery-framework/>

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From: [redacted - Section 38(1)(b)]

**School Age Childcare
Directorate for Children and Families
22/03/2024**

**Cabinet Secretary for Education and Skills
Deputy First Minister and Cabinet Secretary for Finance**

**Minister for Community Wealth and Public Finance
Minister for Children, Young People and Keeping the Promise**

AO TEMPLATE – CHILDCARE DELIVERY PROJECTS – EAC and SFA

Priority and Purpose

1. **Immediate:** This immediate submission, and the attached AO Templates, sets out the funding position related to the School Age Childcare (SACC) Early Adopter Communities and the Scottish Football Association (SFA) Extra Time project.
2. Your comments and decision on both AO Templates by **Tuesday 26th March** will allow us to issue amended grant letters to our Early Adopter Communities (EAC) and the Scottish Football Association (SFA) to ensure continuity of childcare and activity provision for families most at risk of poverty. Given these funds relate to continuity of provision, any delay would result in the grants ending and services being removed from children and families.

Recommendation

3. Recommends that you:
 - **Note the AO Template, the comments from DG, CFO and Permanent Secretary and;**
 - **Agree to continuing to fund these projects into FY 24-25, noting the risk mitigations.**

Context and Issues

4. The AO Template provides context and issues in detail related to spend controls associated with the delivery elements of the School Age Childcare Programme.
5. Across both the SFA and EAC projects we are seeking approval to spend approximately **£8 million** from within the allocated Programme budgets for ELC and SACC programmes (£6 million from SACC Programme budget, and £2 million from ELC Programme budget) in 2024-25.
6. [out of scope] The SFA project was originally costed at £6m for 2024-25. Existing Programme funding has therefore been reprioritised in order to enable some delivery against these priority projects.

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7. [out of scope]

Contribution to the Government's Three Missions

8. Our EACs and SFA projects both work towards each of the government's three missions. The primary driver of our work is **tackling child poverty**, and by providing families with more accessible and affordable childcare – allowing them to participate further in the labour market – we are also seeking to grow the economy through **opportunity**. [out of scope]

Delivery

9. Across the SFA and EAC projects, there are up to 4000 children and their families being supported with access to funded or affordable childcare and activity provision. This supports parents and carers to enter or sustain employment, and reduces inequalities for children in access to activities, food and relational support services.
10. Any delay in issuing these grant agreements would risk childcare services being removed from families, and redundancies within service provision and within local authority project teams.

Bute House Agreement Implications

11. The Bute House Agreement includes a joint commitment to eradicate child poverty and meet the ambitious targets set through the Child Poverty (Scotland) Act 2017 and agree that Scotland should be the best place in the world to grow up.
12. The Best Start, Bright Futures Tackling Child Poverty Plan 2022- 2026, includes a commitment to building a system of school age childcare, offering care before and after school, and during the holidays, by the end of this Parliament.
13. Evidence points to the importance of school age childcare for the whole family. A childcare offer, targeted at those on the lowest incomes will help support more parents and carers into sustainable employment, allowing them to increase their household incomes, and reduce the number of children living in poverty.

Verity House Agreement Implications

14. The EACs are encouraging work across a number of areas relevant to childcare provision, including employability, tackling poverty and family wellbeing. There are significant reputational risks in removing funding for the EAC projects, which CoSLA, local authority and third sector partners are committed to delivering. Damage to trust and relationships with local project teams, and with CoSLA would result.

Financial Considerations

15. [out of scope]

16. [out of scope].

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17. The AO Template proposes funding the SFA project for the full FY given the lack of financial flexibility within grass roots football teams and considering the potential opportunity for FM to announce this funding around the Euro championships.

Legal Considerations

18. SGLD have confirmed that no legal risks have been identified (see AO Template for further information).

Quality Assurance

19. This submission has been approved by Kate Smith, Deputy Director for School Age Childcare.

20. AO Templates have been cleared through DG Education & Justice, Chief Financial Officer, and the Permanent Secretary.

Conclusion and next Steps

21. Officials will issue amended grant letters to the 6 EAC local authorities on Tuesday 26th March, and a new grant agreement to the SFA, should you confirm approval of the AO template.

[redacted - Section 38(1)(b)]

School Age Childcare

Directorate for Children and Families

Cabinet Secretaries and Ministers Copy List	For Action	For Information Portfolio interest	For Information Constituency interest	For Information General awareness
Cabinet Secretary for Education and Skills	X			
Deputy First Minister and Cabinet Secretary for Finance	X			
Minister for Community Wealth and Public Finance		X		
Minister for Children, Young People and Keeping The Promise		X		

Officials Copy List
Permanent Secretary CFO

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Officials Copy List

Neil Rennick, DG E&J

Andrew Watson, Director C&F

Eleanor Passmore , DD ELC

[redacted - Section 38(1)(b)], ELC

[redacted - Section 38(1)(b)], SACC

[redacted - Section 38(1)(b)], ELC

[redacted - Section 38(1)(b)], ELC

[redacted - Section 38(1)(b)], SACC

[redacted - Section 38(1)(b)], SpAd

[redacted - Section 38(1)(b)], SpAd

[redacted - Section 38(1)(b)], FMPU

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AO SPEND CONTROL TEMPLATE

Please see accompanying note for guidance (including approval process and distribution lists)

Overall Summary (Brief summary of proposed spend and expected outcomes, as well as affordability and value for money considerations. Summary should clearly outline impact on portfolio path to balance for 2023-24 and future year costs impacts, as well as any funding impacts on wider portfolios).

Our **Programme for Government 2021 and Policy Prospectus** committed us to designing and building a new system of school age childcare that provides care before and after school, all year round, and support parents – particularly on low-incomes – to have secure and stable employment. Those on the lowest incomes will pay nothing.

Our **Best Start, Bright Futures: Tackling Child Poverty Delivery Plan, 2022-26** recognises that high quality, affordable and accessible childcare is crucial to our national mission to tackling child poverty. The Plan recognises childcare as a means for families to increase Income from Employment, and funded childcare to reduce the Cost of Living – two of the three drivers of child poverty reduction.

The **First Minister** has been clear that expanding access to high quality, funded ELC and SACC is a major priority for this Government. This commitment is included in our Best Start: Strategic Early Learning and School Age Childcare Plan for Scotland, 2022-26 and sets out our vision and strategic priorities for ELC and SACC over the rest of this Parliament, including our approach to building a system of SACC, starting with those who need it most. **Building on this commitment, in April 2023 the First Minister announced £15m investment in year-round school age childcare for 23-24, targeted towards those families who need it most.**

We are seeking the sum of **£4 million** over the next FY **2024-25** to continue to the provision of vital services within communities with high levels of poverty. Without the funding, around 3000 families will lose access to services to support them entering and sustaining employment, training and study, as well better understanding the impact of reducing inequalities of access to children’s activities for those most at risk of living in poverty.

In his first week in office, the First Minister prioritised childcare expansion, and the opportunity to reduce inequality of access to activities for children. In April 2023 the First Minister announced a £2m partnership with the Scottish Football Association (SFA) to deliver before and after school clubs and holiday clubs for children from low-income households, focused in areas of deprivation. This £2m investment supported provision between August 2023 and March 2024 (essentially half the cost of full year funding). In announcing the funding, the FM was clear about the need to support parents and carers with provision which extended the school day and provided low-cost childcare solutions for low-income families, while also pointing to the benefits for children of accessing activities and relational support outside of school. The alignment with schools was also highlighted and demonstrated through the Ayr United FC clubs which had been funded through the Access to Childcare Fund since 2020.

The SFA launched the ‘Extra Time’ Programme in August 2023. The project looks to understand how organised activities for children could form part of a future system of school age childcare. The aim is to better understand how providing activities-based before and after school and holiday clubs can improve outcomes for families on low incomes by extending the school day and enabling parents and carers to take up or sustain work, training, or study or to facilitate respite. The project will also develop our understanding of how children’s participation in organised activities around the school day and in the holidays can improve children’s wellbeing, attainment, and mental and physical health, including through improved attendance at school and better regulated behaviour.

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This Programme builds on an initial concept tested at an individual club level with Ayr United FC. This was funded through the Access to Childcare Funded between 2020-2023 and demonstrated a range of positive outcomes for children and families. The expanded SFA programme take that learning and evaluation and expands projects into 30 clubs across the country, from professional organisations down to grassroots football clubs, to better understand the opportunities and challenges associated with incorporating organised activities into a future system of school age childcare. It tests the role of football clubs as anchor organisations, trusted within their communities and uses the reach of football, particularly within more deprived communities to engage children and families in positive, and supportive activity.

In September 2023, the First Minister committed through Programme for Government (PfG) 2023 to using his first Budget to expand access to high quality, funded childcare. The PfG set out an ambitious, evidence-based package of commitments that would expand access to childcare for low-income families and move us towards a more accessible and affordable system of childcare in Scotland longer-term. The PfG set out five commitments for childcare including the commitment to work with Local Government and other partners to develop the local infrastructure and services needed to provide childcare from nine months to the end of primary school in specific communities in six local authority areas. This includes work with the SFA.

[redacted – Section 29(1)(a)]

Within this budget we are considering how to prioritise delivery based on our existing commitments, the new PfG commitments, and our evidence to date of impacts for families who need it most.

The SACC programme budget has several pressures which need to be considered. This includes:

- a. Funding for 6 Early Adopter Communities providing funded childcare for low-income families in deprived communities. These projects are taking a people centred and place-based approach to building local systems of more accessible and affordable childcare in line with our PSR agenda.
- b. The **Scottish Football Association's "Extra Time Project"** (currently delivering places for up to 2700 low-income children and families)
- c. Funding for nine Access to Childcare Fund Projects (currently delivering SACC for up to 700 low-income families)
- d. The PfG commitment to develop a new Digital service to help parents and carers find, access, and help pay for childcare
- e. Funding for the Scottish Childminding Association to support the role of childminders in the Early Adopter Communities
- f. Work to map and create a plan for breakfast provision – prioritised by DFM but not critical to the SACC Programme
- g. Summer holiday programmes – assumption of £0 funding for summer 2024 as agreed and communicated in 2023.
- h. Capital Spend – through the Early Adopter Communities and SFA Extra Time Project

The Minister for Children, Young People and Keeping the Promise has confirmed that the budget should prioritise those projects which are currently delivering funded school age childcare for low-income families, particularly where these projects are embedded within communities and where parents and carers will have made changes to their circumstances because of the funded offer. This aligns with our focus on tackling poverty by supporting parents and carers to take up or sustain employment.

Scottish Football Association – Extra Time Programme

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Currently, 25 local football clubs and trusts are receiving funding through the Extra Time Programme. This will expand to 30 in 2024-25.

The clubs are located within urban and rural areas, which offers us a good geographical spread across Scotland. Of those 25 clubs, 11 are situated within four of our existing 'early adopter communities' in Clackmannanshire, Dundee, Glasgow and Inverclyde. This year we have established two new Early Adopter Communities in Fife and Shetland, and we also support a football club located within the Fife region. The SFA Regional team are working closely with our early adopter leads in each of these areas to ensure that the clubs engage and work collaboratively with key stakeholders in these areas to maximise benefits and support for children and families.

There are a variety of approaches being taken by the clubs to test and deliver provision that meets the needs of children and families in their communities. This includes working with local schools and other community partners to deliver breakfast clubs, after school clubs, weekend provision and holiday clubs. Some clubs are also considering the impact of in-service days and school closures on families to provide full day activity sessions.

Clubs are also considering how best they can support parents, to provide them with opportunities to increase hours in their current employment, seek improved work opportunities, or access training etc. For example, some clubs are working in partnership with local services to deliver employability courses, offering volunteering and training opportunities at the club with a view to taking up an accredited SFA coaching qualification.

More experienced clubs began delivering their extra time programmes in October 2023, and during the last three months all 25 clubs are now providing activity provision within their local areas. We estimate that around 2,700 children will have access to Extra Time places each week by end March 2023.

Over the first delivery quarter, Q3 (October to December 2023) it was reported that 20 clubs delivered activity provision which supported 1228 children during term time; and 547 children during the holiday periods.

All six of the tackling child poverty priority family types were supported during this first quarter, with minority ethnic families being the most represented. The clubs during this period have also supported a wider cohort of families to meet the needs of those families in their communities. This has included supporting care experienced families, those who have been impacted by trauma and refugee families who have recently arrived in the country.

Outcomes So Far

Although the Extra Time Projects are all in their early stages of delivering before, after and during the holiday activity clubs, we are already learning about the positive impacts that the clubs are having for children and families.

Example:

At one of the primary schools being supported through the Inverness Caledonian Thistle Community Development (ICT) project, 21% of the pupils arrived late for school. The school has since reported that between October and December 2023, only 1% of pupils are now late, which is a direct result of the breakfast clubs being operational and providing the children with a more positive start to the school day. Another school being supported by ICT through the ET project identified 11 pupils who were 'at

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risk' and had attendance levels of less than 80% from August-October 2023 to take part in the Extra Time Activity Club being delivered. Due to the Extra Time projects held at the school, all those pupils are now above 80% and are being removed from the poor attendance tracker, which has freed up other school resources, allowing staff to focus on other areas and priorities.

The SFA are working with Substance who are a research and technology company who will lead and support them to monitor and evaluate the Extra Time Programme. Substance is currently working with the clubs to develop their reporting skills to ensure that clubs provide the most relative and measurable data. It is important that we continue to fund this project so that we can get the desired evaluation from the SFA about the outcomes we can expect from funding clubs round about the school day and in the holidays for those from disadvantaged areas.

We are also discussing the opportunity to pilot work within the Extra Time programme, to test social impact funding. This builds on Substance's experience of evaluating the Life Chances Fund in England, and UEFA are keen for Scotland to test this type of approach to funding and evaluating social outcomes related to funded football activities for social good in communities. We have 4 football clubs who are interesting in trialling this approach with a view to expanding that across the Programme in future years if successful.

Next Steps

We have been working with the Scottish FA to develop plans for FY 24-25 that ensures continuity of provision for children and families. This year, 30 projects will be funded as part of the Extra Time programme, this includes the 25 organisations supported last year, four new clubs who have been laying the groundwork for provision to start, as well as the inclusion of Ayr United Football Academy (AUFA) project which we have been funding directly over the last few years as part of our Access to Childcare funding stream. We estimate over the course of 24-25, up to 3,000 children and their families will regularly benefit from this funding through access to funded before, after school and holiday activity clubs.

In 24-25 the Extra Time project will complement the work of colleagues in Active Scotland who have been building a Strategic Partnership with the Scottish FA. Extra Time funding is the only significant investment tied to the Strategic Partnership and begins to formalise the working relationship between SG and the SFA, as well as emphasise the important role of local football clubs in engaging families within more deprived communities and contributing towards tackling child poverty. The Partnership will be announced later this year, with the 2024 Euros a likely backdrop for the announcement – including our £4m investment in activity club services. The Euros also gives us an optimal platform from which to reach out to sponsors, corporate and philanthropic organisations to leverage funding with the aim of reducing SG investment in the coming years. The SFA are considering plans for a national event in summer 2024 to celebrate the range of services being provided, with the children accessing the Extra Time project as a focus and are also considering how they can spotlight Ayr United FA in an ambassadorial role, as the forerunner of the Extra Time programme.

As well as supporting children and families through this work, continuation of funding will allow us to better understand the impact that reducing the inequalities of access that exist to organised children's activities can have on those most at risk of poverty.

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The total amount of funding and when it is needed:

Portfolio	DG	Directorate	Level 4 budget line	Key Deliverable	Resource, Capital, or Financial Transactions	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000
Education & Skills	Education & Justice	DCAF		Funded Children's Activities	Resource	£2m	£4m	£0	£0	£0
					Total	£2m	£4m	£0	£0	£0

Budget allocated to the activity (in current year budget bill and/or future year spending review allocation):

Education & Skills	Education & Justice	DCAF		Funded Children's Activities	Resource	£2m	£4m	£0	£0	£0
					Total	£2m	£4m	£0	£0	£0

Savings Options identified to mitigate any gap between funding required and budget allocated:

					Total					

What reprioritisation and mitigating options/actions have been explored in advance of this proposal to manage or absorb the request, including cutting costs and, reprioritising existing staff and budgets:

The original proposed budget for the 24-25 work with the SFA, as set out in our forward planning with Ministers was £6m. This would have enabled further expansion from the 3000 families now proposed. [redacted – Section 29(1)(a)], we have reduced this anticipated spend to £4m, and have worked with the SFA to agree a proposal within this budget constraint. Although disappointing this will ensure all families already accessing these services will continue to be able to do so, while also enabling some very limited expansion of delivery.

As with the SFA project in FY 23-24, we will look to issue funds to the Scottish FA in advance. In FY 23-24 we provided the SFA with £1.4 million in September 2023 and £600,000 in February 2024. The upfront payment helps fund the delivery of these services through often small, grassroots organisations that would otherwise be unable to front load the spend associated with delivery. In order to mitigate the risk as much as possible, we anticipate four payments being made across the year at the beginning of each quarter, the amount associated with each will be dependent on any over or underspend from the previous quarter. The SFA ensures spend is within the overall budget.

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The effectiveness of the funding will be evidenced by regular reporting periods during and up to three months after the award, and will include the impact the subsidy has had on children, families and the community and the ability to establish and test different approaches and methods to deliver a local-level system of school age childcare before and after school, and during the holidays to create a pathway that will meet the needs of those who use and deliver services. Specific evaluation is included in the funding, being carried out by Substance.

We will also continue to work with Commercial Value for Money, Procurement, SGLD and Subsidy Control colleagues to ensure that the subsidy is effective, provides value for money and to identify any potential in year efficiencies.

If proposed spend relates to the release of a savings option asked to be Actioned or Held in the Path to Balance, please provide an explanation of why requesting release:

N/A

What are the longer-term financial implications of this request, and how will these be funded from the business area? (Points to consider: What proportion of the spend can be absorbed within the overall portfolio envelope allocated through the Spending Reviews? Was the spend considered for prioritisation through the RSR or CSR process (either corporately or within the portfolio specific prioritisation) and, if so, what decision was reached and in what way has the position changed? How will both non-recurring and recurring (e.g., if funding increase in staffing) future year costs be met? Regular evaluation of impact is essential to ensure that funding continues to be deployed in the most effective and efficient way. For how long funding is intended to be committed and what evaluation and review points are being built in?)

The spend for FY 2024-25 can be absorbed within the allocated portfolio envelope, through the SACC Programme budget – there are no longer term funding implications

What are the impacts on the tax system of this request – whether that be devolved taxation or tax powers reserved to the UK Government? (If none, please explain why and if unsure, please contact the Tax Division for advice.)

Not applicable, the funding is not related to tax legislation.

What are the impacts of this request upon the Scottish Government's efforts to tackle child poverty? (If none, please explain why and if unsure, please contact the [Tackling Child Poverty Policy Unit](#) for advice.)

Please see summary box for details. This funding is directly linked to tackling poverty through supporting parents and carers to enter or sustain employment by providing affordable alternatives to current regulated childcare provision for school age children. This programme is delivering before, after school and holiday clubs in deprived

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communities, targeted at low-income children and families, within the priority family types as set out in Best Start, Bright Futures. We know that childcare provision can present barriers to employment and this Programme sets out to reduce those barriers by providing more affordable alternatives which extend the school day (and operate during holiday periods) through activity club provision.
The Programme also sets out to reduce inequality in access to activity provision for children from low-income households, improving outcomes for those children in relation to increased wellbeing and physical and mental health.

Do you consider the spend to be novel or contentious? If so, please contact your Finance Business Partner for advice.

No

Checklist

Please confirm a **pre-expenditure assessment or business case** has been completed (please include a link to document). Yes
If not, detail why below:

A new business case and pre-expenditure assessment are not required as this is not new spend, rather continuation of an existing project to meet existing PfG and other SG commitments and to ensure continuity of provision.

Please confirm that Procurement have reviewed this proposal: Did this review highlight any risks? If so, how have these been addressed? CVfM will work with the area to look to develop improved performance monitoring, income generation and identify any potential in year efficiencies. Support will be provided to look to build this into the grant letter.	Yes	Name: [redacted - Section 38(1)(b)]
Please confirm that Scottish Government Legal Department (SGLD) have reviewed this proposal (including confirming budgetary and legislative powers used to undertake activity): Did this review highlight any risks? If so, how have these been addressed? [redacted – Section 29(1)(a)]	Yes	Name: [redacted - Section 38(1)(b)]
Please confirm that HR Business Partners have reviewed this proposal: Did this review highlight any risks? If so, how have these been addressed?	Yes	Name: [redacted - Section 38(1)(b)]
Please confirm that Subsidy Control have reviewed this proposal: Did this review highlight any risks? If so, how have these been addressed?	Yes	Name: [redacted - Section 38(1)(b)]

Official Sensitive when completed

From the information above, this funding would not appear to constitute a subsidy as it is not for the purpose of economic activity but rather is part of a group of programmes that aim to support the development and design of an all-year-round system of school-age childcare, which will be funded for those families on the lowest incomes. As well as supporting children and families through this work, continuation of funding will allow us to better understand the impact that reducing the inequalities of access that exist to organised children’s activities can have on those most at risk of poverty.		
Please confirm that the Tackling Child Poverty Policy Unit have reviewed this proposal: Did this review highlight any risks? If so, how have these been addressed?	Yes	Name: [redacted - Section 38(1)(b)]
No risks highlighted.		
Please confirm that the Performance Framework team have reviewed this proposal: Did this review highlight any risks? If so, how have these been addressed? No risks highlighted, the ask support multiple policy prospectus outcomes linked to childcare and reducing poverty.	Yes	Name: [redacted - Section 38(1)(b)]
Please confirm that your Finance Business Partner has reviewed this proposal: Did this review highlight any risks? If so, how have these been addressed?	Yes	Name: [redacted - Section 38(1)(b)]
Does not look like a PEA or Business Case has previously been undertaken. [redacted – Section 29(1)(a)]		

Overall Policy Recommendation to Accountable Officer:

This funding will continue the provision of vital services within deprived communities aimed at reducing inequalities and tackling poverty. The Programme was launched by the First Minister in April 2024, and was directly linked to our tackling poverty mission. Initial 6 months of delivery require to be continued to enable learning required and to increase reach.

Without this funding services would be terminated, children would lose access to those services (~3000 families), and parents and carers who have come to rely on the services might have to give up work, training or study as a result.

Assurances (Please delete as appropriate)

Accountable Officer Assurance Accountable Officer has reviewed this proposal and is assured in recommending the decision: Any comments: Thank you for sight of these two AO templates. I am copying in the CFO and Finance colleagues, as these will need to go through the full AO process.	Yes/No/ Not Applicable
--	-------------------------------

Official Sensitive when completed

[redacted – Section 29(1)(a)]

We discussed the potential to take the same part-year approach with the SFA Extra Time projects - which provide out of school childcare places for up to 2700/3000 low-income children and families. The funding is for £4m (compared with £2m for the half year funding during 2023/24). However, I am aware that the First Minister wants to undertake media activity with these projects in the run up to the European Football Championships in June. That is only possible if they continue to be in place from April and full year funding is confirmed.

On the basis of the above, rather than allocated the full proposed £12m, that we allocate £8m at this stage. If we need to go further, we would move the SFA Extra Time projects onto 6 month (£2m) funding too – although FM will need to be made aware.

I am happy to discuss this further.

Neil

Chief Financial Officer Comments

Thank you for the Early Adopter Communities & SFA AO Templates which responds to an important PfG commitment made by the First Minister. There remains a considerable pressure on the Education and Skills portfolio in 2024-25 and a number of very prominent unfunded financial risks. Holding back a decision on this funding until the balanced budget exercise is concluded and a route to balance has been identified for the portfolio would be strongly preferred. However, I acknowledge the challenge already made by the AO and the resultant amendment to the spending proposal to only commit 6 months at this stage. As such, if the AO is assured that the spend is essential and essential now, I am content for this to proceed for Permanent Secretary's consideration.

Given only 6 months funding will be considered now time can be taken to scrutinise the remaining spend for the year and drive as much efficiency as possible. A further AO template would be required for this spend.

Regards

Jackie

Permanent Secretary Assurance

Permanent Secretary has reviewed this proposal and is assured in recommending the decision:

Yes/No/ Not Applicable

Any comments:

The Permanent Secretary thanks officials for sight of both AO templates related to the delivery of funded childcare for low income families through early adopter communities, and funding with the Scottish Football Association. It is noted that both templates relate to an important PfG commitment made by the FM.

[redacted – Section 29(1)(a)]

The Permanent Secretary welcomes the challenge already made by the AO and the subsequent amendment to the spending proposal to only commit grant funding for the first 6 months to reduce liabilities and allow time to secure a portfolio path to balance. On this basis, and the work to reduce pressures

Official Sensitive when completed

being undertaken immediately, and this being considered an essential spend now by Ministers, the Permanent Secretary is content for this request to proceed to Ministers and the DFM for final consideration.

Portfolio Minister Comments

Finance Minister Comments

From: [Redacted - Section 38(1)(b)]@gov.scot> **On Behalf Of** Cabinet Secretary for Education & Skills

Sent: Tuesday, March 26, 2024 4:50 PM

To[Redacted - Section 38(1)(b)]@gov.scot>; Cabinet Secretary for Education & Skills <CabSecforES@gov.scot>; Deputy First Minister and Cabinet Secretary for Finance <DFMCSF@gov.scot>; Minister for Children, Young People & Keeping the Promise <MinisterCYPKP@gov.scot>; Minister for Community Wealth & Public Finance <MinisterCWPF@gov.scot>

Cc: Permanent Secretary <PermanentSecretary@gov.scot>; Chief Financial Officer <cfo@gov.scot>; DG Education & Justice <dgej@gov.scot>; Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>; Kate Smith <Kate.Smith@gov.scot>; Eleanor Passmore <Eleanor.Passmore@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>

Subject: RE: Immediate: AO templates - childcare expansion delivery - 2024-25

This email is for the official record and confirms a Ministerial Decision. This email must be placed in the official record (eRDM) by your team [in line with SG records management policy.](#)

Hi [Redacted - Section 38(1)(b)]

Ms Gilruth is content.

Kind regards

[Redacted - Section 38(1)(b)]

[Redacted - Section 38(1)(b)]@

Deputy Private Secretary to Cabinet Secretary for Education and Skills - Jenny Gilruth MSP

The Scottish Government

St Andrews House | Regent Road, Edinburgh, EH1 3DG

Mobile: [Redacted - Section 38(1)(b)] | Email: CabSecforES@gov.scot

Ms Gilruth's Ministerial Preferences can be found [here](#)

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See www.lobbying.scot

From: [Redacted - Section 38(1)(b)]@gov.scot> **On Behalf Of** Deputy First Minister and Cabinet Secretary for Finance

Sent: Monday, March 25, 2024 12:35 PM

To: [Redacted - Section 38(1)(b)]@gov.scot>; Cabinet Secretary for Education & Skills <CabSecforES@gov.scot>; Deputy First Minister and Cabinet Secretary for Finance <DFMCSF@gov.scot>; Minister for Children, Young People & Keeping the Promise <MinisterCYPKP@gov.scot>; Minister for Community Wealth & Public Finance <MinisterCWPF@gov.scot>

Cc: Permanent Secretary <PermanentSecretary@gov.scot>; Chief Financial Officer <cfo@gov.scot>; DG Education & Justice <dgej@gov.scot>; Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>; Kate Smith <Kate.Smith@gov.scot>; Eleanor Passmore <Eleanor.Passmore@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; Chief Financial Officer <cfo@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>

Subject: RE: Immediate: AO templates - childcare expansion delivery - 2024-25

This email is for the official record and confirms a Ministerial Decision. This email must be placed in the official record (eRDM) by your team in line with SG records management policy.

[Redacted - Section 38(1)(b)],

DFM notes that this is an important PfG commitment made by the First Minister and the significant reputational risks associated with not proceeding with this. As you are aware, there is an exceptional level of challenge across Scottish Government budgets and there remains a considerable pressure on the Education and Skills portfolio in 2024-25 and there are a number of very prominent unfunded financial risks. DFM notes [out of scope] reducing the SFA funding reducing to £4m. Given the level of challenge applied to this funding by the AO, DFM is content that this funding can be taken forward. DFM notes it is imperative that the Education portfolio achieves a balanced budget given the level of existing and emerging pressures in the Education portfolio.

Thanks,

[Redacted - Section 38(1)(b)]

[Redacted - Section 38(1)(b)]

Deputy Private Secretary to the Deputy First Minister and Cabinet Secretary for Finance – Shona Robison MSP

The Scottish Government

St Andrew's House | Regent Road | Edinburgh | EH1 3DG

M: [Redacted - Section 38(1)(b)] E: DFMCSF@gov.scot

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meeting, must be filed appropriately by the recipient. Private Offices do not keep official records of such e-mails or attachments.

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From: [Redacted - Section 38(1)(b)]@gov.scot>

Sent: Friday, March 22, 2024 5:43 PM

To: Cabinet Secretary for Education & Skills <CabSecforES@gov.scot>; Deputy First Minister and Cabinet Secretary for Finance <DFMCSF@gov.scot>; Minister for Children, Young People & Keeping the Promise <MinisterCYPKP@gov.scot>; Minister for Community Wealth & Public Finance <MinisterCWPF@gov.scot>

Cc: Permanent Secretary <PermanentSecretary@gov.scot>; Chief Financial Officer <cfo@gov.scot>; DG Education & Justice <dgej@gov.scot>; Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>; Kate Smith <Kate.Smith@gov.scot>; Eleanor Passmore <Eleanor.Passmore@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>

Subject: Immediate: AO templates - childcare expansion delivery - 2024-25

Importance: High

Hi PO,

**Cabinet Secretary for Education and Skills
Deputy First Minister and Cabinet Secretary for Finance**

Please see attached AO Templates and accompanying submission related to our Early Adopter Communities and the Scottish FA Extra Time project. The below email chain outlines comments from our DG, CFO and Perm Sec – these have also been reflected in the AO Templates.

Grateful if this can be handled as **immediate**, as per the email earlier today. This will allow us to issue the amended grant letters to projects on Tuesday 26th March (before they expire), and ensure continuity of provision for families most at risk of poverty.

**Minister for Community Wealth and Public Finance
Minister for Children, Young People and Keeping The Promise**

For information.

Thanks,

[Redacted - Section 38(1)(b)]

[Redacted - Section 38(1)(b)] | Team Leader

**Testing The Change | School Age Childcare Division
Directorate for Children and Families | Scottish Government**

Mobile: [Redacted - Section 38(1)(b)] | Email: [Redacted - Section 38(1)(b)]@gov.scot
Please note, I take alternate Tuesdays as my non-working day (Next being 19th March)



Scottish Government
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Read our school age childcare delivery framework

From: [Redacted - Section 38(1)(b)]@gov.scot> **On Behalf Of** Permanent Secretary

Sent: Friday, March 22, 2024 1:34 PM

To: Kate Smith <Kate.Smith@gov.scot>; Permanent Secretary <PermanentSecretary@gov.scot>

Cc: Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>; DG Education & Justice <dgej@gov.scot>; Eleanor Passmore <Eleanor.Passmore@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>

Subject: RE: AO templates - childcare expansion delivery - 2024-25

Hi Kate,

The Permanent Secretary thanks officials for sight of both AO templates related to the delivery of funded childcare for low income families through early adopter communities, and funding with the Scottish Football Association. It is noted that both templates relate to an important PfG commitment made by the FM.

[Redacted – Section 29(1)(a)]

[Out of scope]

On this basis, and the work to reduce pressures being undertaken immediately, and this being considered an essential spend now by Ministers, the Permanent Secretary is content for this request to proceed to Ministers and the DFM for final consideration.

Best wishes,

[Redacted - Section 38(1)(b)]

[Redacted - Section 38(1)(b)] | Private Secretary

Permanent Secretary's Office | 1N-07, St Andrew's House, Regent Road, Edinburgh, EH1 3DG

Email [Redacted - Section 38(1)(b)]@gov.scot



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Scottish Ministers, Special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot

From: Kate Smith <Kate.Smith@gov.scot>

Sent: Thursday, March 21, 2024 2:48 PM

To: Permanent Secretary <PermanentSecretary@gov.scot>

Cc: Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>; DG Education & Justice <dgej@gov.scot>; Eleanor Passmore <Eleanor.Passmore@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>

Subject: FW: AO templates - childcare expansion delivery - 2024-25

Permanent Secretary,

Please see below approval from the CFO and Neil as DG and AO, for our 2 childcare AO templates related to the delivery of funded childcare for low income families through our early adopter communities, and our funding with the Scottish Football Association. As noted below, there is a time pressure related to these AO requests. We require to issue grant offer letters early next week in order to prevent childcare services being removed from low income families. As you know this is a priority area for the FM and strongly linked to our focus on tackling poverty and economic transformation.

Very happy to discuss further if helpful. We understand you have a slot for clearing the template this afternoon, and that would be much appreciated given our timeline for issuing grant offer letters of **Monday 25th March**.

Project	Funding for FY 24-25	AO Template
[out of scope]	[out of scope]	[out of scope]
Scottish Football Association – Extra Time	£4 million	AO spend control template - SFA - 24-25 details - Objective ECM (scotland.gov.uk)

Best regards,
Kate

From: Chief Financial Officer <cfo@gov.scot>

Sent: Thursday, March 21, 2024 2:20 PM

To: Kate Smith <Kate.Smith@gov.scot>

Cc: Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>

Subject: RE: AO templates - childcare expansion delivery - 2024-25

Kate

Thank you for the Early Adopter Communities & SFA AO Templates which responds to an important PfG commitment made by the First Minister. There remains a considerable pressure on the Education and Skills portfolio in 2024-25 and a number of very prominent unfunded financial risks. Holding back a decision on this funding until the balanced budget exercise is concluded and a route to balance has been identified for the portfolio would be strongly preferred. [out of scope] As such, if the AO is assured that the spend is essential and essential now, I am content for this to proceed for Permanent Secretary's consideration.

[out of scope]

Regards
Jackie

From: Kate Smith <Kate.Smith@gov.scot>
Sent: Thursday, March 21, 2024 1:29 PM
To: Chief Financial Officer <cfo@gov.scot>
Cc: Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>
Subject: FW: AO templates - childcare expansion delivery - 2024-25

Thanks Neil

CFO office – can you provide an indication of clearance timeframe so that we can understand impacts for our critical timeline re issuing grant offer letters early next week please? We had a slot protected for Perm Sec clearance this afternoon. I'd appreciate if clearance can be prioritised given risks of removal of childcare services for low income families should we not be able to provide those GoLs.

Happy to provide any additional background and context if needed.

Best Regards,
Kate

From: Neil Rennick <Neil.Rennick@gov.scot>
Sent: Wednesday, March 20, 2024 2:30 PM
To: Kate Smith <Kate.Smith@gov.scot>; DG Education & Justice <dgej@gov.scot>; Chief Financial Officer <cfo@gov.scot>
Cc: Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>; Eleanor Passmore <Eleanor.Passmore@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>
Subject: RE: AO templates - childcare expansion delivery - 2024-25

Kate

AO TEMPLATES – SCHOOL AGE CHILDCARE EXPANSION

Thank you for sight of these two AO templates. I am copying in the CFO and Finance colleagues, as these will need to go through the full AO process.

[out of scope]

We discussed the potential to take the same part-year approach with the SFA Extra Time projects - which provide out of school childcare places for up to 2700/3000 low-income children and families. The funding is for £4m (compared with £2m for the half year funding during 2023/24). However, I am aware that the First Minister wants to undertake media activity with these projects in the run up to the European Football Championships in June. That is only possible if they continue to be in place from April and full year funding is confirmed.

On the basis of the above, rather than allocate the full proposed £12m, that we allocate £8m at this stage. If we need to go further, we would move the SFA Extra Time projects onto 6 month (£2m) funding too – although FM will need to be made aware.

I am happy to discuss this further.

Neil

Neil Rennick
DGE&J
[Redacted - Section 38(1)(b)]

From: Kate Smith <Kate.Smith@gov.scot>
Sent: Wednesday, March 20, 2024 12:15 PM
To: DG Education & Justice <dgej@gov.scot>
Cc: Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>; Eleanor Passmore <Eleanor.Passmore@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>; [Redacted - Section 38(1)(b)]@gov.scot>
Subject: AO templates - childcare expansion delivery - 2024-25

Neil,

With thanks to Andrew for approving at Director level, and to colleagues on copy for the hard work that has gone into drafting these AO templates, I'm linking below the templates for the Early Adopter Communities, and SFA project funding for 2024-25. As you're aware these are time critical with approval required before the end of this FY so that grant letters can be issued. To avoid negative impacts, we want to be able to issue GoLs by **Monday 25th March**.

[out of scope]

We would be happy to discuss these templates in more detail given your steer that a conversation alongside the templates may be helpful. I'm available today to do that whenever is most useful.

Best regards,
Kate

Project	Funding for FY 24-25	AO Template
[out of scope]	[out of scope]	[out of scope]

Scottish Football Association – Extra Time	£4 million	AO spend control template - SFA - 24-25 details - Objective ECM (scotland.gov.uk)
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KATE SMITH

Deputy Director – School Age Childcare Division
Children and Families Directorate – Scottish Government
Tel: [Redacted - Section 38(1)(b)]
E-mail: kate.smith@gov.scot

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We are **Innovative**



We are **Kind**

From: [Redacted - Section 38(1)(b)]@

Sent: Thursday, March 28, 2024 4:28 PM

To: [Redacted - Section 38(1)(b)]@scottishfa.co.uk>;[Redacted - Section 38(1)(b)]@scottishfa.co.uk

Cc: [Redacted - Section 38(1)(b)]@gov.scot>;[Redacted - Section 38(1)(b)]@gov.scot; [Redacted - Section 38(1)(b)]@gov.scot

Subject: SACC - CTC - SFA Extra Time - Grant Offer Letter - Sent 28 March 2024

Dear [Redacted - Section 38(1)(b)],

Please see attached for your amended Grant Offer Letter for the Extra Time Project for Financial Year 2024-2025.

If you wish to accept the offer of this Grant on the whole terms and conditions as set out in the letter and annexed Schedules, you should sign and date the Grant Acceptance and return a copy of the offer of Grant and Schedules to us at [\[Redacted - Section 38\(1\)\(b\)\]@gov.scot](mailto:[Redacted - Section 38(1)(b)]@gov.scot). You should retain the second copy of the offer of Grant and Schedules for your own records.

If you have any questions, please do not hesitate to contact us.

Best wishes,

[Redacted - Section 38(1)(b)]

[Redacted - Section 38(1)(b)] **Team Leader**

**Testing The Change | School Age Childcare Division
Directorate for Children and Families | Scottish Government**

Mobile: [Redacted - Section 38(1)(b)] Email: [\[Redacted - Section 38\(1\)\(b\)\]@gov.scot](mailto:[Redacted - Section 38(1)(b)]@gov.scot)

Please note, I take alternate Tuesdays as my non-working day (Next being 16th April)



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T: : [Redacted - Section 38(1)(b)]

E: Kate.Smith@gov.scot

[Redacted - Section 38(1)(b)]

The Scottish Football Association

Hampden Park

Glasgow

G42 9AY

Your ref: Your Ref.

Our ref: Our Ref.

28/03/2024

Dear [Redacted - Section 38(1)(b)],

OFFER OF GRANT FOR THE SCOTTISH FOOTBALL ASSOCIATION EXTRA TIME PROJECT

The Scottish Ministers in exercise of their powers under regulation 2(c) of the Educational Development, Research and Services (Scotland) Grant Regulations 1999 and section 1A of the National Health Service (Scotland) Act 1978 (as inserted by section 9 of the National Health Service Reform (Scotland) Act 2004) hereby offer to give to the Scottish Football Association Limited (SFA), a private company limited by guarantee with company number SC005453, and having its registered office at Hampden Park, Glasgow, G42 9AY (“the Grantee”) a grant of up to FOUR MILLION POUNDS (£4,000,000) STERLING, payable over the financial year 2024 to 2025 in connection with The Extra Time Project, which is more particularly described in Part 1 of **SCHEDULE 1** (“the Project”) and subject to the following terms and conditions:

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, subparagraph or schedule shall be a reference to a clause, paragraph, subparagraph or schedule of these Conditions. The schedules are intended to be contractual in nature. They form part of the Agreement and should be construed accordingly.

Kate.Smith@gov.scot

www.gov.scot



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We invest in people Silver



1.5 This Agreement shall not be varied except by an instrument in writing signed by both parties.

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:

The Grantee, in collaboration with relevant organised activity clubs across Scotland (namely football clubs), will continue to provide after school and holiday activity clubs for primary school aged children from low income families and report its findings in doing so to the Scottish Government. This will allow the Grantee and the Scottish Government to better understand the role that organised activities can play in the future system of school age childcare, while building on the Grantees' primary function of promoting, fostering and developing football at all levels in Scotland. In doing so:

2.5 The targets/milestones against which progress in achieving objectives/expected outcomes shall be monitored are:

- Peer Support Network Meetings:

The Grantee will organise peer support network meetings for clubs at a regional and national level. The Grantee is to provide relevant feedback to the Scottish Government from the Peer Support Network Meetings through monthly meetings and written quarterly reports.

- Monthly meetings are to be held between the Scottish Government and Grantee to update the Scottish Government on:

- The progress of collaborating with local clubs to deliver the objectives and expected outcomes set out in clause 2.4;
- Share key learning from the delivery of the Project and how this may influence/shape future Projects;
- Share key challenges the Project or local clubs are facing, and any adaptations required as a result of continued learning and feedback; and
- Report on all relevant aspects of the Project.

- Submission of Written Reports:

- The Grantee is to provide monthly updates to the Scottish Ministers setting out eligible costs and updated forecasts concerning the Project's budget to the end of the relevant financial year.
- The Grantee is to provide quarterly written progress reports to the Scottish Government in June, September and December 2024. The Scottish Government will supply a template for the quarterly reports.
- The Grantee is to submit a final written evaluation report to the Scottish Government by 30 April 2025. The final report is to include the following information:

Kate.Smith@gov.scot

www.gov.scot



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For children, the impact of funded activity provision on:

- improving children's wellbeing, attainment, mental and physical health by participating in organised activities;
- improving social interactions and social connections for targeted children by attempting to reduce behavioural issues for targeted children in the activity provision;
- increasing the participation of targeted children in a range of outdoor activities;
- increasing the fitness and engagement of targeted children in activities as a result of more access to such activities and sports.

For families, the impact of funded activity provision on:

- increasing the number of families in new employment, or families that have been able to increase the number of hours in existing employment;
- increasing the number of families in education and training;
- increasing and improving the mental health of families;
- increasing community involvement and the numbers of children and families who participate in the grassroots clubs and organisations;
- outlining any additional impacts and outcomes that are realised as a result of providing targeted families and communities with access to funded organised activities.

For testing the delivery model, the impact of the Project on:

- increasing place-based and person-centred approaches for school age childcare provision;
- increasing co-design approaches in learning and understanding families' childcare needs;
- gathering knowledge and understanding of the processes required to deliver organised activities through football clubs;
- identifying any barriers or challenges to using this type of delivery mechanism and identifying any potential negative impacts this may have on targeted families;
- gaining a better understanding of the outcomes and evaluation processes associated with delivering any potential future Projects;
- understanding the impact and effectiveness this type of Project can offer in terms of reaching out to local communities and delivering organised activities;
- understanding how organised activities for children will form part of the future system of school age childcare;
- understanding the role the organised activities sector may have as part of a future system of school age childcare.

Quantitative data to measure the above outcomes will include, but is not limited to the:

- Number of local clubs delivering relevant activities after school and during the holidays.
- Number of children accessing the activity clubs, including minority ethnic families and the number of children with additional support needs;
- Number of girls accessing the activity clubs, including those girls who are actively participating in the football activity provision;
- Number of parents/carers accessing employability or employment advice as a result of families accessing the activity clubs as part of the Project;

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- Number of parents/carers gaining employment, skills or training as a result of families accessing the activity clubs as part of the Project;
- Attendance levels of children who are attending local activity clubs through this Project.

Qualitative data to measure the above outcomes will include, but is not limited to:

- Accessibility to the activity provision;
- Impacts that the use of local clubs has for activity provision within the school age childcare system in rural and island areas;
- Flexibility of the activity provision;
- Transport associated with the activity provision;
- Recommendations on how activity provision can be adapted and improved to meet the needs of the community;
- Impacts that local clubs and organised activities have on communities;
- What clubs need in order to be able to deliver activities.

2.6 The eligible costs for which the Grant can be claimed are:

- Staffing costs to support the delivery of the Project;
- Facilities hire in order for local clubs to deliver the organised activities in their area;
- Subsidised activity costs for local clubs;
- Resources required in order to deliver the Grantee's activity provision, including the provision of food;
- Transport costs for local clubs to facilitate and enable travel for children to attend the activity;
- Equipment required by local clubs in order to deliver the organised activity provision;
- Costs associated with the full monitoring and evaluation of the project
- Costs associated with communications and marketing of the project

2.7 The eligible costs exclude:

- any Value Added Tax (VAT) reclaimable by the Grantee
- any employment costs arising from the Grantee's legal obligations to its employees, for example parental leave, sick leave, redundancy
- profit earned by a subsidiary or related enterprise or person(s) in providing service or materials for the grant purpose
- directors' dividends
- staff relocation costs
- insurance costs (which is the responsibility of the Grantee)
- costs not directly supporting the grant purpose.

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.

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- 3.2 The Grantee shall within 4 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 Director.
- 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 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.
- 3.5 There shall be no employment relationship between the Scottish Government and any grant-funded staff.

4. Inspection and Information

- 4.1 The Grantee shall keep the Scottish Ministers fully informed of the progress of the Project/Programme in the form of monthly and quarterly reports. 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.
- 4.3 The Grantee shall, on 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.
- 4.4 The Grantee shall also provide any other information that the Scottish Ministers may reasonably require to satisfy themselves that the Project is consistent with the Agreement. The Grantee shall provide the Scottish Ministers with prompt access to any information they reasonably require to ensure compliance with these Conditions.
- 4.5 The Grantee shall keep and maintain for a period of six 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. The Grantee shall afford the Scottish Ministers, their representatives, the Auditor General for Scotland, their representatives and such other persons as the Scottish Ministers may reasonably specify from time to time, such

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 any impact on the Project or on 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.

4.6A The Grantee must have robust safeguarding policies, procedures and good practice in place to prevent any harm and abuse to all people it has contact with that may arise from misuse of power and position of its staff and representatives. Where the Grantee is working directly through a partner organisation, the Grantee is required to have undertaken due diligence in relation to safeguarding arrangements, including obtaining evidence of satisfactory safeguarding policies and / or procedures by the Grantee's partner organisation. The Grantee must report all and any cases of suspected abuse or malpractice relating to anyone involved within the Grantee or its partners in delivery of the Project or any beneficiary of the Project to Scottish Ministers and the relevant authorities immediately. The Grantee must, upon request from Scottish Ministers, provide copies of the safeguarding policies and procedures referred to in this clause and those of their partners.

4.6B In the event of the Grantee becoming aware of or suspecting:

- any irregular or fraudulent activity in relation to the Grant or Project, or any part of either of them; and/or
- any safeguarding incident by or in respect of any person involved in the Project; and/or
- any credible suspicions of, or actual incidents that are not directly related to this Agreement but would be of significant impact to their partnership with the Scottish Government, including but not limited to events that affect the governance or culture of the Grantee or its partner, or safeguarding incidents involving beneficiaries of the Project,

The Grantee shall immediately notify the Scottish Ministers of such activity or incident 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. In so notifying Scottish Ministers, the Grantee must also confirm that such irregular or fraudulent activity or safeguarding incident has been referred to the relevant regulatory or other authorities (if it is safe to do so for the survivor(s)) as appropriate, in line with any statutory duty and otherwise in line with any guidance issued from time to time on Notifiable Events by either the Office of the Scottish Charity Regulatory (OSCR) or as appropriate the Charity Commission for England and Wales. For the avoidance of doubt, in this agreement, a "safeguarding incident" includes any incident of abuse or mistreatment of any vulnerable person or the misuse of power, authority or position of trust of any person involved in the Project, organisation or related entities.

4.6C The Scottish Ministers reserve the right to suspend and/or terminate funding in the event that there is non-compliance with clauses 4.6A and/or 4.6B and/or if it is of the opinion that the Grantee has failed or neglected in its duty of care to safeguard people and/or prevent financial mismanagement.

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- 4.7 The grantee shall immediately inform the Scottish Ministers of any change in its constitution for example, but not limited to, a change in status from one type of body corporate to another.

5. Fair Work First conditionality

- 5.1 The Grantee shall pay at least the real Living Wage to all staff aged 16 and over (including apprentices) who are directly employed by the Grantee and work in Scotland. Furthermore, the Grantee shall ensure that any UK-based workers aged 16 and over (including apprentices) who are directly engaged in delivering the grant-funded activity are also paid at least the real Living Wage, including, where applicable, sub-contractors and agency staff.
- 5.2 The Grantee shall demonstrate that all workers employed within their organisation have access to effective workers' voice channel(s), including agency workers.
- 5.3 The Grantee shall provide any and all information reasonably required by the Scottish Ministers to satisfy themselves that the Fair Work First obligations herein, namely, to pay at least the real Living Wage and providing access to effective workers' voice channels, are being complied with. Guidance is available to support the Grantee in meeting and evidencing these conditions.

6. Confidentiality and Data Protection

- 6.1 The Grantee will respect the confidentiality of any commercially sensitive information that they have access to as a result of the Project.
- 6.2 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, or, 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 His 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.
- 6.3 The Grantee shall ensure that all requirements of the Data Protection Laws are fulfilled in relation to the Project.
- 6.4 To comply with section 31(3) of the Public Services Reform (Scotland) Act 2010, the Scottish Ministers publish an annual statement of all payments over £25,000. In addition, in line with openness and transparency, the Scottish Government publishes a monthly report of all payments

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over £25,000. The Grantee should note that where a payment is made in excess of £25,000 there will be disclosure (in the form of the name of the payee, the date of the payment, the subject matter and the amount of grant) in both the monthly report and the annual Public Services Reform (Scotland) Act 2010 statement.

7. 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 during the lifetime of the asset. During that period the Scottish Ministers shall be entitled to the proceeds of the disposal – or the relevant proportion of the 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 the asset is less than £1,000.

8. 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.

9. Intellectual Property Rights

- 9.1 All Intellectual Property Rights are hereby assigned to and shall vest in the Crown or its assignees.
- 9.2 The Grantee shall ensure that nothing contained in any materials produced or submitted to the Scottish Ministers 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 shall indemnify the Scottish Ministers against all actions, proceedings, claims and demands made by reason of any such infringement.

10. Default and Recovery etc. of Grant

- 10.1 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:
 - 10.1.1 the Grantee commits a Default;
 - 10.1.2 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;
 - 10.1.3 the Grantee fails to carry out the Project;
 - 10.1.4 in the Scottish Ministers' opinion, the progress on the Project is not satisfactory;
 - 10.1.5 in the Scottish Ministers' opinion, the future of the Project is in jeopardy; or
 - 10.1.6 in the Scottish Ministers' opinion, the Grant is likely to bring the reputation of the Scottish

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Ministers into disrepute.

- 10.2 If the Grant (or any part or condition thereof) does not comply with applicable Subsidy Control obligations, Scottish Ministers may require immediate repayment of the Grant or any part of it together with interest at such rate and on such basis as may be determined from time to time in accordance with law.
- 10.3 The Scottish Ministers may withhold the payment of the Grant if at any time within the duration of the Agreement:
- 10.3.1 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.
- 10.3.2 Where the Grantee is an individual, if a petition is presented for the Grantee's bankruptcy or the sequestration of their estate or a criminal bankruptcy order is made against the Grantee; or the Grantee makes any composition or arrangement with or for the benefit of creditors, or makes any conveyance or assignation for the benefit of creditors, or if an administrator or trustee is appointed to manage their affairs; or
- 10.3.3 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.
- 10.4 In the event that the Grantee becomes bound to pay any sum to the Scottish Ministers in terms of clause 10.1, 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.
- 10.5 Notwithstanding the provisions of this clause 10, 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 10 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.
- 10.6 Any failure, omission or delay by the Scottish Ministers in exercising any right or remedy to which they are entitled by virtue of clauses 10.1 to 10.3 shall not be construed as a waiver of such right or remedy.

11. Assignment

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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.

12. 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.

13. 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.

14. Continuation of Conditions

14.1 These Conditions, except for Condition 7, 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.

14.2 Condition 7 shall continue to apply until the end of the period referred to in that Condition.

15. 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.

16. Governing Law

This contract is governed by the Law of Scotland and the parties hereby prorogate to the exclusive jurisdiction of the Scottish Courts

If you wish to accept the offer of this Grant on the whole terms and conditions as set out in the letter and annexed Schedules, you should sign and date both copies of the Grant Acceptance below and return one copy of the offer of Grant and Schedules to me at Kate.Smith@gov.scot and copy in my colleagues [Redacted - Section 38(1)(b)] @gov.scot) and [Redacted - Section 38(1)(b)] @gov.scot). You should retain the second copy of the offer of Grant and Schedules for your own records.

Yours sincerely



Kate Smith
Deputy Director for School Age Childcare
28/03/2024

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GRANT ACCEPTANCE

On behalf of «Scottish Football Association Limited» I accept the foregoing offer of Grant by the Scottish Ministers dated [Click here to enter a date](#) on the whole terms and conditions as set out in the letter and annexed Schedules. I confirm that Scottish Football Association Limited is solvent. I confirm that I hold the relevant signing authority.

Signed:

«Director/Company Secretary/Authorised Signatory»

Print Name:

Position in Organisation of Person Signing:

Date: [Click here to enter a date](#).

Place of Signing:

Signed:

«Witness»

Witness Name:

Address:

Date: [Click here to enter a date](#).

Place of Signing:

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SCHEDULE 1

PART 1: THE PROJECT/PROGRAMME

The Extra Time Project ("the Project") will provide free or subsidised activity clubs, after school and during the holidays, for targeted primary school children from low income families and in doing so will report any relevant findings to the Scottish Government. The project will continue to support the existing 25 clubs, with a further 5 new clubs to be onboarded within the financial year 2024/25. Ayr United Football Academy which was previously funded under the Access to Childcare Fund is to transition over to the Extra Time Programme from 1 April 2024.

Through access to funded activity provision (namely football), the Project will continue to look to:

- improve outcomes for children and families by providing access to life enhancing experiences;
- improve family health and wellbeing by supporting and increasing access to integrated childcare, food, activities (and respite for parents and carers);
- reduce inequalities in access to a range of activities around the school day;
- reduce barriers to employment by improving access to childcare for targeted families and enabling parents or carers to take up, sustain, increase their hours of work, study or training opportunities – ultimately providing positive impacts on household incomes.

The Grantee will continue to work collaboratively with the relevant clubs, as well as the additional 5 clubs who will be onboarded from 1 April 2024 to further embed, promote, foster, and develop football at all levels in Scotland. Additionally, the Grant will contribute to key policy drivers by delivering positive outcomes for those families and children who stand to benefit the most.

In the 2021 Programme for Government, the Scottish Government made a commitment to “build a system of wraparound childcare by the end of this Parliament, providing care before and after school, all year round, and supporting parents – particularly on low incomes – to have secure and stable employment. Those on the lowest incomes will pay nothing”. This commitment is primarily a contribution to the Scottish Government’s mission to tackle child poverty.

The Scottish Government is supporting several community test of change projects across Scotland to design and test options for all year round school-age childcare systems that meet the needs of children and families, such as the provision of childcare, organised children's activities, food and family support. All of the community test of change projects are targeted towards families who fall into at least one of the six identified priority groups most at risk from living in poverty as set out in the Best Start, Bright Futures: Tackling Child Poverty Delivery Plan 2022-26.

To further support the Scottish Government’s ambition as outlined in the Tackling Child Poverty Delivery Plan, this Project will test and report on how organised activities (namely football) for children can form part of a future system of school age childcare. One aim of the Project is to better understand how providing after school and holiday activity clubs can improve outcomes for families on low incomes by supporting parents into work, training, studying or facilitate respite. It will also provide targeted households with the opportunity to increase their income and reduce costs associated with organised activities. The Project will further help to reduce inequalities in accessing activities for socio-economic disadvantaged children who would otherwise not be able to access such activities.

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Moreover, the Project will test and report on the delivery mechanism associated with the Scottish Government working with national governing bodies in supporting families with activity provision. This will provide an increased awareness and understanding the impact and effectiveness of this type of partnership can offer in terms of reaching out to local communities to deliver services; a better understanding of how organised activities for children and the role of organised activities sector will have as part of a future system of school age childcare.

The main objectives/expected outcomes of the Project are set out in clause 2.4. Clause 2.5 sets out the targets/milestones against which progress in achieving the objectives/expected outcomes are monitored.

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PART 2: PAYMENT OF GRANT

1. The total Grant of up to £4,000,000 shall be payable by the Scottish Ministers to the Grantee advance on receipt of a completed claim for Grant in the form set out in **SCHEDULE 2** together with the associated monitoring information set out in paragraph 4.1 of the Offer of Grant.
2. The total Grant shall be payable over the financial year 2024 to 2025. The Grant has been allocated as follows:

Schedule of Payment	Payment to be made by	Payment Amount
Quarter 1	April 2024	£1,000,000
Quarter 2	July 2024	£1,000,000
Quarter 3	October 2024	£1,000,000
Quarter 4	January 2025	£1,000,000

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.

3. The Grantee shall provide a monthly profile of expenditure of the Grant before the start of the financial year. 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.
4. 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.
5. 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.
6. 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 Schedule. 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.
7. 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 5 April the amount of the Grant actually expended up to and including 31 March.

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SCHEDULE 2

GRANT CLAIM FORM

Organisation: «Name and Address»

Bank details: «Name and address, sort code, account number»

Project: «Name/Description»

Total agreed grant for: «20XX-XX»: «Amount»

Latest forecast of expenditure of grant for: «20XX-XX»: «Amount»

Grant claimed to date: «Amount»

«Unexpended grant»: «Amount» (where grant is paid in advance)

«Claim for grant» or «Estimate of grant required» for the period from [Click here to enter a date.](#) to [Click here to enter a date.](#) *or to* [Click here to enter a date.](#): «Amount»

We hereby claim «total» grant of «£XX» in respect of the above period in accordance with the terms and conditions of the offer of Grant dated [Click here to enter a date.](#) 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 «X has been submitted» or «X will be made available on request» to substantiate each amount.

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

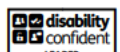
* Note the total should add up to the total expenditure claimed for the period.

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SCHEDULE 3

STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT

«Name of the Project»

This is to confirm that the grant claimed by «name of Grantee» in relation to the above Project/Programme during the financial year ended 31 March 20«XX» was properly due and was used for its intended purpose(s) in accordance with the terms and conditions of the Grant. This statement is supported by the records of «name of Grantee».

Signed:

Name in block capitals:

Position:

Date: [Click here to enter a date.](#)

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SCHEDULE 4 DEFINITIONS

“Agreement” means the agreement constituted by the Scottish Ministers’ invitation to apply for a grant, the Grantee’s Application, these Conditions and the Grantee’s acceptance of these Conditions.

“Conditions” means these grant conditions.

“Data Protection Laws” means any law, statute, subordinate legislation, regulation, order, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body which relates to the protection of individuals with regard to the processing of Personal Data to which a Party is subject including the Data Protection Act 2018 and any statutory modification or re-enactment thereof and the UK GDPR.

“Default” means (in all cases by either party, its employees, agents or representatives):

- 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
- d) any negligence or negligent or fraudulent miss-statement or misappropriation of Grant, or any other default

“Effective voice” means the dimension of Fair Work as defined by the Fair Work Convention in their Fair Work Framework and includes ensuring that workers are able to be listened to at both an individual and collective level, air their views and influence workplace outcomes.

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

“Grant” means the grant offered by the Scottish Ministers to the Grantee as specified in the Award Letter, as varied from time to time in accordance with these Conditions.

“Grantee” means the person, organisation or body to which the Grant will be payable as specified in these Conditions. Where two or more persons, organisations or bodies are the Grantee, references to the “Grantee” are to those persons, organisations or bodies collectively and their obligations under the Agreement are undertaken jointly and severally.

“Intellectual Property Rights” means all copyright, patent, trademark, design right, database right and any other right in the nature of intellectual property whether or not registered, in any materials or works in whatever form (including but not limited to any materials stored in or made available by means of an information technology system and the computer software relating thereto) which are created, produced or generated as part of the Project by or on behalf of the Grantee.

“Project/Programme” means the purpose for which the Grant has been awarded as described in the Offer of Grant.

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

“real Living Wage” means the hourly rate known as the ‘real Living Wage’ as calculated by the Resolution Foundation and overseen by the Living Wage Commission, adjusted annually to reflect the cost of living.

“Subsidy Control” means the United Kingdom’s subsidy control regime, as set out in, without limitation, the Subsidy Control Act 2022 and any other applicable law, statutory guidance, code of practice, judgment of a relevant court of law and international commitments on subsidy control arising from, amongst others,

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This is the schedule referred to in the forgoing Offer of Grant dated: [Click here to enter a date.](#)

World Trade Organisation Membership and international treaties and agreements to which the United Kingdom is a party, as amended or modified from time to time.

“UK GDPR” means the retained EU law version of 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 Schedule 1 to the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019 (SI 2019/419).

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