

1. Details of the Scottish Government Grant application process with associated application forms

Grants are a source of discretionary funding from the Scottish Government, for individuals or organisations and developed in line with the delivery of policy aligned to National Outcomes, Programme for Government (PfG) and other such policy-related objectives. Every business area will have their own application process criteria and local arrangements.

As noted in the Scottish Public Finance Manual, checklists and guidance covering the grant proposal, application and assessment processes are available to Scottish Government staff on the internal systems. There are standard templates for which all business areas can base their decision-making arrangements against.

For application specifically, the best practice recommendation is for grant-making teams to assess applications received, balancing their review against policy delivery priorities and strength of outcomes.

Schemes with a specific application attached will have tailored processes and associated documentation based on best practice. Oracle Cloud (the Scottish Government's financial reporting system) is now the tool at which grant disbursement will flow. Exploration of data to further strengthen grant design and decision making to follow.

2. Details of the Cyber Resilience Programme 2024/25 Delivery Proposal application procedure with associated application forms

The Cyber Resilience funding programme has a specific application form, and a copy of the 2024/25 Delivery Proposal Form is provided below. This form is used for proposals under both National Cyber Resilience and Scottish Cyber Coordination Centre funding streams.

Proposals must be aligned to The Strategic Framework for a Cyber Resilient Scotland [Action Plan and action\(s\)](#).

Proposals are considered by the National Cyber Resilience Unit policy leads for the relevant action plans, or by the Scottish Cyber Coordination Centre and, if they are supported, are sent on to the Chief Digital Officer for final approval.



Cyber Resilience Programme 2024/25 Delivery Proposal Form

If you need any assistance with filling this form, please contact the Cyber Resilience Unit via cyberresilience@gov.scot

To see the **Scottish Government Grant Funding Conditions** you will need to abide by, click on the icon.



SG Grant
Conditions.pdf

To see a **Delivery Update form** that you will need to submit during your project, click on the icon.



2024-25 Delivery
Update Form

To see a **Final Report form** that you will need to submit at the end of your project, click on the icon.



2024-25 Final
Report Form

Proposal Form – please complete

Project name	
Lead delivery partner <i>Name, address, phone number</i> <i>If the proposal is coming from a partnership, the lead delivery partner is the one who will receive the funding and will be accountable for the delivery and reporting</i>	
Contact person <i>Whom should we contact if we have questions about this proposal?</i>	
Finance contact <i>Should the proposal be supported, whom can we contact regarding funding/finance matters?</i>	
Framework alignment <i>What Action Plan and action(s) is this project delivering against? Please write the Action Plan name and action number(s) (e.g Private Sector Action Plan 3.1) This section must be completed</i>	

2. Partnership arrangements

If the proposal is coming from a partnership, list the organisations involved

Partner 1 <i>Name, address, phone number</i>	
Contact person	
Role <i>What part or aspect of the project this partner is responsible for?</i>	

Partner 2 <i>Name, address, phone number</i>	
Contact person	
Role <i>What part or aspect of the project this partner is responsible for?</i>	

2. Project description

Please bear in mind that we may use the information in this section for ministerial updates, or publication.

Purpose – need or gap <i>Up to 200 words – What need or gap will this project address? What evidence or research shows this?</i>						
Proposed activity <i>Up to 200 words – What activity will you deliver and how will it address the identified need or gap?</i>						
Outputs <i>What will the project produce? E.g. events, courses, reports, campaigns, other products. You will need to report on achieving these outputs in Delivery Updates and Final Report. (add rows if necessary)</i>						
<ul style="list-style-type: none"> • • • • 						
Outcomes <i>What will the project accomplish, what will change as a result of the delivery of the outputs above? You will need to report on achieving these outcomes in Delivery Updates and Final Report. (add rows if necessary)</i>						
<ul style="list-style-type: none"> • • • 						
Metrics & Targets <i>What are you planning to achieve and how will this activity be measured (quantifiable as much as possible)? (add rows if necessary)</i>						
<table border="0"> <thead> <tr> <th>Measurable Target</th> <th>Metric</th> </tr> </thead> <tbody> <tr> <td>e.g. Online campaign reaching 10,000 people</td> <td>Number of website hits</td> </tr> <tr> <td>e.g. 4 cyber awareness events with 20 attendees at each</td> <td>Number of attendees at each event</td> </tr> </tbody> </table>	Measurable Target	Metric	e.g. Online campaign reaching 10,000 people	Number of website hits	e.g. 4 cyber awareness events with 20 attendees at each	Number of attendees at each event
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Measurable Target	Metric

3. Activity timeline/milestones and delivery updates

Date	Milestones <i>What will the key outputs at the different stages of the project and when will these happen? (add rows if necessary)</i>

Date	Delivery updates <i>In addition to a final delivery report, we will require agreed interim updates at key points during the activity, reporting on progress and expenditure. Please propose dates for Delivery Updates and the Final Report</i>
	Delivery update 1
	Delivery update 2
	Final Report <i>(all final reports should be completed by March 2025)</i>

4. About the way you will deliver the activity

Governance and management arrangements <i>What project management and governance arrangements will be in place?</i>
Risks identification and mitigation <i>How will you identify and mitigate any operational, security, financial, reputational, personnel or other type of risk that could impact on delivery?</i>
Cyber Resilience

Organisations seeking funding from the Scottish Government (National Cyber Resilience Unit) should demonstrate that they take their own cyber security and resilience seriously and the NCRU is happy to provide support with this.

What are your organisation's cyber resilience credentials (for example, Cyber Essentials certification or ISO 27001)? Where no formal certification or accreditation is held, tell us what steps have been taken to ensure you are cyber resilient, for example having completed the [IASME Cyber Essentials self-assessment](#).

Tackling inequality and championing diversity

If your project involves an audience or participants in any way, how will you enable groups or individuals who face barriers to participation or who live in areas of deprivation?

Sustainability

Will the benefits from this project extend beyond the term of the funding? Will the project become self-sustaining in the long term? Have you secured any other sources of funding? Will the project require ongoing funding beyond the current financial year?

Sharing learning and resources

How will you publicise or share any learning or resources developed as part of the project?

Do you foresee any issues related to this, for example around intellectual property rights or security requirements that might limit the sharing of learning and resources?

Unless otherwise agreed, all Intellectual Property Rights are assigned to and shall vest in the Crown or its assignees.

All promotional materials should include "supported by Scottish Government" and appropriate logos.

5. Expected costs

What do you expect to spend the funding on and what is the total requested budget for the project?

Notes for grant funding proposals only:

Administration costs: Grant money is a contribution towards the costs which are being incurred by an organisation or individual. As such, it is not appropriate for grant applicants to claim for/include a management fee. However, we recognise that sometimes applicants might incur administration costs in delivering a grant-funded programme. We would therefore consider administration costs as part of a cost breakdown, but would

need to see detail of what this covers (for example, finance support costs). We would expect administration costs to be proportionate to the overall grant total being applied for.

VAT: Grant money is a contribution towards the costs which are being incurred by an organisation or individual. There is no supply of goods or services involved in a grant funded project therefore including VAT would not be appropriate. If, however during the course of this project, any non-recoverable VAT costs are incurred – for example through acquiring goods or services from a third party - then this sum can be incorporated within the grant claim.

The failure to remove recoverable VAT from a grant claim and subsequent payment would result in the grantee receiving the benefit twice (once through HMRC, and once as a receipt from Scottish Ministers through the grant payment).

Where the grantee is unable to recover VAT, for example because they are not VAT registered, then this could be incorporated within the grant claim.

Cost breakdown <i>(add rows if necessary)</i>	
Type of expenditure/cost – be as specific as possible	Anticipated expenditure
TOTAL COST OF PROJECT	
TOTAL GRANT FUNDING REQUESTED	

**End of form for non-grant funding proposals.
Continue for grant funding proposals only.**

For grant funding proposals only

6. Grant instalment schedule

When, during the duration of your project, do you anticipate claiming grant instalments and for how much? We are open to changes in this schedule, but early indication will assist us with financial tracking and forecasting. **Grant instalments are always paid in arrears and based on expenditure incurred.** Should you require any element of grant payment in advance of need, please email dean.cowper@gov.scot to discuss.

Date	Amount
TOTAL	

7. Relevant experience and track record

What relevant experience or track record do you have to deliver similar activities successfully?

8. Fair Work First

Fair Work First is applicable to all employers. Grant applicants should confirm they are committed to all of the Fair Work First criteria and evidence how they will meet them during the course of the grant.

[Fair Work First](#) is the Scottish Government's flagship policy for driving high quality and fair work, and workforce diversity across the labour market in Scotland by applying fair work criteria to grants, other funding and public contracts being awarded by and across the public sector, where it is relevant to do so. Through this approach the Scottish Government is supporting employers who adopt fair working practices.

*Fair Work First updated [guidance](#) reflects the strategic context set in the National Strategy for Economic Transformation (1 March 2022) and the new requirement (announced 6 December 2022) for **all grant recipients awarded a public sector grant from 1 July 2023 to pay at least the real Living Wage and provide appropriate channels for effective workers' voice.***

Please evidence below how your organisation meets each of the Fair Work First principles (no more than 100 words each)

- *provide appropriate channels for effective workers' voice, such as trade union recognition*

- *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*

<ul style="list-style-type: none"> • <i>paying at least the real Living Wage</i>
<ul style="list-style-type: none"> • <i>offer flexible and family friendly working practices for all workers from day one of employment</i>
<ul style="list-style-type: none"> • <i>oppose the use of fire and rehire practice</i>
<p>NB Please note that from 1 July 2023, for recipients of grants over £100,000, we will require evidence that the real Living Wage is paid.</p>

9. Subsidy Control

“Subsidy Control” means the United Kingdom’s international commitments on subsidy control arising from, amongst others, the EU-UK Trade and Cooperation Agreement, World Trade Organisation Membership and commitments arising from international treaties and agreements to which the United Kingdom is a party.

	Yes	No
<p>Is your organisation an ‘economic actor’? <i>Taken from Article 3.1 of the Subsidy Control chapter of the Trade and Cooperation Agreement (TCA), the term “economic actor” means an entity or a group of entities constituting a single economic entity, regardless of its legal status, that is engaged in an economic activity by offering goods or services on a market.</i></p>		
<p>Is your organisation engaged in economic activity? <i>Economic activity is defined as essentially meaning offering goods and/or services on a given market and which could, at least in principle, be carried out by a private operator for remuneration in order to make profits.</i></p>		
<p>If the answer to both these questions are YES, please complete the supplementary questions in Annex A.</p>		

ANNEX A
Subsidy Control

An “economic actor” means an entity or a group of entities constituting a single economic entity, regardless of its legal status, that is engaged in an economic activity by offering goods or services on a market. If your organisation meets this definition, the Four Subsidy Control Tests must then be applied to determine the possible presence of subsidy control.

Please provide details for the following Tests.

Test 1 will always be met as this funding is being awarded via state resources. All four of the tests must be met for Subsidy Control to be applied.

All 4 of the following tests must be met for a subsidy to be present.

	Yes	No
Test 1 Will the measure arise from State resources (which can take a variety of forms, e.g. grants, interest and tax reliefs, loans, guarantees, government holdings of all or part of a company, or providing goods and services on preferential terms, etc)?	X	
Test 2 Will the measure confer an economic advantage on your organisation?		
Provide an explanation to back up your answer to this test: 		
Test 3 Is the measure specific insofar as it benefits, as a matter of law or fact, your organisation over others in relation to the production of certain goods or services?		
Provide an explanation to back up your answer to this test: 		
Test 4 Will the intervention have, or could it have, an effect on trade or investment between the UK and the EU?		
Provide an explanation to back up your answer to this test: 		

De minimis subsidies under the TCA

Similar to the de minimis threshold that was available under EU law, Article 3.2.4 of the TCA exempts subsidies where the total amount granted to a single economic actor

is below 200,000 euros Special Drawing Rights (SDR) over any period of three fiscal years.

If your proposed measure meets all four of the tests above, please list below any awards received by your organisation under the European Commission’s De Minimis Regulation. This should cover awards received in your current and last two completed fiscal years:

Year	Funder/s	Amount in Euros	Date of award
2022-2023			
2023-2024			
2024-2025 (current fiscal year)			

PLEASE RETURN COMPLETED FORM TO: cyberresilience@gov.scot

For National Cyber Resilience Unit only

Proposal checklist

All sections of the Delivery Proposal Form should be completed by grant applicants, however please ensure that the following sections are sufficiently detailed. Where this has not been done, please refer back to the applicant asking them to resubmit their proposal with the required information.

Proposal section		Y/N
Framework alignment	Does the proposal include reference to one or more specific actions from the relevant action plan and is this reference relevant to the activity proposed?	
Outputs & Outcomes	Does the proposal include full details of activity outputs and outcomes?	
Metrics & Targets	Does the proposal include measurable targets and an appropriate method of measurement?	
Expected costs	Is there a detailed breakdown of project costs? Do costs appear reasonable and provide value for money?	
Fair Work First	All grant recipients awarded a public sector grant are required to pay at least the real Living Wage and provide appropriate channels for effective workers' voice. Has this section been completed in full and conditions in the guidance fulfilled?	
Subsidy Control	Has the applicant completed this section? Where the answers to both questions is Yes, please ensure Annex A has also been completed.	