ANNEX A

**APPLICATION FORM**

Please read the information contained in the main Outline Specification before completing this form.

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| **Section A:** | **BASIC INFORMATION** |

Name of lead organisation

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If this application is from a collaborative of organisations, please list the other participating organisations.

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Contact name

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Contact's position in organisation

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Address of lead organisation

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Telephone

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E-Mail

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Is your organisation already in receipt of other Scottish Government grant funding?

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|  | yes |  | no |

If yes, please give details of this funding

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| **Section B:** | **APPLICATION** |

1. What is your vision for this project, and how would you see the final advice being used by young people across Scotland?

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2. How does your organisation, or the collaborative of organisations, meet the stated criteria for leading on this work?

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3. Please include information on **Governance** as laid out in Annex B, including on the financial stability of the organisations involved.

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4. What is your general proposal for how to take forward this work? Please include a proposed timeline, including key stages and milestones.

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5. How will you involve young people in the co-production of this advice? In particular, how will you ensure that a representative sample of young people are involved and able to actively contribute?

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6. How will you ensure that young people have the opportunity to define the scope of the guidance, whilst taking into account the general outline contained at part 7 of the Outline Specification?

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7. How will this work help contribute to progress towards 1. The Mental Health Strategy 2017-2027, and 2. The National Outcomes?

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8. What is the overall amount of funding that you are applying for, and what is the breakdown of that spend?

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|  **Section C:** | **IF YOU ARE SUCCESSFUL** |

9. When will you need grant instalments to be made? Standard arrangements are quarterly payments in arrears on the basis of submitted claims.

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10. How will you ensure there is robust project management in place for this work, including monitoring progress towards stated outcomes and milestones?

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11. Please identify the main risks for this project, the potential impact of these risks, and what you will do to mitigate them.

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12. How will you report progress to the Scottish Government?

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13. What is the Exit Strategy following the conclusion of this work? How will the final resource be published, publicised, and widely used by young people across Scotland?

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| **Declaration** |  |

I *apply* on behalf of the lead organisation named above for a grant as proposed in this application in respect of expenditure to be incurred over the proposed funding period on the activities described above.

I certify that, to the best of my knowledge and belief, the statements made by me in this application are true and the information provided is correct.

Signature Name

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Position Date

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