

**FUNDING APPLICATION ASSESSMENT TEMPLATE**

<b>Requirement</b>	<b>Guidance Notes</b>
<b>PURPOSE/RATIONALE</b>	
Extent to which the proposal sets out the challenge, situation or problem to be addressed.	Proposals should describe the rationale and benefits, and the problem or situation to be supported or addressed.
Does the proposal set out why its organisation is best placed to address the problem and carry out the work?	
Does the proposal demonstrate a direct link to the aims, ambitions, themes and actions of the Mental Health Strategy?	Proposals should demonstrate a clear fit with Ministerial policy objectives.
Does the proposal demonstrate how the work will contribute towards delivery of the National Outcomes.	Proposals should demonstrate how the activities will contribute to progress towards one or more of the National Outcomes. The National Performance Framework and the National Outcomes and Indicators can be found at: <a href="http://nationalperformance.gov.scot">http://nationalperformance.gov.scot</a>
<b>OBJECTIVES AND OUTCOMES</b>	
Extent to which the proposal demonstrates the benefits, activity, objectives, related targets, milestones and timescales to be delivered.	Proposals should describe in as much detail as possible the activity, objectives, related targets, milestones and timescales. These should be Specific, Measurable, Achievable, Relative and Timed.

Extent to which the proposal details and demonstrates achievable, measurable outcomes expected for the work planned.	Proposals should describe in detail the benefits; outcomes expected (direct and indirect) for the activity/work planned and how these could be achieved and measured. What difference or change will occur as a result of the activity/objectives funded? How could data be collected and monitored? What indicators could be used to track progress?
<b>RISK ASSESSMENT</b>	
Extent to which the risks associated with proposals are detailed.	Risks and uncertainties associated with the work should be clearly set out including the possibility that intended outcomes are not achieved and the risk that unintended and undesired outcomes may result, including any third party risks.
<b>MONITORING, EVALUATION &amp; REPORTING</b>	
Extent to which the monitoring arrangements, focusing on key objectives and outcomes, are satisfactory and meet SG requirements. How will data be collected and monitored?	Proposals should state how the work will be robustly monitored. Monitoring should include arrangements for the proper control and management of Scottish Government resources. This might include regular written reports, oversight meetings, audited financial accounts to monitor and measure progress and achievements against agreed objectives and targets.
Extent to which the evaluation arrangements are satisfactory. Does the proposal set out what success will look like?	Proposals should set out the evaluation arrangements to measure impact and success. The evaluation of projects which have a specific time-limited life will be concerned with the success, impact, aims, objectives and outcomes of the project itself, and the value of its being repeated elsewhere. The Scottish Government expects that funding recipients will make a judgement about the success of the project in achieving the aims and objectives established. This might include the extent to which funding recipients intend to engage in an improvement approach to testing and sharing learning?

<b>STAKEHOLDERS</b>	
Extent to which proposal demonstrates partnership working, and involvement and roles and responsibilities of stakeholders and potential delivery partners as appropriate	Proposals should demonstrate consultation and partnership working where appropriate, including the involvement and roles and responsibilities of relevant stakeholders and other potential delivery partners, particularly young people.
<b>COSTS/FUNDING</b>	
Extent to which the costs and any other relevant financial information, demonstrating the principles of full cost recovery are set out satisfactorily.	Proposals should detail the full costs to be incurred. These should be actual costs. the Scottish Government is committed to the principle of full cost recovery. Costs should include those core costs related to all overheads and employing staff, such as National Insurance contributions, pension contributions, etc
Extent to which the proposal demonstrates value for money	Overall costs, benefits and impacts should be taken together to demonstrate value for money relative to the do nothing option. Accountable officers must be able defend the preferred option. What additionality is there – does the proposal set out the extent to which the funding will avoid displacing or duplicating funding from other sources.
<b>GOVERNANCE</b>	
The proposal should demonstrate the organisation is financially stable.	Proposals should demonstrate the receiving organisation is financially stable, this can include, but is not limited to: <ul style="list-style-type: none"> <li>• Evidence that the organisations legal/Charitable status is genuine.</li> <li>• Evidence the organisation has sufficient and appropriate governance arrangements and internal financial controls.</li> <li>• Evidence the organisation has a sufficient and appropriate audit process.</li> <li>• Evidence the organisation has previously received grant funding from the Scottish Government.</li> </ul>
Extent to which the proposal sets out governance, leadership and management arrangements to delivering the proposal/achieving the outcomes	

EXIT STRATEGY	
Proposals should detail the plans to bring the project to a close when grant funding ends. What will transpire following conclusion of funding?	Funding is normally time-limited given it will be to address a specific problem, situation or challenge. Included should be the work undertaken to draw the project to a close when funding comes to an end. In circumstances where there may be an opportunity for work to continue, for example wider roll out of a project, evaluation would be expected to support such an approach and efforts to secure potential longer-term funding should be detailed in any subsequent project plan.

### Confidence Rating

**Substantial** = Proposals are robust, financially viable, and have effective processes and procedures which support delivery of objectives, supported by robust risk management and well managed systems and governance.

**Reasonable** = Proposals are adequate, financially viable, and have effective processes and procedures which support delivery of objectives, supported by reasonable risk management and well managed systems and governance. Some improvements could be made to enhance delivery but any risk to delivery is considered minimal.

**Limited** = Proposals, systems, governance and risk demonstrate developing or weaker processes and procedures which are or could affect delivery of objectives. Exposure to these weaknesses is moderate and being mitigated, but still concerning.

**Insufficient** = Poor proposals and significant weaknesses in financial position, systems and governance to the extent that delivery of objectives is at significant risk.