



# THE SCOTTISH VETERANS FUND

Application Guidance – 2020/21

**Standard Life** Aberdeen



Scottish Government  
Riaghaltas na h-Alba  
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## INTRODUCTION

1. The Scottish Government is clear that no one should suffer disadvantage as a result of military service. The Scottish Veterans Fund (SVF) was established by the Scottish Government in 2008 and has a broad remit to support projects that benefit ex-Service personnel and their families in Scotland.
2. It is particularly aimed at those projects that will help the veterans community to overcome any disadvantage experienced as a result of service, as well as those supporting veterans and their families to achieve a successful transition to civilian life, or that aim to make Scotland the most attractive place to be for those leaving Service life.
3. In 2017, Standard Life Aberdeen (SLA) joined with the Scottish Government as a partner in the SVF, consistent with its commitment to the Armed Forces community as a signatory of the Armed Forces Covenant.
4. The SVF is administered in collaboration with Veterans Scotland who handle receipt of applications and distribution of funds. Decisions on which bids receive funding from the SVF are made by Scottish Ministers and SLA as appropriate. Both will base these decisions on assessments and recommendations made by the SVF Independent Panel, which is selected and chaired by the Scottish Veterans Commissioner.

## AIMS OF THE FUND

5. UK Armed Forces Veterans and their families resident in Scotland are the intended beneficiaries of this SVF and the panel's assessments will consider how well the application meets the criteria outlined below and in its enduring value to the veterans community. The Scottish Government applies the existing Ministry of Defence definition of veteran which is:

*Any person who has served for any length of time in the Armed Forces of the United Kingdom of Great Britain and Northern Ireland (whether Regular or Reserve, including National Servicemen). The veterans' community also includes their widows/widowers and spouses and dependants. Exceptionally, this definition also includes former members of the Merchant Navy who took part in legally defined UK military operations.*

6. The SVF is especially aimed at projects that are attempting to deliver a new or innovative approach to veterans' issues, or that seek to develop areas and activities not currently funded by either the Scottish Government or the Ministry of Defence. The benefit the project brings to ex-Service personnel and their families will be the primary measure of its value, not the scale of the project.
7. The Scottish Government recognises that, in many cases, veterans' spouses, partners and families provide valuable support to aid veterans' transition. Projects that help meet these wider family needs are therefore welcomed.

8. Due to the aim of supporting projects that deliver new or innovative approaches, the SVF will not normally fund applications for projects that have previously received funding from the SVF, unless an exceptionally strong case can be made for the necessity of the project and why it cannot be funded from other sources.
9. All applications must set out who will benefit from any project supported by a SVF grant, state clearly what the defined outcomes, outputs and where possible measurable impact will be and provide timescales in which they will be achieved. Paragraph 37 of this guidance below provides further information on Impact, Inputs, Outcomes and Outputs.
10. Projects must be based in Scotland and must have the overall aim of helping veterans and / or their families in Scotland. Projects should include one or more of the following aims:
  - To fund projects that **support access** for veterans and their families to health and social care; housing; employment, skills and education; financial advice; or any other services provided by the public or third sector; as well as those going through the justice system.
  - To fund projects that support veterans and their families in their **meaningful inclusion in civilian life**, including those that promote positive health and wellbeing and those that aid social integration, with an emphasis on inclusion amongst civilian / non-military communities.
  - To support **successful transition** to civilian life following service for the service person and their family.
  - To fund projects that **raise awareness** of veterans and their families amongst the general public, emphasising their positive contribution to society and local communities.
11. There is a range of well-established support for remembrance activities provided through local authorities and other bodies. The SVF is therefore not typically intended to fund these type of events; however consideration will be given to **exceptional** events of a recognition or commemorative nature.

## PREFERRED BIDS

12. The Scottish Government and Standard Life Aberdeen are keen to support projects that promote collaboration and partnership from amongst and out with the veterans charitable sector, and applicants are strongly encouraged to identify delivery partners and, where possible, potential match funders.
13. Strong consortium bids will be looked upon favourably, especially if these promote future sustainability of project outcomes. Veterans Scotland can offer advice to applicants on potential partners within the sector.

14. Scottish Ministers are also keen to develop links with young people and schools to ensure that the debt that society owes to our veterans is better understood. The SVF will therefore be available for bids that promote inter-generational transfer of knowledge, including those that support, or are part of, projects organised by schools.

## PROJECTS OUT WITH THE SCOTTISH VETERANS FUND

15. The SVF will not provide funding for projects that:

- Are based outside of Scotland.
- Are solely aimed at serving members of HM Armed Forces, except for projects with a clear, evidence-based benefit to enable successful transition to civilian life and on why the need is not met by Ministry of Defence's obligations to personnel.
- Make direct payments to ex-Service personnel.
- Fund capital works, i.e. building or maintenance.
- Are a reunion, reception or activity for which other funding sources (such as the Big Lottery Fund) could be used.
- Are for the erection, maintenance or repair of a memorial.
- Should be funded from elsewhere - applications should not 'gap fill' a service that is or should be provided by others.
- Have already begun before you obtain funding (in the first year of operation this criterion may be waived in some instances).
- Include a substantial proportion of core administration, personnel or running costs.

## FAIR WORK IN SCOTLAND

16. The Scottish Government is committed to ensuring all workers in Scotland experience fairness at work. This benefits not only individuals and their families, but also their employer, communities and the Scottish economy. The [Fair Work Convention's Framework](#) describes Fair Work as work which offers workers respect, fulfilment, opportunity, effective voice and security; these dimensions underpin the Scottish Government's approach to embedding Fair Work in workplaces across the country. Therefore, organisations wishing to access Scottish Government funding will be required to demonstrate their commitment to [Fair Work First](#), and as a minimum to commit to:

- Investment of skills and training
- No inappropriate use of zero hour contracts
- Action to tackle their gender pay gap
- Payment of the [real Living Wage](#)
- Genuine workforce engagement

17. Applicants may find it helpful to read more about what Fair Work means in practice, [here](#). In order to ensure high quality outcomes from projects, applicants should demonstrate their commitment to Fair Work First, including what action they are currently taking and how they will progress fair working practices through the life of the project. This will be considered in the assessment process.

## LEVEL OF FUNDING AVAILABLE

18. The Scottish Government has committed to continuing the SVF for three years, from 2020/21 to 2022/23 and as such will continue to accept multi-year bids which last until 2022/23.
19. Funding for 2020/21 will total £200,000 and will consist of £120,000 from the Scottish Government in addition to £80,000 from Standard Life Aberdeen. Unlike in previous years, the current incarnation of the SVF will consist of only a single strand with the criteria listed above in paragraph 10.
20. The maximum grant per project will normally be capped at £15,000 per annum, however in exceptional circumstances, for example collaborative bids from a consortium of organisations, these caps may be removed.
21. As the SVF has a finite level of resources available for distribution, therefore where the cost of a project is expected to be in excess of specified above, applicants are advised to explore alternative avenues of funding, such as the Armed Forces Covenant Fund, the Big Lottery Fund or other charitable organisations and foundations.
22. Funding may be awarded to successful projects in full or in part over a period of one to three years, depending on operational need and strength of business case, or not at all.
23. Funding awarded for 2020/21 must be spent before the end of the financial year (31 March 2021).
24. Administrative costs will be considered on a case-by-case basis. Applicants will need to demonstrate a very strong rationale for administration costs with a clear link to project outcomes. Evidence should be provided that these are being kept to a small proportion of the overall costs.

## ESSENTIAL ELIGIBILITY CRITERIA

### Legal Person

25. Applicant organisations must constitute a “legal person”, meaning it is legally constituted and can enter into a contract in its own right. For example, in respect of the organisations that typically apply to the SVF, applicants may be a Scottish Charitable Incorporated Organisation (SCIO), a new legal form for registered Scottish charities, or a registered company. Registered company applicants (whether a limited company or a company limited by guarantee) will typically be

not-for-profit and may also have separate charitable status as a registered charity. Statutory bodies are also eligible to apply.

26. Please note that unincorporated organisations, even where a registered charity, are not eligible to apply. In that event, the Scottish Government recommends that consideration is given to becoming a SCIO or registered company to apply in future.

### **Presence in Scotland**

27. Organisations applying for funding must have a presence in Scotland. Alternatively, applications submitted by a partnership must include a lead organisation based within Scotland. For the purposes of this Fund, 'a presence in Scotland' means that the applicant must comply with one of the following:
- (a) be a Scottish Charitable Incorporated Organisation ("SCIO"); or
  - (b) be a Company registered (under the Companies Act 2006) with their Head Office in Scotland; or
  - (c) be a charity registered in Scotland (under the Charities and Trustee Investment (Scotland) Act 2005); or
  - (d) occupy offices or premises in Scotland provided these will be used in connection with the use or administration of funds paid to organisation through this Fund.
28. Applications submitted by a partnership must include a lead organisation based within Scotland. There must be a named Project Manager in Scotland who can discuss progress of the project with grant providers, as and when required. It will be the Scottish-based applicant organisation who will enter into the grant contract and have overall responsibility for delivery, including management of the budget.

## **HOW TO COMPLETE YOUR APPLICATION FORM**

29. Application forms are available on the Veterans Scotland website. Only applications made on the application form and submitted by the closing date will be considered. Augmenting material in support of an application may be provided under separate cover.
30. Before recommending a bid, the SVF panel must be satisfied that the applicant organisation has sufficient competency to deliver the project and to apply sound financial management. All projects must demonstrate a strong and robust business case, including sound financial and management arrangements. It is essential that all bids represent value for money and include evidence that grants will be spent effectively. Applicants must submit a summary copy of their last three audited accounts as evidence of current financial viability (or reports since trading commenced).

31. Panel members will have a large amount of paperwork to consider so **please note and respect the word count for each part of the form.**
32. **Section 1: Organisational details**, if you are applying as part of a consortium bid between more than one organisation, please provide the details of the lead organisation in section 1. The details of the other organisations within the consortium can be provided in Annex A at the bottom of the application form. This annex can be repeated as necessary for the number of consortium partners.
33. Please note that consortium bids should not be confused with projects which include delivery partners. The latter, as covered in **section 2.12 Delivery partners**, are projects where additional partners deliver specific aspects of the programme on behalf of the applicant.
34. Question **1.6 Organisation’s Safeguarding Policy**, all applicant organisations are required to have an appropriate safeguarding policy in place and provide a copy of this along with their application. According to the Office of the Scottish Charity Regulator (OSCR):

“Safeguarding is the action that an organisation takes to promote the welfare of children and vulnerable adults to protect them from harm including physical, emotional, sexual and financial harm and neglect. This includes making sure that the appropriate policies, practices and procedures are put in place. Safeguarding includes child protection but goes further and extends to all vulnerable beneficiaries.”

35. For further advice on what a policy may include please see the guidance provided by the Office of the Scottish Charity Regulator (OSCR) <https://www.oscr.org.uk/guidance-and-forms/safeguarding-guidance-keeping-vulnerable-beneficiaries-safe/> or the guidance provided by the Scottish Council for Voluntary Organisations (SCVO) <https://scvo.org.uk/running-your-organisation/staff-volunteers/safeguarding>
36. Question **2.9 Project beneficiaries**, asks applicants to identify in which areas of Scotland the project will take place. The regions listed correspond to the following Local Authority areas.

Region	Local Authorities
Islands, North and East	Aberdeen City Aberdeenshire Angus Council Dundee City Highland Moray Na h-Eileanan Siar Orkney Islands Shetland Islands



Central and Fife	Clackmannanshire Falkirk Fife Perth and Kinross Stirling North Lanarkshire
South East	Borders City of Edinburgh East Lothian Midlothian West Lothian
South West	Dumfries and Galloway East Ayrshire East Renfrewshire Inverclyde North Ayrshire South Ayrshire South Lanarkshire
Glasgow and West	Argyll and Bute East Dunbartonshire Glasgow City Renfrewshire West Dunbartonshire

37. Question **2.10 Project outcomes** asks applicants to list up to three outcomes for their proposed project with associated outputs. It is important to have a clear understanding of the differences between Inputs, Outcomes, Outputs and Impact in order to provide clear information on the measurable impact that a project will have.

### **Impact**

Project impact reflects the higher level situation **that your project will contribute towards achieving**. The project alone will not solve this problem completely but it will have impact on it and it is this impact that can be measured / assessed.

### **Input**

The resources that are to be used to run a project, organisation or programme; the money, people, equipment.

### **Outcome**

The project outcome should identify what will change and who will benefit as a result of the project (and as a result of the **outputs**). The achievement of the outcomes will see the see the achievement of the project's objective and the contribution to the wider impact.

## Outputs

Outputs can be defined as direct, measurable results of activities **undertaken**. Achievement of the outputs should provide the conditions necessary to achieve the outcome (and contribute to the impact).

### Hard and Soft Outcomes:

**Hard outcomes** can be things such as: reduced debt, increased employment, reduced homelessness, reduced family breakdown, reduced crime

**Soft outcomes** are much harder to measure but can include things such as: increased self-esteem, increased confidence, improved relationships, reduced isolation

There are no absolute rules defining when something is an outcome or an output and it is for the applicant to decide what is most appropriate. For some applicants this may be the first time they have been asked to consider the longer term outcomes of grant funding but increasingly, many grant makers (and local authorities and public sector bodies such as the Department of Health) are seeking information and evidence on how their grants make a long term difference to the end beneficiaries. This process may well be of use if you are considering making applications to other grant making charities.

### Examples:

1 Were we to fund new equipment within a residential home, the input would be the grant, the output may be the number of users using the equipment or the number of times the equipment was used over a period and the outcomes might be measures of the improvement in the quality of life of the individual beneficiaries as measured for example through better integration into the community (increased mobility), reduced isolation or better rehabilitation results. Measures could include direct questions to staff and users, feedback from professionals working with the users or anecdotal evidence from either staff or visitors.

2 Were we to fund an advice worker to provide advice on benefits and entitlements then the input is the grant, the output may be the numbers receiving advice or the measurable increase in income for those individuals receiving the advice. The outcomes may be around an improvement in quality of life and disposable income leading to reduced poverty and less stress on those individual beneficiaries. Measurement could be via a wide range of measures including questionnaires / phone surveys of beneficiaries, evidence of a reduction in court activity for debt or repossession (if case relates to rent / mortgage arrears) or evidence of less marital breakdown or family breakup. We accept that some of the evidence may well be anecdotal.

**The key to understanding outcomes is to focus not on what has been purchased with the grant but rather upon the longer term benefits to the end beneficiaries that will flow from the purchase.**

**38. Applications must be received electronically no later than midnight on 30 November 2019, accompanied by a copy of your Safeguarding Policy.**

Applications received after that deadline will not be accepted. The email address for submission is [office@veteransscotland.org.uk](mailto:office@veteransscotland.org.uk). If you wish to discuss your application, please contact Veterans Scotland on details provided below.

## **DECISION MAKING PROCESS**

39. All applications will be considered by the SVF panel. This panel will be selected and chaired by the Scottish Veterans Commissioner, and will include representation from Standard Life Aberdeen, Veterans Scotland and other individuals with experience of veterans issues and/or grant-making in Scotland. Panel assessments and recommendations will be submitted to the Minister for Parliamentary Business and Veterans and to Standard Life Aberdeen.
40. The final decision to support, or otherwise, projects which will receive funding from the Scottish Government will be taken by Scottish Ministers. The final decision to support, or otherwise, projects which will receive funding from the Standard Life Aberdeen will be taken by a representative of Standard Life Aberdeen. Scottish Ministers and SLA are under no obligation to accept recommendations of the panel and their decision is final. However, applicants may make fresh applications in respect of unsuccessful bids in subsequent years.

## **FUNDS TRANSFER & EVALUATION**

41. Once decisions are taken, applicants will be notified of the outcome before the end of the 2019/20 financial year. Funds will be transferred to successful applicants via Veterans Scotland as early as possible in April 2020 upon applicants completion and return to Veterans Scotland of the Letter of Grant.
42. All successful applicants for single year funding will submit, via Veterans Scotland, an interim report after 6 months and then a fuller report within 6 weeks of the end of the financial year in which the grant is received. Successful applicants of multi-year funding will also be required to provide an additional report at the 9 month stage that the SVF Panel will consider when reviewing the applicants progress against the projects aims in order to agree to the release of the next financial year's funding. All successful applicants will be expected to undertake effective measurement of, and reporting against, any and all outcomes as agreed in the Letter of Grant.
43. These reports should also all include a statement of income and expenditure showing income from all sources and an appropriate breakdown of expenditure for the project in question. The statement of income and expenditure should be signed by authorised personnel. A standard progress report pro-forma will be available from Veterans Scotland.

44. Project managers of successful applications can benefit from advice and guidance from Standard Life Aberdeen, who will retain an active interest in progress of the project. Please contact Sustainability Programmes, Standard Life Aberdeen for advice at [sustainability@aberdeenstandard.com](mailto:sustainability@aberdeenstandard.com) and include the subject line “Scottish Veterans Fund”.

## **GRANT CONDITIONS**

45. The Scottish Government or Standard Life Aberdeen Conditions of Grant will apply to all awards made under the SVF. These conditions will be included in any formal offer of funding which will highlight which organisation is to be the grant maker. All Scottish Government funding made available is subject to our standard regulations on management of public finances.
46. No changes to a project for which a SVF award are to be made without the prior written approval of the Scottish Government or Standard Life Aberdeen as appropriate. In the event of unauthorised change to the project as agreed, then the Scottish Ministers or Standard Life Aberdeen will be entitled to recover from the recipient organisation some or all of the money originally provided, especially if the scope of the project has reduced.
47. It is not permissible for funding from one financial year to be carried forward into the following year, except with prior written agreement of either Scottish Ministers or Standard Life Aberdeen. Unspent funding at the end of the financial year must be returned to Scottish Ministers or Standard Life Aberdeen, except by prior agreement.
48. Where public money has been applied to fund any tangible asset, in whole or in part, for example a network of PCs or office equipment, that asset is not to be sold or realized without the written permission of the provider of the public funding, in this case Scottish Ministers.

## **CONTACT DETAILS**

49. Any questions on applications should be addressed to the General Secretary of Veterans Scotland who is happy to provide advice on 0131 550 1569 or, preferably, by email to [office@veteransscotland.org.uk](mailto:office@veteransscotland.org.uk).