

# Self Management Fund: Working Together to Strengthen Integration



This is the Application Form for the Health and Social Care Alliance Scotland (the ALLIANCE) Self Management Fund administered on behalf of the Scottish Government. We are keen to hear about your ideas and offer all applicants support throughout the funding process. We are available to meet, chat on the phone or by email to discuss any applications, answer any questions you may have and read through draft applications.

For any Fund support please contact Emma Goodlad:

✉ [Emma.goodlad@alliance-scotland.org.uk](mailto:Emma.goodlad@alliance-scotland.org.uk) ☎ 0141 404 0231 📱 07828 149 588

Or for more general enquiries: [Fund@alliance-scotland.org.uk](mailto:Fund@alliance-scotland.org.uk)

## Guidance

A Guidance Document is available on our website to help you with the application process and details the core criteria for the Fund. Please ensure to read the guidance carefully before completing your application.

## When to submit:

The deadline for applications for this round of funding is **29<sup>th</sup> June 2018** at **5pm** for work to begin on 1<sup>st</sup> October 2018. Please submit completed applications to [fund@alliance-scotland.org.uk](mailto:fund@alliance-scotland.org.uk)

## Part One – Your Organisation

<b>Organisation name</b>	
<b>Address</b>	
<b>Telephone number</b>	
<b>Website</b>	
<b>Address for correspondence (if different from above)</b>	
<b>Legal status of organisation (if a registered charity please state charity number)</b>	

## Main Contact

As part of the assessment process we phone all applicants to have a chat about the application and discuss the project idea. Please provide a main contact who has a good knowledge of the project idea and budget.

<b>Name of main contact</b>	
<b>Position</b>	
<b>Contact number</b>	
<b>Contact email address</b>	

## Part Two – Project Details

<b>Amount requested (up to £30,000)</b>	£
<b>How long will the project be?</b>	
<b>Will this project involve partnership working with any other organisations? (please detail organisation names)</b>	
<b>Will any volunteers be involved in this project? If yes, how many?</b>	
<b>What area(s) of Scotland will your project cover?</b>	

## Part Three – Budget

Please list what you plan to use the grant from the self management Fund for.

<b>Proposed Expenditure (please detail)</b>	<b>October 2018 – March 2019</b>	<b>March 2019 – September 2019</b>	<b>October 2019 – March 2020</b>	<b>Total</b>
<b>Total Expenditure</b>				

## Part Four - Partnerships

Partnership working and funding is not essential, but if you do have any partnerships in place with other organisations then please detail here.

## Part Five – Project Plan

Your plan should be between two and a maximum of four sides of A4.

Please tell us here:

- What do you want to do?  
- You should tell us here how your project supports self management and health and social care integration.
- How will you do it?
- What difference will it make and how will you know if it is successful?

Please attach this separately clearly marked Part Five – Project Plan.

## Part Six – References

Please provide details of **two** referees that we can contact who know about and can provide support for your application. We will contact all referees directly and cannot release funds without references returned. To comply with General Data Protection Regulations you must have gained the consent of your referees prior to including them.

Remember if you are working in partnership with an organisation, one of your references must come from a representative of their organisation.

Referee 1	
Name	
Position	
Address	
Telephone number	
Email	

<b>Referee 2</b>	
<b>Name</b>	
<b>Position</b>	
<b>Address</b>	
<b>Telephone number</b>	
<b>Email</b>	

## Part Seven – Signatures

I confirm that the information provided for this application is true and accurate

<b>Name</b>	
<b>Signed</b>	
<b>Date</b>	
<b>Position in Organisation</b>	

## Part Eight – Enclosures Checklist

**Established organisations (running for more than 2 years)**

<b>Project Plan</b>	
<b>Copy of governing document</b>	
<b>Last two sets of annual accounts</b>	

**Established organisations (running for more than 2 years)**

<b>Project Plan</b>	
<b>Copy of governing document</b>	
<b>Most recent bank statements (three months if possible)</b>	
<b>Budget plans or management accounts</b>	

## Privacy Statement

The ALLIANCE takes Data Protection seriously and is committed to ensuring that your privacy is protected. The personal data on this form is being collected for the following purpose: to effectively process your application to the Self Management Fund: Working Together to Strengthen Integration and to carry out due diligence checks.

The ALLIANCE and its sub-contractors will not sell, distribute or lease your personal information to third parties unless we have your written permission or are required by law to do so. We comply with the Data Protection act 1998 and GDPR (May 2018) when handling your personal information. If you have any concerns about how we use your personal information, contact Head of Finance and IT at: [DPO@alliance-scotland.org.uk](mailto:DPO@alliance-scotland.org.uk). Alternatively, you have the right to complain to the ICO <https://ico.org.uk/concerns/>

We will retain your personal information for the duration of your grant. For our full privacy policy <https://www.alliance-scotland.org.uk/privacy-policy/>, please visit our website.

By signing this form you are consenting to us processing your personal information for the above purposes.