



Social Isolation and Loneliness Fund 2023 - 2026

Expression of Interest (EOI) Guidance

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Social Isolation and Loneliness Fund 2023–2026

Introduction

This guidance document has been developed to offer guidance notes and things you need to consider for each question in the expression of interest (EOI) form. It is important that you read this guidance prior to and during the completion of your form.

This guidance document will talk you through each question, offering advice on what we will be looking for when assessing your submission, and the sort of content you should consider including in your answers.

Before starting, we highly recommend that you look through the A Connected Scotland (2018) strategy and the Recovering our Connections (2023) plan. Both can be found on our [webpage](#).

If you are unclear about any of the content and wish to ask any other questions, please email our team at SIALFenquiries@impactfundingpartners.com. Alternatively, you can phone and ask to speak to someone on 01383 620 780.

Given the expected demand for this fund, you can only submit one EOI. Should you be unsuccessful with your EOI submission, you are not able to submit a second one.

Section 1 – Eligibility requirement

Before starting the EOI form, you need to complete a quick check to see if you are able to apply to this fund. Should you be successful with your EOI and invited to stage 2, you will be required to provide specific documents and information. This check will allow you to see in advance if you are in a position to do so.

Unfortunately, if you answer no to any of the six questions, you are not eligible and will not be able to continue with the EOI form.

Section 2 – About your organisation

In this section, we want to know about your organisation. We need to know about the set up of your organisation, information on your governance and about your current financial situation.

Please use this guidance when completing your application.

2.1 Legal name of your organisation

Please provide the name of your organisation or community group as it is stated on your governance/registration documents.

2.2 Main contact for this application

The name and contact details provided here will be used throughout the application and assessment process. It is important to make sure they are correct in case Impact Funding Partners needs to contact you for additional information or to seek clarification.

The outcome of your application will also be sent to this person. If the contact details change at any point during this period, it is important that you notify us straight away to update our records.

2.3 Registered address for your organisation

Please provide the address that your organisation or community group is registered at. If you are a large organisation with numerous services across the country, please ensure you provide the address of your head/main office even if it is not in Scotland.

Please provide the name of the local authority where your organisation or community group has its registered head office.

If you are not registered in Scotland, please select N/A in the drop down menu. You will then need to provide robust information demonstrating a clear presence in Scotland, where you are working, what services you provide and if this is a current or historical presence.

2.4 The legal status of your organisation

In this question, please provide information on the legal make up and registration details of your organisation or community group.

You will be asked to upload a copy of your governance document/constitution/set of rules (depending on your set up and legal status) in section 4. This will be used when your governance is being assessed as part of the application process and will include a check of your stated charitable objectives. The document you upload **must** be signed and dated by your Board/Governance Committee.

It is important to ensure your governance document/constitution/set of rules is uploaded in full. If it is only part uploaded, it may result in your application being rejected. If you have a Memorandum of Articles, you should ensure that the adjoining Articles of Association is also included.

Your governance/constitution/set of rules **must** have an asset lock/dissolution clause/winding up clause that clearly states that in the event of winding up/dissolution, no remaining money or assets will be distributed amongst members. If this is not clear, your application will be rejected at this stage.

2.5 Your Organisation

Please select the main area of focus that your organisation has from the drop down list.

2.6 What are the main aims and activities of your organisation?

In this question, please provide a summary outlining the purpose of your organisation and what it is that you do. When writing this, think about explaining what your organisation does to somebody who does not know you. You should include information about:

- Your organisation's focus
- The people and communities you support
- What sort of support and activities you provide

2.7 Proof of Organisation Bank Account

Here you are required to upload a copy of your bank statement. Please ensure that it is less than three months old and clearly shows:

- The name of the bank
- The name of your organisation
- The account number and sort code

The bank account name should make clear that it is for your organisation.

If you are part of an umbrella group, you must have your own separate independently examined accounts and your own bank account, rather than using your parent company's.

Number of people required to authorise payments. This should be 2 or more people.

2.8 Annual income

Please provide your annual income as noted in your last set of independently examined accounts.

Although there is no income threshold, it is important for us to understand the size of organisations applying for funding.

Section 3 – About your proposed project

This section asks you to provide details about the project and activities you wish to deliver. We also need to understand that you have identified a need or gap in services, or that a project you are currently delivering is successful and requires funding to deliver.

We would anticipate projects to run for the full grant period to maximise impact of this fund.

3.1 Where will project delivery take place?

This fund is to benefit residents of Scotland and your project and activities should only take place in Scotland.

Please tell us the main local authority that you will be working in from the drop down menu. We understand that you may also support people in other local authorities, so please note them in the comments box.

3.2 Which of the priority groups will you be working with

Here you need to tick all the boxes that apply identifying the main priority groups, depending on the people you will be working with and supporting.

If you aim to support another at risk group, please select 'other' and provide a description of the group of people detailing why they are also at risk of SIAL.

3.3 Fund Outcomes

You need to work towards at least one of the four fund outcomes as outlined in part one of this guidance document.

Here we ask you to select all the outcomes that you will be working towards by ticking the appropriate box.

3.4 Briefly describe your proposed project and why it is needed

Please use this space to give us a brief overview and snapshot of what you are proposing to deliver. Imagine describing it to somebody who does not know your organisation or the activities you provide.

The assessor should be able to link your proposal to the outcome(s) that you indicate you will be working towards in question 3.3.

Please summarise what you plan to do with the funding. You should include:

- The types of activities you will provide
- A rough number of individual beneficiaries
- If this is a partnership project, who you will be working with
- Why the people are more affected by social isolation and loneliness
- Why your project and activities are needed in the community(ies) you plan to support

Please note that if your expression of interest is successful and you are invited to stage two of the application process, the activity you propose here cannot be changed.

3.5 Is this a new project or continuation/expansion of an existing project?

Here you need to tell us if this is currently a successful project that you wish to continue or expand, or if it is new to your delivery programme, by selecting from the drop down menu.

Section 4 – Form sign off and submission

This is the last section of the EOI form with some final administrative questions. You also need to upload your governance document. This is required to be checked as part of your application assessment. You need to upload your bank statement at question 2.7.

You then just need to note that your expression of interest has been approved by your management committee/Board of trustees, sign and date it before submitting your form.

You will be notified by email if your bid has progressed to the full application stage.

The email will come from autoresponse@impactfundingpartners.com. Please add that email address to your safe senders to avoid any delay in notification. We cannot be held responsible for notifications landing in spam/junk email folders.

Given the expected demand for this fund, should you be unsuccessful with your EOI submission, you are not able to submit a second one.

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