

# workforce unit

voluntary sector social services workforce unit

## **Navigating the Funding Streams:**

**A guide to acquiring funding for learning and development  
in Voluntary Sector Social Services**

*The Voluntary Sector Social Services Workforce Unit aims to support and promote the development of the voluntary sector social services workforce in Scotland.*

*\* Please note that the unit does not have a remit in relation to the Early Years and Playwork workforce.*



## **Navigating the Funding Streams: a guide to acquiring funding for learning and development in Voluntary Sector Social Services**

This document aims to help voluntary sector social service organisations identify funding sources which will assist with the development of the workforce and compliance with essential learning and qualifications requirements. Some of the funding sources are limited to specific areas of the workforce – the Futurebuilders Scotland Learning Fund, for instance, may provide funding to support the development of the Leadership, Human Resources and Marketing functions of an organisation.

This guide is not designed to replace the very useful SSSC document on ‘Funding for Training’ – it does, however, aim to focus on how the voluntary sector can access critical funding streams. We recommend that you also obtain a copy of the SSSC’s ‘Funding for Training’ document, as it provides some useful background information. You can get a copy of it from the ‘Consultations and Projects’ section of the Scottish Social Services Council’s Website – [www.sssc.uk.com](http://www.sssc.uk.com).

Organisations applying for funding should also note that they will usually have to provide the funder with an analysis of how the resources were allocated. Organisations in receipt of funding from the Scottish Executive’s Voluntary Sector Development Fund, for instance, must indicate how they will monitor and evaluate the use of these resources.

There are various sources of funding available to help voluntary organisations achieve their training requirements. Some sources are aimed at helping you comply with essential qualification requirements for registration, while other funding sources will help equip employees with the basic literacy and numeracy skills they will need before undertaking work-related qualifications.

Finally, the Workforce Unit would like to hear about any issues that arise after you have read this document. Are there any other items we should note in future revisions? We would also appreciate hearing about any additional revenue you may have secured as a result of this document!! Please e-mail your funding comments, observations and success stories to me at the address below.

Please note that this report is a ‘live’ document and will be updated as and when new information is received. The date this document was last updated can be found on the foot of the front cover, and we will also send out e-mail alerts to our mailing list to inform you whenever changes have been made. If you have any doubts about whether or not the version you have is the most up-to-date please check the publications section of our website (<http://www.ccpscotland.org/workforceunit/info/publications.php>) as this will contain the most recent version, or contact the Workforce Unit on 01786 849 752.

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## Navigating the Funding Streams:

A guide to acquiring funding for learning and development in Voluntary Sector Social Services

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The next few pages will briefly look at each of these funding sources in turn, and will provide contact details so that you can get further information on each if necessary.

## **Workforce Development funding streams**

### **Business Learning Accounts / Individual Learning Accounts**

**Business Learning Accounts** – The Scottish Executive is currently piloting Business Learning Accounts (BLAs). BLAs offer organisations with fewer than 50 employees financial support to implement training initiatives. Scottish Enterprise is currently running the scheme in three areas only – Glasgow, Renfrewshire and Dunbartonshire – and the scheme allows organisations to reclaim 50% of agreed training delivery costs up to a maximum cost of £3,500. Organisations are expected to match the funding provided. For more information about Business Learning Accounts visit <http://www.scottish-enterprise.com/businesslearningaccounts> or contact Scottish Enterprise on 0845 609 6611. Highlands and Islands Enterprise is also piloting Business Learning Accounts for organisations with fewer than 50 employees, and eligible organisations can claim 50% of eligible costs up to a maximum of £7,500.

It is anticipated that Business Learning Accounts will be rolled out across Scotland after the pilot has finished. Contact your Local Enterprise Company (LECS) to arrange a Business Health Check Visit.

A list of LECS and their contact details is attached.

### **Appendix A**

**Individual Learning Accounts** – The Scottish Executive re-launched the Individual Learning Account scheme in the summer of 2004. The revised scheme allows anyone earning less than £15,000 per year to claim up to £200 per annum to put towards a range of training courses.

As of 1 August 2005 the scheme has been extended to allow anyone over 18 (regardless of income level) to claim up to £100 per annum to put towards basic information technology training.

Further information is available from the Individual Learning Accounts website: <http://www.ilascotland.org.uk> or by contacting 0808 100 1090.

The website also contains a 'course search' section which allows users to identify courses that this funding can be used towards. Learners eligible to claim the full £200 per annum can, for instance, put this funding towards an HNC in Social Care or an SVQ in Health and Social Care.

### **Centres for Excellence**

The Scottish Executive provides funding for six centres for excellence whose role is to promote good practice in their particular fields. The Centres are:

- Criminal Justice Social Work Development Centre
- Dementia Services Development Centre
- Scottish Consortium for Learning Disability
- Scottish Institute for Excellence in Social Work Education
- Scottish Institute for Residential Childcare
- Scottish Training on Drugs and Alcohol

Further information on each of the Centres for Excellence is attached.

## **Appendix B**

These Centres are funded by the Scottish Executive. The Centres do not provide funding directly to voluntary organisations but can deliver or identify training courses for their particular field, some of which may be free of charge or provided at a reduced rate.

### **Changing Children's Services Fund**

The Changing Children's Services Fund supports innovative projects which aim to help vulnerable children and young people to access mainstream services. It may be possible to build workforce development costs into projects. The fund is designed to improve the effectiveness and integration of mainstream delivery services, and £65.5M is available for 2005/06. The budget for individual local authorities is attached.

## **Appendix C**

Proposals for the use of the fund are co-ordinated by the local authority, and applications are considered by a cross-sector Scottish Executive panel including representation from Education, Health and the Voluntary Sector.

Further information can be obtained from your local authority's Social Work Department, or by contacting Gita Jackson at the Scottish Executive – 0131 244 7670, or via e-mail: [gita.jackson@scotland.gsi.gov.uk](mailto:gita.jackson@scotland.gsi.gov.uk)

### **Charitable Trusts**

Charitable Trusts are a great source of financial assistance, particularly for smaller voluntary organisations. Some of the major charitable trusts are detailed below.

**National Lottery** – The National Lottery's New Opportunities and Community Fund have merged to form 'the Big Lottery Fund.' This stream currently has very few funding opportunities available, as they are re-launching in November 2005.

Find out more about the Big Lottery fund from here: <http://www.biglotteryfund.org.uk/> or call 0845 410 20 30.

The Lottery also has a grants programme called 'Awards for All' which provides up to £5,000 to assist small projects. This fund can be used for training purposes. Find out more about this funding stream from <http://www.awardsforall.org.uk/scotland/index.html> or call 0845 600 20 40.

**Lloyds TSB Foundation for Scotland** – The Lloyds TSB Foundation is a grantmaking trust which has distributed more than £6M to Scottish charities. Charities can receive an 'organisational review' and are then eligible to apply for a 'capacity building' grant to develop areas identified by the consultant. The foundation has experts who can advise organisations on issues relating to staff development.

The organisation also holds regular and informative surgeries throughout Scotland where you can meet with assessors to discuss potential applications.

For more information about the Lloyds TSB Foundation and surgery dates visit their website: <http://www.fundingthefuture.org.uk/pages/thefoundation.asp>

**Shaw Trust** – The Shaw Trust is a national charity that provides training and work opportunities for people who are disadvantaged in the labour market due to disability, ill health or other social circumstances. The Trust can help people by providing them with the skills to help them continue in their job, including basic literacy and numeracy skills as well as SVQs.

For more information please visit the Shaw Trust website - <http://www.shaw-trust.org.uk/>

The Scottish Council for Voluntary Organisation's (SCVO) website contains a list of all known charitable trusts which aim to support development and housing. These trusts are unlikely to help organisations comply with essential training requirements but may be more sympathetic to additional workforce development initiatives.

See [http://www.scvo.org.uk/scvo/InformationCrawler/ViewInformation\\_C125.aspx](http://www.scvo.org.uk/scvo/InformationCrawler/ViewInformation_C125.aspx) for more information.

Some trusts are only available to certain fields or geographical areas. A list of these trusts and contact details for further information is attached.

## **Appendix D**

### **Charities Aid Foundation Consultancy and Training Fund**

Charities may be eligible for a grant from the Charities Aid Foundation's Consultancy and Training Fund. The Charities Aid Foundation has a grants package of £1.2 million to help build the capacity of small and medium sized charities. (In this instance, small and medium sized charities are organisations with an annual income of less than £3 million).

Successful applicants can receive up to four days consultancy support and an organisational review, followed by the possibility of training and funding. The fund will run until 30<sup>th</sup> April 2006.

For more information please visit: <http://www.cafonline.org/grants/> or telephone 01732 520 334.

### **European Structural Funding**

The Scottish Executive has on occasion secured funding from the European Structural Fund to help develop the social services workforce. One such ESF project is called 'Achieving the Challenge' – this project was open to employees in the private and voluntary sector, and is aimed at facilitating registration within phase 1 and phase 2 of the SSSC's registration timetable.

The European Structural Funds are divided by geographic areas, and the project was divided into two sections:

Objective 3 – This fund provided support for 450 applicants to complete SVQs in the Central Belt and North East Scotland. Applications for this fund closed on 15 April 2005.

Objective 1 – This fund provided support for 200 applicants to complete SVQs in the Highlands and Islands. Applications for this fund closed on 30 June 2005.

There may be a possibility of additional funding for developing the social services workforce via 'Achieving the Challenge' or similar projects in future.

The Voluntary Sector Social Services Workforce Unit has established links with the organisation responsible for administering this project and we will provide updates about any future funding sources on our website. More information can also be found at <http://www.achievingthechallenge.com/> or by contacting 0800 652 2980.

The Lothian Job Rotation scheme also provides training grants and replacement staff for organisations in the Lothian area. Find out more from <http://mva.ednet.co.uk/mean/details.asp?ProjID=18> or call 01875 825827.

There is a strong possibility that the ESF Budget will be restructured in the near future to accommodate the European Union's recent expansion, and this could result in drastically reduced levels of European funding for British voluntary organisations from 2006.

### **Fees to Voluntary Sector Providers**

Local Authorities may provide grants directly to voluntary organisations to meet specific training priorities.

Local Authorities are expected, however, to take staff training costs for voluntary organisations into consideration when they are preparing contracts or service agreements. These costs are often included in the 'Management Cost' section of an agreement.

Anecdotal evidence suggests that the level of success voluntary organisations have in attracting this additional funding appears to depend on the local authority. Some Local Authorities appear willing to include up to 3% of the total agreement to cover staff training.

### **Further and Higher Education**

Further and Higher Education will in future be funded through the Scottish Further and Higher Education Council which will be responsible for the strategic organisation of tertiary education in Scotland.

For individual students sources of funding include:

- Bursaries and Educational Maintenance Allowances (EMAs)
- Student Loans
- Supplementary Grants
- Fee waivers for some courses, especially some ESF funded courses
- Studying and Staying On Benefit for part-time courses

For Further Education, advice is available from the information section of the individual college.

Higher Education students should apply for funding to the Student Awards Agency for Scotland: [www.student-support-saas.gov.uk](http://www.student-support-saas.gov.uk)

### **Futurebuilders Scotland Learning Fund**

Futurebuilders Scotland is an investment programme to assist social economy organisations that provide services to the public. Social economy organisations are defined as "voluntary and community organisations that use a business like approach to delivering goods or services."

The Futurebuilders programme invests in social economy organisations that are working:

- To achieve the Scottish Executive's 'Closing the Opportunity Gap' objectives and targets (More information on 'Closing the Opportunity' is attached)
- To deliver services to the public; and
- To increase their financial sustainability.

A summary of the 'Closing the Opportunity Gap' objectives is attached to this document.

## **Appendix E**

The Futurebuilders Scotland Learning Fund is willing to support training and learning in social economy organisations relating to the following areas:

- Enterprise and business
- Leadership and strategic management
- Business planning
- Project management
- Finance
- Human resources
- Marketing
- Specialist sector skills

The maximum award available per learner is £2,000. You can apply for support for more than one learner but the maximum amount available to one organisation is £20,000. Organisations will also be expected to contribute at least 10% of the cost of the learning opportunities that are applied for. The Futurebuilders Learning Fund hopes to distribute up to £1 million by March 2007.

An Application Form (and a self assessment checklist which can be used to confirm your eligibility for the Learning Fund) can be found at

[http://www.communitiesscotland.gov.uk/stellent/groups/public/documents/webpages/cs\\_008591.doc](http://www.communitiesscotland.gov.uk/stellent/groups/public/documents/webpages/cs_008591.doc)

E-mail [fbs@communitiesscotland.gsi.gov.uk](mailto:fbs@communitiesscotland.gsi.gov.uk) or call 0131 479 5379 for more information.

Futurebuilders Scotland also manages two other funds aimed at supporting social economy organisations – the Investment fund and the Seedcorn Fund. More information about these two funds can be found at:

[http://www.communitiesscotland.gov.uk/stellent/groups/public/documents/webpages/cs\\_006802.hcsp](http://www.communitiesscotland.gov.uk/stellent/groups/public/documents/webpages/cs_006802.hcsp)

Alternatively, you can call Communities Scotland's Social Economy Unit on 0131 479 5379 for more information.

### **Grant Aided Expenditure / Specific Training Grant**

**Grant Aided Expenditure** – The Scottish Executive provides funding for local authorities each year – this is known as Grant Aided Expenditure (GAE). Voluntary Organisations cannot apply directly for this funding, but it is interesting to note local authorities' allocations.

You can find out more about Grant Aided Expenditure and how much funding the local authority gets in your area by visiting [www.scotland.gov.uk/stats/gaestats](http://www.scotland.gov.uk/stats/gaestats). If you'd like to know how much of the GAE Social Work budget your local authority received during 2005/06 you can find it on page 4 of the document detailed below:

<http://www.scotland.gov.uk/Resource/Doc/933/0008713.pdf> (Please note: You will require Adobe Reader to view this document)

**Specific Training Grant** - The Specific Training Grant is funding used by local authorities to "increase the competence of staff working in the fields of community care, services to children and families, and social work management". Local authorities can use this funding to provide grants or training to voluntary organisations to meet specific training priorities.

Local Authorities are required to send an annual return to the Scottish Executive detailing how much of their funding has been distributed to the voluntary and private sectors.

The Minister for Education and Young People indicated at the SSSC Conference in November 2004 that local authorities are expected to share these resources with voluntary and private organisations.

The proposed Specific Training Grants funding levels for local authorities for 2004/05, 2005/06 and 2006/07 is attached.

## **Appendix F**

### **Scottish Community Foundation**

The Scottish Community Foundation provides grants of up to £5,000 to assist organisations with an income of less than £250,000 to assist charities to "improve the quality of life and life chances in Scotland." The Foundation favours applications from organisations delivering "locally based" services. For more information please visit <http://www.scottishcommunityfoundation.com/grants/community/> or call Jennifer McPhail on 0141 225 6670.

### **Scottish Executive Section 9 Funding – Social Work (Scotland) Act 1968**

The Scottish Executive provides funding for voluntary organisations to develop and train their workforce. In 2003/04 just over £1M of Section 9 monies were awarded to national voluntary organisations for developing and training their workforce.

In 2004/05 the Executive announced that a further £1.6M would be made available for voluntary organisations and the majority of these organisations would receive funding for three years.

For more information about Section 9 Funding please contact Gwen Smith at the Scottish Executive on 0131 244 3737 or e-mail [gwen.smith@scotland.gsi.gov.uk](mailto:gwen.smith@scotland.gsi.gov.uk). Applications should be returned by 30 September each year to enable grants to commence the following year.

### **Scottish Executive Section 10 Funding**

The Scottish Executive also distributes money to organisations via Section 10 funding.

This funding assists voluntary organisations to develop social work services and promote social welfare in Scotland. It is not primarily for training activities – however, elements of the funding for such projects could be used for staff training.

The budget for 2003/04 for Section 10 Grants was £2.5M.

For more information about Section 10 Funding contact your local authority social work department.

### **Skillseekers / Modern Apprenticeships**

The Skillseekers Programme is a Government training initiative run by Local Enterprise Companies (LECs) throughout Scotland. It encourages employers to train their workforce towards recognised workplace qualifications by helping them with the cost of training. Skillseekers funding assists individuals **between 16-24 years of age** to acquire relevant vocational skills. Typically in the Social Services sector funding is provided for workers to gain SVQ level 2. Funding is typically £3,000 for 16-18 year olds and £1,000 for 19-24 year olds.

**Modern Apprenticeships** are an option within the Skillseekers initiative and are based on a higher level of SVQ (level 3 or above) and the attainment of additional core skills. Funding levels are dependent on the age of the candidate and the cost of delivering the Modern Apprenticeship. The SVQ Level 3 and 4 in Health and Social Care or Early Years Care and Education and the Registered Managers Award are likely to be of interest to voluntary sector social services. The funding levels available for candidates in 2005/06 are as follows:

16-18 year olds:	£6,500
19-24 year olds:	£3,500
25 year olds and over:	£3,000

The funding level for candidates aged 25 years and over increased during the past year, which suggests voluntary organisations may achieve more success in attracting funding for applicants of this age. Voluntary organisations across the country seem to have varying levels of success in attracting this funding. Please note that Skillseekers and Modern Apprenticeship funding is provided directly to the organisation delivering the training. This organisation may or may not be the employer.

You can find out where your LEC is by contacting Scottish Enterprise on 0845 607 8787;  
[http://www.scottish-enterprise.com/sedotcom\\_home/about\\_se/local\\_enterprise\\_companies.htm](http://www.scottish-enterprise.com/sedotcom_home/about_se/local_enterprise_companies.htm)

Or by contacting Highlands and Islands Enterprise on 01463 234171;  
<http://www.hie.co.uk/contactinfo.htm>

A list of LECS and their contact details is attached.

**Appendix A**

You can find a list of all Modern Apprenticeships on MASCOT's website –  
<http://www.mascot.uk.com/>

A list of the organisations approved to offer Modern Apprenticeships is available on the Scottish Sector Skills Alliance website (SSAScot):  
[http://www.ssascot.org.uk/web/site/mod\\_apprent/approved\\_centres.asp](http://www.ssascot.org.uk/web/site/mod_apprent/approved_centres.asp)

SSAScot is responsible for the management of many Scottish Modern Apprenticeship frameworks including the Modern Apprenticeship in Health and Social Care.

## **Social Work Fast Track Graduate Scheme**

The Social Work Fast Track Graduate Scheme enables graduates of any discipline to obtain a professional social work qualification. Candidates undertake a 2-3 month work experience placement with a local authority social work department before embarking on a university programme lasting between 16-24 months. This programme includes various further 'practice placements' often taking place within the same local authority. The scheme is funded by the Scottish Executive and administered through the Scottish Institute for Excellence in Social Work and Education (SIESWE)

More than 120 trainees began this scheme during 2004, and applications for 2005 closed on 15 February 2005. To find out more information about this scheme visit:

<http://www.sieswe.org/fasttrack/2005schemeinfo.html> or contact Stacey MacDonald on 01382 464 468 or via e-mail: [s.z.macdonald@dundee.ac.uk](mailto:s.z.macdonald@dundee.ac.uk)

Although applications are closed from individuals, organisations who would like to employ a candidate (who will graduate with a fully financed postgraduate social work qualification and salary during the scheme) are asked to contact Lynne Hooton (Fast Track Graduate Scheme Project Officer) at SIESWE: Tel: 07855 337419 or via e-mail: [l.hooton@dundee.ac.uk](mailto:l.hooton@dundee.ac.uk)

In 2006-07 the fast track scheme is likely to put more focus on the employment of workers in the voluntary sector. Candidates who see their future in the voluntary sector are encouraged to apply and state their preference at the time of application.

## **SSSC Disbursements and Grants**

The Scottish Social Services Council (SSSC) also provides limited funding to assist smaller voluntary organisations to cover the cost of establishing SVQ Assessment Centres. Contact the SSSC's Learning and Development Team at [enquiries@sssc.uk.com](mailto:enquiries@sssc.uk.com) or call 01382 207101 for more information.

## **Voluntary Sector Development Fund**

The Scottish Executive created the Voluntary Sector Development Fund (VSDF) in January 2004 to help voluntary organisations develop staff skills. The fund was initially created to distribute £1 Million per annum over three years to voluntary organisations. As of November 2004 the VSDF had helped 63 Scottish voluntary sector social service groups to train staff. The Executive has yet to decide about VSDF levels for after March 2006.

Applications for 2005/06 funding are likely to be available from September / October 2005.

Funding levels are at the Scottish Executive's discretion, although the Deputy Minister for Education and Young People recently noted that the Executive often contacts unsuccessful applicants to inform them of other possible sources of funding.

Voluntary organisations are encouraged to apply for the funding by contacting Gwen Smith at the Scottish Executive on 0131 244 3737 or via email: [Gwen.Smith@scotland.gsi.gov.uk](mailto:Gwen.Smith@scotland.gsi.gov.uk)

The Voluntary Sector Social Services Workforce Unit will keep you up-to-date with all the latest information regarding the Voluntary Sector Development Fund via our website, ebulletin and newsletters: [www.ccpscotland.org/workforceunit](http://www.ccpscotland.org/workforceunit)

## **Adult Literacy funding streams**

### **'Return to Learn' funding**

'Return to Learn' is organised and delivered through a partnership of UNISON and the Workers Educational Association (WEA). The scheme allows social services workers to improve basic study skills. The funding covers delivery costs only, and employers will be expected to give paid release time to attend. UNISON membership is not required to access this fund. For more information contact Craig Brown at WEA on 0141 221 0003, or e-mail [c.brown@weascotland.org.uk](mailto:c.brown@weascotland.org.uk)

### **'The Big Plus'**

'The Big Plus' was launched in January 2005, and aims to encourage adults with low levels of literacy and numeracy skills to seek assistance. In Clackmannanshire, for instance, volunteer support workers work with individuals on a 1:1 basis or in small groups.

For more information about the 'Big Plus' please contact 0808 100 1080, or visit

<http://www.lds4partners.com/Why+work+with+us/Joint+campaigns/The+Big+Plus/>

### **Scottish Union Learning Fund**

The Scottish Executive established the Scottish Union Learning Fund (SULF) in 2000 to promote lifelong learning through Trade Unions. The fund aims to distribute approximately £2.4 Million between 2003-06 to support the capacity of unions to develop lifelong learning among their membership.

More information about future SULF rounds can be obtained by contacting Dec McGrath (Lifelong Learning Development Officer at the Scottish Trade Unions Congress) on 0141 337 8117, or via e-mail: [dmcgrath@stuc.org.uk](mailto:dmcgrath@stuc.org.uk)

### **Conclusion**

As part of the Scottish Executive's national workforce strategy it is likely that the way in which the voluntary sector is funded will be re-examined and re-structured. Responses to the National Workforce Strategy from the voluntary sector have indicated the need for a more equitable and increased level of long-term funding in order to enable the sector to meet registration requirements, the lifelong learning needs of workers, and to equip staff to meet the complex needs of the users of services, their relatives and carers.



## Appendices

### Appendix A - Local Enterprise Companies (LECS)

Local Enterprise Company	Address	Telephone number
Argyll and the Islands	The Enterprise Centre, Kilmory Industrial Estate, Lochgilphead, Argyll, PA31 8SH	01546 602281
Ayrshire	17/19 Hill Street, Kilmarnock, KA3 1HA,	01563 526623
Borders	Bridge Street, Galashiels, TD1 1SW	01896 758991
Caithness and Sutherland	Tollemache House, Thurso, Caithness KW14 8AZ	01847 896115
Dumfries and Galloway	Solway House, Dumfries Enterprise Park, Tinwald Downs Road, Dumfries, DG1 3SJ	01387 245000
Dunbartonshire	Spectrum House, Clydebank Business Park, Clydebank, Glasgow, G81 2DR:	0141 951 2121
Edinburgh and Lothian	Apex House, 99 Haymarket Terrace, Edinburgh, EH12 5HD	0131 313 400
Fife	Kingdom House, Saltire Centre, Glenrothes, Fife, KY6 2AQ,	01592 623000
Forth Valley	Laurel House, Laurelhill Business Park, Stirling, FK7 9JQ:	01786 451919
Glasgow	Atrium Court, 50 Waterloo Street, Glasgow, G2 6HQ	0141 204 1111
Grampian	27 Albyn Place, Aberdeen, AB10 1DB	01224 252000
Inverness and Nairn	The Green House, Beechwood Business Park North Inverness, IV2 3BL	01463 713504
Lanarkshire	New Lanarkshire House, Dove Wynd, Strathclyde Business Park, Belshill, ML4 3AD:	01698 745454
Lochaber	St Mary's House, Gordon Square, Fort William, PH33 6DY	01397 704326

Moray, Badenoch and Strathspey	The Horizon Scotland complex, The Enterprise Park, Forres, Moray, IV36 2AB	01309 696000
Orkney	14 Queen Street, Kirkwall, Orkney, KW15 1JE	01856 874638
Renfrewshire	Causeyside Street, Paisley, PA1 1UL	0141 848 0101
Ross and Cromarty	69/71 High Street, Invergordon, Ross-shire IV18 0AA	01349 853666
Shetland	Toll Clock Shopping Centre, 26 North Road, Lerwick, Shetland, ZE1 ODE	01595 693177
Skye and Lochalsh	Kings House, The Green, Portree, Isle of Skye IV51 9BS	01478 612841
Tayside	North Lindsay Street, Dundee, DD1 1HT	01382 223100
Western Isles	James Square, 9 James Street, Stornoway Isle of Lewis, HS1 2QN	01851 703703

If you are not sure which LEC covers you or how the Scottish Enterprise Network can help you, contact the Scottish Enterprise Network Helpline on 0845 607 8787 or Highlands and Islands Enterprise on 01463 234171.

(Sources: Scottish Enterprise and Highlands and Islands Enterprise Websites)

## Appendix B – Centres for Excellence

The Scottish Executive has established six centres for excellence whose role is to promote good practice in their particular fields.

- 1) **Criminal Justice Social Work Development Centre (CJSW)** - The Criminal Justice Social Work Development Centre was established to “assist in the development and implementation of evidence based practice in Scotland.” The centre provides coursework materials for people undertaking courses in Criminal Justice.

CJSW website: <http://www.cjsw.ac.uk>

- 2) **Dementia Services Development Centre (DSDC)** – The Dementia Services Development Centre is based at the University of Stirling and “exists to extend and improve services for people with dementia and their carers in Scotland.” The centre has a multi-agency remit – it does not provide funding but it does offer learning opportunities to support staff development in Voluntary Organisations.

DSDC website: <http://www.dementia.stir.ac.uk/>

- 3) **Scottish Consortium for Learning Disability (SCLD)** – The Scottish Consortium for Learning Disability (SCLD) offers “advice, training and support to agencies, professionals, people with learning disabilities and parents.” The centre also provides training for staff working in this field.

SCLD website: <http://www.sclد.org.uk/index.asp>

- 4) **Scottish Institute for Excellence in Social Work Education (SIESWE)** – SIESWE aims to contribute to policy changes in Social Work Higher Education. The Centre works closely with the nine Scottish Universities that deliver social work courses. SIESWE is also involved with the social work fast track graduate scheme – please see page X for more information on this initiative.

SIESWE website: [www.sieswe.org](http://www.sieswe.org)

- 5) **Scottish Institute for Residential Childcare (SIRCC)** – SIRCC aims to ensure that “residential childcare staff have the skills and knowledge they require to meet the needs of the children and young people in their care.” The Centre provides a substantial amount of free training to voluntary sector organisations and also produces a regular newsletter which is a useful source of information within this field.

SIRCC website: <http://www.sircc.strath.ac.uk/>

- 6) **Scottish Training on Drugs and Alcohol (STRADA)** – STRADA was established to improve the skills and development of professional staff addressing drug and alcohol misuse throughout Scotland. The centre delivers modular and postgraduate courses at no cost for voluntary sector organisations.

STRADA website: <http://www.projectstrada.org>

**Appendix C – Allocation of Changing Children’s Service Fund budget 2004/05  
and 2005/06**

	£'000	£'000
<b>Local Authority</b>	<b>2004-05</b>	<b>2005-06</b>
Aberdeen City	1,951	2,038
Aberdeenshire	2,516	2,758
Angus	1,207	1,303
Argyll & Bute	1,038	1,161
Clackmannanshire	577	629
Dumfries & Galloway	1,824	1,896
Dundee City	2,040	2,204
East Ayrshire	1,513	1,639
East Dunbartonshire	768	886
East Lothian	915	1,035
East Renfrewshire	672	789
Edinburgh, City of	4,405	4,727
Eilean Siar	389	407
Falkirk	1,542	1,702
Fife	3,836	4,259
Glasgow City	10,056	10,438
Highland	2,739	2,927
Inverclyde	1,083	1,179
Midlothian	852	981
Moray	910	977
North Ayrshire	1,844	1,990
North Lanarkshire	3,914	4,306
Orkney Islands	261	279
Perth & Kinross	1,429	1,572
Renfrewshire	2,079	2,236
Scottish Borders	1,154	1,269
Shetland Islands	332	354
South Ayrshire	1,151	1,229
South Lanarkshire	3,390	3,680
Stirling	932	1,042
West Dunbartonshire	1,417	1,481
West Lothian	1,764	2,038
<b>TOTAL</b>	<b>60,500</b>	<b>65,500</b>

(Source: <http://www.scotland.gov.uk/about/ED/CnF/00017842/CCSFGUIDANCE.doc>)

## Appendix D –Charitable Trusts

Voluntary organisations seeking grants from charitable trusts may consider (in the first instance) contacting the Lloyds TSB Foundation.

There are, however, a series of small charitable trusts which may be willing to assist voluntary organisations undertake training initiatives. Most of these would probably not be willing to help comply with statutory requirements (such as SSSC Phase one requirements, for example) but may be more keen on other workforce development initiatives. Contact details are provided for each organisation.

- **The A M W Charitable Trust** (0141 226 5511) – assists charities in the West of Scotland;
- **Cray Trust** (c/o Springfords, Dundas House, Westfield Park, Eskbank, Midlothian, EH22 3FB) – assists small charities in the East of Scotland benefiting young people, animals and disadvantaged areas. Grants range from £100-£20,000.
- **CyBIL Trust** (01875 616197) – delivers training and small grants to help build the capacity of community groups and small voluntary organisations in the East Lothian area.
- **The Davidson (Nairn) Charitable Trust** (01667 453 278) – aims to support the community in Nairn – one of its priorities is “the furtherance of education.”
- **The Esmee Fairburn Foundation** – the Foundation is prepared to provide support for training early years or primary school staff in some instances. Visit <http://www.esmeefairbairn.org.uk/programmes/edu.html> for more information.
- **McGregor’s Bequest** – the organisation supports Glasgow-based organisations providing direct relief to the poor of the city. Contact Glasgow City Council’s Director of Finance (0141 287 4786) for more information.
- **MacLennan Trust** – The MacLennan Trust funds recognised Scottish charities in the fields of homelessness, children, youth and education. Contact 0131 523 2648 for more information.
- **Mollison Fund** – The Mollison Fund assists charities in Aberdeen which are concerned with individuals disadvantaged by lack of means, and any voluntary organisations involved in social welfare in the city (NB. Organisations which receive local or central government funding cannot apply). Call 01224 588 295 for more information.
- **Robertson Trust** – The Robertson Trust disburses £6 Million a year to Scottish Charities. Find out more information from: <http://www.therobertsontrust.org.uk/>

- **Shetlands Islands Council Charitable Trust** – The Shetland Islands Trust aims to improve the quality of life for the inhabitants of Shetland, especially in the area of social need. For more information, contact Shetland Islands Council on 01595 693 535.
- **James Weir Foundation** – the James Weir Foundation distributes £164,000 per annum to charities working in the fields of education, health, housing and the elderly. Call 020 8870 6233 for more information.

(Source; SCVO Grant Making Trust directory)

[http://www.scvo.org.uk/scvo/InformationCrawler/ViewInformation\\_C125.aspx](http://www.scvo.org.uk/scvo/InformationCrawler/ViewInformation_C125.aspx)

## **Appendix E – ‘Closing the Opportunity Gap’ summary**

In July 2004 the Scottish Executive published six ‘Closing the Opportunity Gap’ objectives:

- To increase the chances of sustained employment for vulnerable and disadvantaged groups - in order to lift them permanently out of poverty;
- To improve the confidence and skills of the most disadvantaged children and young people - in order to provide them with the greatest chance of avoiding poverty when they leave school;
- To reduce the vulnerability of low income families to financial exclusion and multiple debts - in order to prevent them becoming over-indebted and/or to lift them out of poverty;
- To regenerate the most disadvantaged neighbourhoods - in order that people living there can take advantage of job opportunities and improve their quality of life;
- To increase the rate of improvement of the health status of people living in the most deprived communities - in order to improve their quality of life, including their employability prospects; and
- To improve access to high quality services for the most disadvantaged groups and individuals in rural communities - in order to improve their quality of life and enhance their access to opportunity.

Any social economy organisation aiming to improve the financial sustainability and working towards achieving any of these six criteria above will be eligible to apply for Futurebuilders Scotland Funds.

## Appendix F – Specific Training Grants

Euan Robson (then Deputy Minister for Education and Young People) detailed the proposed levels for Specific Training Grants for the financial years 2004/05, 2005/06 and 2006/07 on 12 November 2004:

### Specific Training Grants for 2004/05, 2005/06 and 2006/07 by local authority

Aberdeen City	£225,000	Highland	£225,000
Aberdeenshire	£168,000	Inverclyde	£116,000
Angus	£116,000	Midlothian	£ 61,000
Argyll and Bute	£116,000	Moray	£ 61,000
Clackmannanshire	£ 61,000	North Ayrshire	£168,000
Dumfries and Galloway	£116,000	North Lanarkshire	£332,000
Dundee City	£168,000	Orkney Islands	£ 61,000
East Ayrshire	£116,000	Perthshire & Kinross	£116,000
East Dunbartonshire	£ 61,000	Renfrewshire	£168,000
East Lothian	£116,000	Scottish Borders	£116,000
East Renfrewshire	£ 61,000	Shetland Islands	£ 61,000
Edinburgh	£500,000	South Ayrshire	£116,000
Eilean Siar (Western Isles)	£ 61,000	South Lanarkshire	£281,000
Falkirk	£168,000	Stirling	£ 61,000
Fife	£332,000	West Dunbartonshire	£116,000
Glasgow	£940,000	West Lothian	£116,000

(Source: various sections of the Scottish Executive's Website)

## Glossary

**Business Learning Accounts** – Business Learning Accounts (BLAs) offer organisations with fewer than 50 employees financial support to implement training initiatives.

**Centres for Excellence** – The Scottish Executive has provided funding for six ‘centres for excellence’ whose role is to promote good practice in their particular field. These are the Criminal Justice Centre, the Dementia Services Development Centre, the Scottish Consortium for Learning Disability, Scottish Institute for Excellence in Social Work Education, Scottish Institute for Residential Childcare and Scottish Training on Drugs and Alcohol.

**Changing Children’s Services Fund** - The Changing Children’s Services Fund enables vulnerable children and young people to access mainstream services.

**Charitable Trusts** - Charitable Trusts are trusts created for the purpose of performing charity or providing social benefits. They may be a useful source of financial assistance, particularly for smaller voluntary organisations.

**Charities Aid Foundation** - Charities Aid Foundation (CAF) is a not-for-profit organisation committed to effective giving.

**Communities Scotland** – Communities Scotland aims to promote social justice and tackle exclusion through the delivery of sustainable community regeneration.

**European Structural Funding** - The European Structural Fund is used to support a wide range of projects, from developing poorer regions to supporting training initiatives.

**Frameworks** – The content of a Modern Apprenticeship is described as a ‘framework.’ Frameworks are developed by the relevant Sector Skills Council. The social care sector has a sector skills council called ‘Skills for Care.’

**Futurebuilders Scotland** - Futurebuilders Scotland is an £18 million fund managed by Communities Scotland. It is designed to support and stimulate voluntary and community organisations to create more jobs, offer better training opportunities and deliver services to help them become self-sufficient social enterprises with their own income.

**Grant Aided Expenditure** - The Scottish Executive provides funding for local authorities each year – this is known as Grant Aided Expenditure.

**Individual Learning Accounts** – Individual Learning Accounts focus on helping individuals with an income of less than £15,000 per annum, and as of April 2005 accounts can be created to apply for help towards achieving basic qualifications and ICT skills. Learners can claim up to £200 per annum to fund a course of their choice, or £100 towards an IT course.

**Local Enterprise Companies** - Local Enterprise Companies combine business development and training responsibilities and are part of Scottish Enterprise or Highlands and Islands Enterprise. They distribute funds for initiatives such as Skillseekers.

**Match Funding** – some bids require ‘match funding’ i.e. an equitable level of financial support from someone else. European bids often require ‘match funding.’

**MASCOT** – A database of Modern Apprenticeships. Visitors to MASCOT’s website ([www.mascot.uk.com](http://www.mascot.uk.com)) can obtain a list of SVQs which can be undertaken via the Modern Apprenticeship route.

**Modern Apprenticeships** – Initiative funded by Local Enterprise Companies to allow candidates to undertake SVQs at Level III or above.

**Return to Learn** – Adult Literacy courses delivered by the Workers’ Educational Association.

**Skillseekers** - Initiative funded by Local Enterprise Companies to allow young candidates (16-24 years of age) to undertake SVQ Level IIs.

**Social Care Association** – The Social Care Association promotes good practice within care organisations within the public, private and voluntary sectors.

**Social Work Fast Track Graduate Scheme** – A scheme to enable graduates to move quickly into Social Work.

**Scottish Community Foundation** – The Scottish Community Foundation grants are made to “help improve the quality of life and life chances for people in Scotland.”

**Scottish Executive Section 9 Funding** – Funding for voluntary organisations to education and train their workforce.

**Scottish Executive Section 10 Funding** – Funding for voluntary organisations to develop social work services and promote social welfare in Scotland.

**Scottish Enterprise** – Scottish Enterprise aims to support new and existing businesses and to help people gain the knowledge they need to undertake their jobs.

**Scottish Institute for Excellence in Social Work Education (SIESWE)** – A collaboration involving the nine universities which deliver Social Work courses in Scotland.

**Scottish Social Services Council** - The Scottish Social Services Council is responsible for raising standards in the Scottish social service workforce.

**Scottish Qualifications Authority** – The National body in Scotland responsible for the development, accreditation, assessment, and certification of qualifications other than degrees.

**Sector Skills Council** – Bodies led by employers which determine how a sector's workforce is to be developed to provide better services.

**Social Work Inspection Agency** – The Social Work Inspection Agency (SWIA) inspects and evaluates social work services nationally and provides professional social work advice to Scottish Ministers. Previously the 'Social Work Services Inspectorate.'

**Specific Training Grants** - The Specific Training Grant is funding used by local authorities to "increase the competence of staff working in the fields of community care, services to children and families, and social work management".

**Skills for Care** – The sector skills council for the social care sector.

**Training Organisation for Social Services (TOPPS)** - TOPPS is the employment-led body leading on education, training and workforce development strategy for social care, including social work. The Scottish Social Services Council has taken on most of this organisation's responsibilities in Scotland.

**Voluntary Sector Development Fund** – The Voluntary Sector Development Fund is administered by the Scottish Executive and is used to help voluntary organisations to develop their workforce.

**Workers' Educational Association Scotland** – The WEA provides information and help for adults who wish to continue learning.

## Useful Links

- Community Care Providers Scotland: <http://www.ccpscotland.org/>
  - Modern Apprenticeship Summary Database: <http://www.mascot.uk.com/>
  - Scottish Council for Voluntary Organisations: <http://www.scvo.org.uk>
  - Scottish Out of School Care Network: <http://www.soscn.org/>
  - Scottish Practice Learning Project: <http://www.splp.uk.com/>
  - Scottish Social Services Council: <http://www.sssc.uk.com>
  - Supporting People Enabling Unit: <http://www.ccpscotland.org/spunit/>
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- The Scottish Executive Voluntary Issues Unit provides a wide range of information on voluntary sector funding: <http://www.scotland.gov.uk/Topics/People/Voluntary-Issues>
  - The Scottish Executive also publishes 'A guide for the voluntary sector to Scottish Executive grants':  
<http://www.ccpscotland.org/workforceunit/links/documents/AGuidefortheVoluntarySectoroScottishExecutiveGrants200506.doc>
  - The 'Scottish Compact' has been developed to help voluntary organisations work effectively with the Scottish Executive:  
<http://www.scotland.gov.uk/library5/social/sccm.pdf>
  - Regular updates on funding issues can be found in Third Force News:  
[http://www.scvo.org.uk/scvo/NewsAndEvents/TFN\\_Home.aspx](http://www.scvo.org.uk/scvo/NewsAndEvents/TFN_Home.aspx) and TFe:  
<http://www.scvo.org.uk/scvo/NewsAndEvents/ThirdForceENews.aspx>
  - The Voluntary Sector Social Services Workforce Unit will keep you informed about the latest developments in funding via our newsletters, ebulletins and newsflashes, but for the up-to-date information on funding visit our website:  
<http://www.ccpscotland.org/workforceunit/> and check out the 'Information' tab at the top of the screen.

