

## **Education & Childrens Services Commissioning of Social Work C&F Services**

### **Service Brief Guidance & Supporting Questions**

- This Guidance should be read in conjunction with the Notes on the Grant Application Form
- Please complete a **separate** Grant Application form, including detailed cost breakdowns and answer the supporting questions below in relation to **each service brief** that you wish to apply for funding within.
- Joint funding bids in partnership with other organisations will be welcomed. Fife Voluntary Action will offer specific support to organisations considering this option,
- Your organisation should include a copy of your Constitution/Memorandum of Arts/SCIOs, annual report and equal opportunities policy. **If you have already provided these with your previous application for funding, you do not need to send these again and only provide updates where applicable.**
- Provision must be made of your most up-to-date accounts and for those accounts to be certified by an independent examiner/auditor. Accounts must clearly show Fife Council's previous contributions to the organisation. **As with the other documentation, if you have already provided these with your previous application for funding, you do not need to send these again and only provide updates where applicable.**
- If you are required to submit any of the information requested above e.g. Constitution, Accounts, Annual Report - You are only required to submit one set of copies and not one for each Service brief you are applying for funding within.

In addition to the grant application form please also answer the following supporting questions. Each answer should be no more than 200 words in length:

**Please State the Service Brief to which the following answers relate:**

1. Explain how your organisation manages workflow, prioritisation and turnover including details on the pathway into the service

2. Explain how your organisation measures performance and impact including details of the tools applied and evaluation systems

3. Explain the detail of your organisations record management systems and processes

4. Explain the approach and interventions applied to assess and respond to needs, vulnerability and risk, describing the core components of the service model

5. Explain how your organisations service will compliment and add value to existing services, detailing the key partners the service will engage with to achieve outcomes

6. Explain your organisations approach to workforce development and training including workload management and supervision