

Enhanced Family Support Services Grant Application FAQs

- 1. Does the social work role within the community organisations need to be the team leader of the support service?** – The manager of the enhanced family support service should be social work qualified and registered.
- 2. Can we use graphics and tables in our written responses?** – Yes.
- 3. In Section 1, Q1, it says: “Please list the support partners involved in this application with a brief summary of their main role in the proposal, and relevant experience”, but there isn’t a given word count. Please can you tell us what the word limit is per support partner** – 250 words- to provide a broad overview.
- 4. In Section 2, Lead Partner Aims & Activities, it asks for our “primary sources of funding”. Could you please confirm whether “primary sources of funding” refers to the Lead Partner’s current organisational funding streams and income sources, rather than funding anticipated through this EFSS programme?** – Yes – the lead partner primary funding sources excluding any potential EFSS funding.
- 5. Could you please clarify how the assessment process will operate in practice? Specifically, will individual application questions be mapped to particular assessment areas, or will applications be assessed holistically against all seven assessment areas and weightings?** – The assessment weighting will be applied holistically across all elements of the submitted application.
- 6. Will Partnership Agreements be finalised upon submitting EFSS grant applications?** – Once applications are submitted the Partnership Agreements are considered DRAFT. If successful they will then be finalised after the award has been accepted by the Lead Partner to include Grant Agreement, etc.
- 7. Could you please provide further information on the grant terms and conditions that will apply to successful applicants, including reporting requirements, performance monitoring expectations, and any data-sharing/information-governance requirements that funded partnerships will be expected to comply with?** – Successful partners will be sent an offer letter outlining T&Cs. While at this stage further details relating to

monitoring/measurement need to be agreed within the programme governance structures, the type of outcomes/impacts we would be looking at are outlined in Section 9.1 to 9.3 within the EFSS Grant Programme Guidance.

8. *The Partnership Agreement template refers to Schedule 1 (General Terms and Conditions) and Schedule 2 (Grant Agreement). Can the Department please provide these documents, or confirm when they will be made available to applicants?*

– Successful partners will be sent an offer letter outlining Term & Conditions. Once this has been signed and returned by the relevant personnel within the organisation, this document is then considered to be the Grant Agreement.

9. *Can the Department confirm whether Schedule 3 (Service Plan) should be developed by applicants and attached to the Partnership Agreement, or whether a prescribed Service Plan template will be issued?*

– The Service Plan should outline the services applicants propose to deliver through the EFSS partnership and how these will be delivered. Partnership agreements submitted with applications are draft agreements and, if funding is awarded, will be finalised to reflect the agreed Service Plan and any requirements set out in the offer letter. The partnership agreement template is provided for guidance only and does not need to be followed rigidly. Each partnership agreement and Service Plan should be tailored to the specific partnership, its proposed delivery model, and the needs identified by the relevant HSCTs and VCSE organisations during the application process. The Service Plan is also likely to reflect information already provided in response to relevant application form questions.

10. *I just wanted to clarify a point in the staff costs section; do we need to currently have a qualified social worker on staff or could this be a new role as part of the application?*

– Given the complex needs of the target families, the EFSS must be managed by a qualified and registered social worker. Where an application is successful, the EFSS Manager may be an existing member of staff within one of the partner organisations who is now being focused solely on the role of managing the service, or a new appointment recruited following the award of funding. In either case, the partnership must ensure that the individual is a qualified and registered social worker with the skills and experience required to manage a service of this nature. The Lead Partner will retain overall responsibility for the management of EFSS funding and for ensuring appropriate staff management and support arrangements are in place. Successful partnerships will be expected to demonstrate clear line management structures, processes, and support mechanisms for all staff involved in service delivery, including the EFSS Manager.

11. *We have declared interest in application as a partner organisation and are listed in the document however I would be grateful if you could clarify if we need to complete an application form if we are not applying to be a lead*

partner? – Partnership applications for each EFSS will be submitted by the Lead Partner on behalf of all the partners they have worked with to develop that application. Support partners do not need to submit separate application forms themselves. The application form which will be submitted by the Lead Partner includes questions around all the partners roles and their relevant experience. This will be further examined during assessment of the application. It is expected that all the partners noted within each partnership application will have been involved in the development of that application.

12. What level will the HSCT Social Worker be, that will work with the EFSS

Manager to agree the support needed to meet the family's needs? – The HSCT Social Worker will be a Senior Social Work practitioner at Band 7 level, working alongside the EFSS Manager to assess needs and agree the appropriate support required for each family.

13. Under 5.2 Funding period, it states, “The Funding will cover service provision between January 2027 and March 2029.” Does this include implementation time?

– Yes, this timeframe includes run in time for implementation with an expectation that every EFSS will be fully functional by April 2027.

14. Will there be a log of clarification questions published/circulated on a regular basis?

– Yes, these will be updated weekly.

15. For the Application Contact Details section, the guidance states that the contact should be a Company Director (recorded as such on Companies House). In our organisation, those recorded on Companies House are Trustees rather than operational Directors. Would it be acceptable for us to nominate a senior authorised member of the executive leadership team for this section, even if they are not listed as a Company Director on Companies House?

– The senior contact must be a member of the organisation's governing body (trustee or Board member) rather than an operational director. The governing body is responsible for the organisation's governance, accountability and strategic direction. As the eligibility criteria requires the Lead Partner organisation to be registered as a not-for-profit company with Companies House, the senior contact, as a member of the governing body, should be listed in the 'People' section of the Companies House register. Where a not-for-profit company also holds charitable status, members of the governing body may be referred to as trustees who also serve as company directors and will be listed in the 'People' section of the Companies House register.

16. In addition, for the Declaration & Signatories section, which specifies

Board/Committee Member, Trustee or Company Director, would a signature from a senior executive with delegated authority be acceptable, or would this need to be a Trustee/Board member?

– One of the signatories must be a member of the organisation's governing body (trustee or Board member) rather than an operational director. The governing body is responsible for the

organisation's governance, accountability and strategic direction. As the eligibility criteria requires the Lead Partner organisation to be registered as a not-for-profit company with Companies House, the signatory, as a member of the governing body, should be listed in the 'People' section of the Companies House register. Where a not-for-profit company also holds charitable status, members of the governing body may be referred to as trustees who also serve as company directors and will be listed in the 'People' section of the Companies House register.

17. Is there a cap on full cost recovery percentage? – Full cost recovery means obtaining funding for the full range of costs involved in delivering project. This includes:

- Costs that can be directly attributed to the project
- A fair and reasonable proportion of organisational overheads, such as management administration, professional fees, and other support functions that are necessary for the operation of the organisation as a whole.

18. Is there allowed to be a difference in full cost recovery percentages between partners in a partnership – There is no fixed percentage or cap on the level of the contribution to overhead costs that can be included by partners. However, there must be a clear rationale for the calculation method used to clearly demonstrate that the costs are proportionate, fair and reasonable. These costs will be further examined during the assessment process. While contributions towards overheads are eligible, applications should remain primarily focused on project delivery. We would not expect overhead costs to account for a disproportionately high proportion of the overall project budget, nor should they include costs that are unrelated to organisational activity, such as contributions to reserves or depreciation charges. In assessing applications, consideration will be given to project quality, cost-effectiveness, area-specific factors, and overall value for money (see Section 5.6 of the guidance). Sections 5.4 and 5.5 provide further information on eligible and ineligible costs and outline the types of expenditure we would generally expect to see included within project budgets.

19. What qualifies as a Full Time Equivalent? - Full-Time Equivalent (FTE) is a measure of staffing resource based on an organisation's standard full-time working hours. For example, if an organisation's standard full-time working week is 37.5 hours, an employee working 37.5 hours per week would be classed as **1.0 FTE**. An employee working 30 hours per week would be classed as **0.8 FTE** ($30 \div 37.5 = 0.8$). Part-time staff are expressed as a proportion of the organisation's full-time working week.

20. We understand that there will be multiple lots across the region, what is the maximum number of Lots that an organisation can bid for as a lead? Is there a maximum number of Lots that can be awarded to an organisation as the

lead? And are there any similar restrictions/criteria in terms of the number of Lots that you can be involved as a delivery partner? - As outlined in section 4.2 of the guidance:

Organisations may apply to act as the Lead Partner in more than one Gateway area. However, in assessing applications, consideration will be given to the organisation's capacity to effectively fulfil the Lead Partner role across multiple Gateway areas, as well as its suitability to lead within each area, taking account of the service expectations outlined in the Programme Guidance and the identified needs of the local area.

To promote fairness of opportunity and support shared learning across organisations within and between each HSCT area, the preference is for there to be more than one organisation appointed as Lead Partner within each HSCT area¹.

Organisations may participate as a Support Partner in more than one Gateway area, or act as a Lead Partner in one Gateway area² while also serving as a Support Partner in other Gateway areas in the HSCT area, provided that their proposed contribution aligns with the identified needs of each area.

¹ This is a reference to the Trust area as a whole.

² Each HSCT has 3 Gateway areas.