

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.