

Funding Application and Toolkit FAQs

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1. QUESTIONS ABOUT THE TOOLKIT

Is the self-assessment toolkit available to access now?

The toolkit can be accessed via the links on the HCPP and HTSI websites or simply click this link:

<https://form.jotform.com/241722257138354>

or scan the QR code.

The self-assessment toolkit and application process guidance documents are also available via the [HCPP](#) & [HTSI](#) links.



Can we complete the toolkit now and apply for funding in September?

The toolkit went live in June, so we would welcome early completion. It can be revisited for editing and updating at any time. It's actually a good idea to make a start before the funding goes live in September as it will give you a framework for the programme priorities.

Please remember it is a mandatory requirement for applying to the fund, however you can still complete it to measure your practice whether you intend to apply for the fund or not.

How long will it take to complete the self-assessment toolkit?

The toolkit should be considered a working, reflective document. It is a self-assessment measurement and development tool, therefore there isn't a completion deadline.

Initially, when completing the toolkit as part of your application – it is a snapshot of where you are currently. This allows you the chance to consider what your service or organisation needs, where the gaps are and what is a priority for development, for example, you might want to have a focus on Pillar 1, Placing children & families at the centre of service design, so this could be built into your workplan, and the self-assessment toolkit could be updated as and when you have additions to make.

I didn't receive the confirmation from JotForm after initial submission of the self-assessment form?

There could be 3 reasons which are:

1. Email has gone to your Spam/Junk folder- please check
2. If you have previously registered and created an account with Jotform prior to carrying out the WFWP Self-Assessment toolkit. The email that you used at that time will be where Jotform will send all correspondence.
3. Emails are being filtered by your company/organisation's email filters system. If you have an IT department, it would be worth investigating further, asking them to verify and get them to whitelist Jotforms IP addresses and domains. Link to their [whitelist of IP addresses and domains](#)

If none of these resolve the issue, email
highlandwholefamilywellbeing@highland.gov.uk

2. QUESTIONS ABOUT THE FUND & APPLICATION PROCESS

How do we know if the fund is for us?

The Whole Family Wellbeing Programme (WFWP) fund focuses on transforming how services are delivered to Children, Young People and Families in Highland, with an emphasis on early intervention and holistic support. The overarching goal is to ensure that families receive the right support at the right time for as long as they need it, promoting positive outcomes for all family members, by addressing inequality and poverty.

Does Element 1 funding have to be spent by a specific date?

Element 1 small grant funding does not have a specific timetable for delivery; however, we would require that activity relating to your application will have started by March 2025. We would encourage applications that have strong evidence of sustainability, so multi-year activities would be encouraged wherever possible.

When can we apply for Element 2 funding?

Element 2 funding will be a rolling fund available to Community Partnerships through the Local Partnership Network Groups (LPNG), so there is no opening and closing date in relation to Element 2.

By October, LPNGs will be established and beginning to review applications to Element 1 as well as considering opportunities in relation to Element 2.

Can an organisation be a partner in multiple applications?

Yes, we encourage collaboration and sustainability.

Can you define smaller third sector organisations?

We don't have a specific definition. We're looking for evidence of equal collaboration within the application. Any organisation may be the lead applicant on behalf of a collaboration.

Could you explain what you mean by data evidence of need?

Data can be from a range of sources e.g. national trends, population data, or it can be local consultation outcomes and expressed need. It can be quantitative e.g. number of people using a service, number on waiting list or it can be qualitative, such as survey results highlighting family voice.

Will WFWP data be shared with local organisations to assist with further funding applications, to evidence need etc?

We would expect any organisations to use their data and local community intelligence around family need to inspire any applications.

We will use collective data gathered around LPNGs to gain further locality insight. The LPNG will decide how they disseminate information and data about any activity being delivered via their work, to the community partnerships.

How do we know what other organisations might be submitting similar applications?

This will become apparent when HTSI and the Team monitor receipt of applications. Where duplication exists HTSI will reach out and explore opportunities for joined up approaches.

Can this fund be used to build capacity for the support we are currently providing?

The WFWP fund is not a replacement fund, so applications need to show new and innovative ways of supporting families in line with the Pillars and Principles. Our allocation letter from Scottish Government specifically details that we cannot fund business as usual or replace funding already in the system, for example, replacing the existing funding of posts or services that support families.

What size of organisation should be applying for the fund?

Any size of organisation providing services to families in a local area, or multiple areas can apply. Smaller organisations could collaborate with partners to apply for a larger amount if they can evidence that this collaborative work can offer a wider resource by joining up.

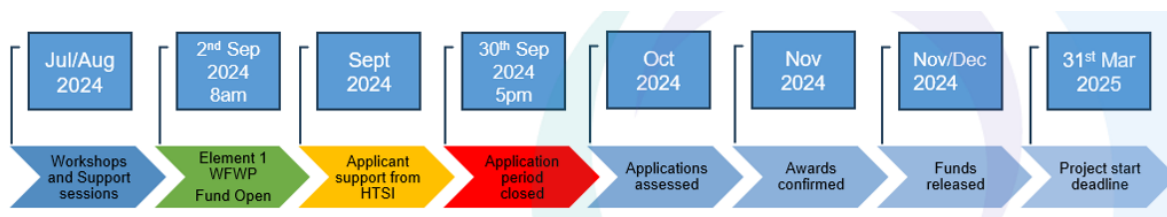
3. QUESTIONS ABOUT THE LOCAL PARTNERSHIP NETWORK GROUPS

How do I become involved with the Local Partnership Network Group?

If you're interested in being involved with the LPNG, email your Locality Coordinator or contact the team email outlining why you would like to be involved and what you anticipate being able to bring to the group. Contact details are listed in section 5.

4. QUESTIONS ABOUT THE TIMELINE

What's the timeline for Element 1 of the funding?



5. LOCAL CONTACTS

Who is the WFWP contact for my area?

The Team email is monitored regularly – contact us at highlandwholefamilywellbeing@highland.gov.uk

Whole Family Wellbeing Locality Coordinators by area:

Badenoch & Strathspey	melissa.macdonald2@highland.gov.uk
Caithness	ann.gillies3@highland.gov.uk
Easter Ross	hayley.graham@highland.gov.uk
Inverness	Sandra.brown@highland.gov.uk & melissa.macdonald2@highland.gov.uk
Lochaber	Cairine.maciver@highland.gov.uk
Mid-Ross	ann.gillies3@highland.gov.uk
Nairn & Nairnshire	Sandra.brown@highland.gov.uk
Skye, Lochalsh & Wester Ross	maggie.hume@highland.gov.uk
Sutherland	Hayley.graham@highland.gov.uk

If you receive an out of office, contact the Team email and a Colleague will respond.

6. FURTHER READING AND LINKS

The **Routemap** was developed to deliver the Vision and Principles of Holistic Whole Family Support: [ScottishGovernment's Route-map and National Principles of Holistic Whole Family Support](#)

Best Start, Bright Futures sets out how we will work together to deliver on Scotland's national mission to tackle child poverty.

[Executive Summary- Best Start, Bright Futures: tackling child poverty delivery plan 2022 to 2026- gov.scot \(www.gov.scot\)](#)

The **Promise Plan 2024-30** and website have been developed by building on the progress made so far with The Promise 2021-24 Plan

What must change? [Plan 24-30 \(thepromise.scot\)](#)

The Plan 24-30 website [www.plan2430.scot](#)

HTSI – Whole Family Wellbeing Page which details further information about the application process and has a link to the Toolkit and who to contact in the team for support- [Highland Whole Family Wellbeing Programme \(highlandtsi.org.uk\)](#)

HCPP Whole Family Wellbeing page. This page also includes links to our funding strategy, self-assessment toolkit and guidance about the application process. [Whole Family Wellbeing- Highland Community Planning Partnership \(highlandcpp.org.uk\)](#)

August 2024 Dates and links for the drop-in session

DATE	ACTIVITY	LINK
Tuesday 6 th August 12.30 – 14.00	Drop-in Support Session Whole Family Wellbeing Team	Teams Link
Thursday 8 th August 17.30 – 19.00	New Drop-in Support Session Whole Family Wellbeing Team	Teams Link
Wednesday 14 th August 12.30 – 14.00	Drop-in Support Session Whole Family Wellbeing Team	Teams Link
Thursday 22 nd August 12.30 – 14.00	Drop-in Support Session Whole Family Wellbeing Team	Teams Link
Monday 26 th August 17.30 – 19.00	New Drop-in Support Session Whole Family Wellbeing Team	Teams Link
Tuesday 27 th August 12.30 – 14.00	Drop-in Support Session Whole Family Wellbeing Team	Teams Link

Link to recording of the Workshop: <https://youtu.be/5MBJm3zccko> (26 minutes)