

## Addiction and Recovery COVID-19 Response Fund: FAQs

### 1. What is the purpose of the response fund?

Voluntary, Community and Social Enterprise (VCSE) organisations have been at the forefront of supporting people during the COVID-19 crisis. The fund will support additional or adapted drug and/or alcohol support necessitated by the crisis – for service users or family members already supported, or for those not yet accessing drug/alcohol treatment.

### 2. Which organisations can apply?

Organisations do not need to be associated with Collective Voice in any way. They must:

- A. Be based in England
- B. Be one of the following:
  - Registered charity
  - Community Interest Company with asset lock
  - Other social enterprise

(Please note if your organisation is a social enterprise (including CICs) you must submit articles of association to demonstrate that all profits and surpluses are reinvested into the organisation.)

- C. Have an annual turnover of £2m or less.
- D. Currently deliver drug and/or alcohol-related support/projects.

### 3. What type of work can be funded?

The proposed activity must be in line with the organisation's stated organisational purpose.

The funding cannot be used for the purchase or development of any fixed assets. Capital spend of up to £5,000 on electronic equipment such as computers, phones or tablets to support the delivery of additional or adapted drug and/or alcohol support necessitated by the COVID-19 crisis is permitted. Personal protective equipment (PPE) is not a fixed asset; spend on PPE is therefore not limited.

It must be used to fund additional or adapted drug and/or alcohol support necessitated by the COVID-19 crisis and could therefore cover the following types of activity (please note this list is illustrative and not exhaustive)

- Additional or adapted support for those in recovery (including young people) which may include: keyworking, including the delivery of psychosocial interventions; harm reduction advice; mutual aid; remote/digital support; peer support including befriending and buddying; and other critical support where appropriate
- Outreach efforts to engage local people not in treatment including street drinkers, those sleeping rough, those experiencing domestic violence in combination with substance misuse, young people at risk of exploitation and/or involvement in county lines
- Work to build an understanding of how people with drug and/or alcohol problems have been affected by COVID-19 in order to better understand support needs
- Additional or adapted support for family members/carers of people with drug and/or alcohol problems, including children affected by parental use
- Electronic equipment such as computers, phones or tablets for non-furloughed staff to enable remote support work (up to a maximum of £5,000) or personal protective equipment (PPE) to enable safe working in compliance with COVID-19 guidelines (no limit).

The application form allows applicants to make clear if there are specific local populations of people the work will support.

Organisations must not be in receipt of funding from any other source for the activities this funding will support (i.e. any other government COVID-19 related relief, grant, intervention or other measure which results in the receiving of more than one benefit/relief for the same work).

#### **4. What are the timescales for spending the grant?**

The funding can be used to fund any support delivered between 1 April and 31 October 2020.

#### **5. Where have the funds come from?**

The government has made available £750m to support VCSE organisations during the COVID-19 crisis. The funds are drawn from this package (held by the Department for Digital, Culture, Media and Sport, DCMS) and supplemented by the Department of Health and Social Care (DHSC).

**6. What is the total amount of funding available?**

£322,035. We understand that COVID-19 has increased and/or changed the support needs of many people and that therefore the fund is likely to be popular and receive many applications. Please therefore be aware that not all bids will be funded.

**7. How much funding can I apply for?**

Between £5,000 and £25,000.

**8. If successful will my organisation be guaranteed the whole amount requested?**

No. We reserve the right to make a small amount of awards below the amount applied for.

**9. What's the timeline for the application process?**

- The fund was launched on Wednesday 8 July 2020.
- The deadline for applications is 11:59pm on Wednesday 22 July 2020.
- Successful applicants will be notified by Monday 10 August 2020.
- Funds must be spent by 31 October 2020 but can be used to fund work dating back to 1 April 2020.

**10. How do I apply?**

You must:

- A. Complete an application form
- B. Submit
  - Your most recent full accounts (audited or independently examined)
  - Bank statement from the last three months
  - Articles of association (for Social enterprises (including CICs) only; to demonstrate that all profits and surpluses are reinvested into the organisation)

The application form, the accounts and the bank statement should be submitted in word format (.doc or .docx) by email to: Emily Giles, Addiction and Recovery COVID-19 Response Fund coordinator, [emily@collectivevoice.onmicrosoft.com](mailto:emily@collectivevoice.onmicrosoft.com)

**11. Will I need to provide monitoring and evaluation details of services delivered?**

Yes. You will need to complete a simple monthly report capturing top-line activity and spend information on the work and the amount of people supported. This will be distributed by Collective Voice

Collective Voice will carry out a light-touch evaluation to capture learning from the process within one month of the funding ending. Successful applicants will be invited

to submit a guest blog or selection of photos of the funded work for Collective Voice and may be contacted by the DHSC or DCMS to act as a case study.

#### **12. How will decisions be made?**

Applications will first be blind assessed against the set of priorities below, with successful applications then being considered by a panel made up of Oliver Standing (Collective Voice Director), Sunny Dhadley FRSA (Social Entrepreneur and Expert by Experience), a Community Foundation Programme Director and a representative of DHSC.

#### **13. What priorities will guide the assessment of the applications?**

Priorities which will guide the assessment of the applications will be:

- A. Overall quality of the application
- B. Demonstration of meeting unmet COVID-19 related need
- C. Value for money
- D. Lived experience informing and shaping the proposed work and its delivery

#### **14. What happens if I'm unsuccessful?**

You will be notified by 11.8.20. It is likely we will receive a high volume of applications and therefore be unable to fund all the projects we would like to. We appreciate this may be disappointing news. Unfortunately, we are not able to offer feedback on unsuccessful applications. The decision of the panel will be final and may not be challenged.

#### **15. What happens if I'm successful?**

Congratulations! You'll receive a confirmation email and a grant agreement to be signed and returned electronically. We will then issue the grant to the bank account nominated and evidenced in your application.

#### **16. What should I do if I have any questions?**

Collective Voice is made up of a small team. Please read all the supporting documents thoroughly before contacting us. If you feel you do need more information please email Emily Giles, Addiction and Recovery COVID-19 Response Fund coordinator, [emily@collectivevoice.onmicrosoft.com](mailto:emily@collectivevoice.onmicrosoft.com). Please note this mailbox is not monitored all working hours Mon-Fri but we'll endeavour to get back to you as soon as possible.