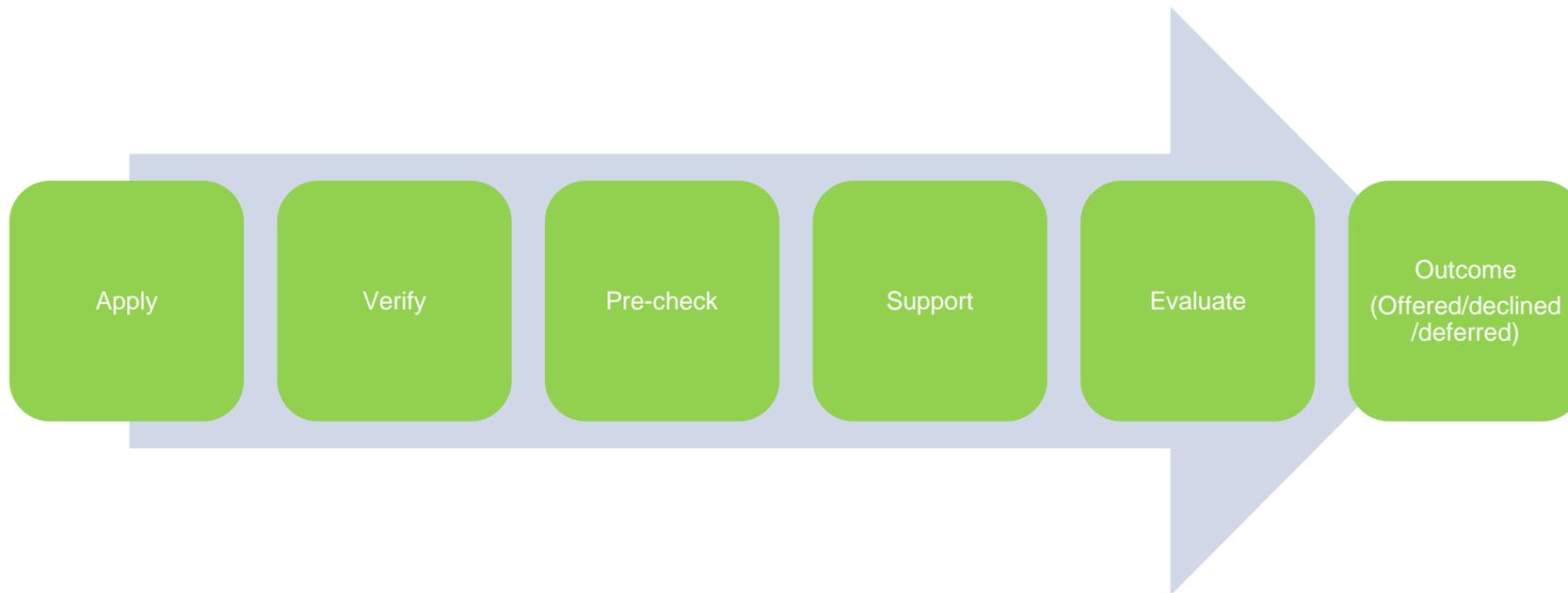


## Appendix 1 – The Evaluation Framework

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The plan submitted in all application forms will be evaluated by ILF Scotland and follow the process as identified below:



On receipt of an application to the ILF Transition Fund, the application will initially be logged, confirming date of receipt.

ILF Scotland will then verify the identity of the applicant, and confirm that all eligibility criteria are met. This will be done using: National Insurance numbers; a letter of confirmation of impairment from a professional support worker; social worker; teacher or careers advisor; input from clinical staff who may be working with the individual; and/or through evidence of receipt of DLA or PIP.

Once the verification process is complete, we will proceed to pre-check the application. At this stage, we will confirm that the application form has been fully completed, and that we have all of the information we need to allow us to evaluate the application. If necessary we may make contact with applicants at this stage to seek clarification or additional information that we feel is necessary ( e.g. to allow us to fully understand the plan as detailed in the application).

There are 3 outcomes of the verification and pre-check stages:

1. The applicant is not eligible to apply and is informed of this;
2. An application is able to proceed to full evaluation;
3. Further information is required from the applicant to confirm eligibility, identity and/or to seek information/clarification.

If further information or clarification is required, this will instigate communication with the applicant, either by telephone call, email or, if deemed necessary by ILF Scotland, a visit. The aim of this support is to collate any missing information required to develop a clear understanding of what the individual is trying to achieve. Note that we will not offer support to write an application form for an individual, but will facilitate the process of the person articulating their own goals and developing their own plan to achieve them. In

evaluating the applicant's involvement in the development of their plan, ILF Scotland will have full regard to the support that a person might need from a where the applicant lacks capacity, as in line with the policy intention of TF06.

Once we are satisfied that we have the necessary information, applications will be evaluated using a '**success rating model**'. The 'success rating model' asks eight questions in total, with each rated from 1-5 (with 5 being the highest rating). Each of the eight questions will be rated on the strength of evidence provided in the application form (see table below).

Questions 1 - 4 relate to the probable impact the plan will have on the applicant's life, and are used to generate an **impact score**.

Questions 5 – 8 relate to the likely effectiveness of the plan at delivering this impact, and generate an **effectiveness score**.

Please note that, in order for ILF Scotland to prioritise plans which are led by the individual and enable them to achieve community presence, additional weighting is applied to questions one and two.

The impact score and effectiveness score are then multiplied together to get an 'overall success rating':

$$\text{Impact Score (1-5)} \times \text{Effectiveness Score (1-5)} = \text{Overall Success Rating (1-25)}$$

Applications will be ranked in order of overall success rating and will be prioritised for funding on this basis. Funding will be offered to the highest scoring applications within the resources available to ILF Scotland. There will be a processing window during which ILF Scotland will determine the total amount requested across all received applications to decide on the number of offers which can

be made (using the highest scoring first approach). Until all applications are processed, an individual will experience a time delay before it is possible to notify them of the outcome

Throughout the application evaluation process, ILF Scotland staff will consider the following:

- a. Does the application meet all the criteria detailed in the evaluation framework (below)?
- b. How strong is the evidence provided in relation to each of the eight criteria?
- c. Criteria 1-4 will be used to evaluate the likely impact or benefit that the plan could make.
- d. Criteria 5-8 will consider the planning and the likelihood that the plan can be put into action to bring about the benefit.
- e. An overall weighting will be given to each application.
- f. Those applications which evidence a high benefit and a strong plan will be prioritised for funding.
- g. Some applicants may be contacted by an ILF Caseworker or Assessor for further information or clarity.
- h. Unsuccessful applicants will be notified of the reason why their application was unsuccessful.
- i. In the evaluation framework below an example is provided under each criterion of the kind of evidence that will be sought in the evaluation of applications by ILF Scotland.
- j. There is an option to score any criteria as a zero (0) which in effect will stop the evaluation process and potentially decline the application. Some of the likely scenarios for this are that: the plan is not led by the individual; there is no impact or difference identified; the identified support should be provided by another service or organisation; the costs are not representative of what is being requested; or there are risks identified without thought to how those risks will be managed.
- k. The fund available from which grants can be paid is fixed. Once all applications are processed and the successful ones identified, the overall financial demand on the available fund will be known. At this point the Senior Management Team at ILF

Scotland will be able to understand if all successful applications can be funded or if a further sift is required. If required, this sift will involve allocating funding with priority given to those applicants who have scored highest in the evaluation process.

## Evaluation Framework

Those applicants/recipients who lack capacity, or who need additional support, are able to apply to the ILF Transition Fund on an equal basis with others. ILF Scotland would offer support to any person lacking capacity and those requiring support, who have no other identified source of support, to complete an application..A support visit will be instigated, if on first evaluation it is apparent that the person lacks capacity and has had limited support to make the application.

## Impact Questions

<p><b>1. An outcome or goal must be identified in the plan, and must be fully centred on, or determined by, the young person</b></p>	<p><b>Strong Evidence (5-4)</b> Plan clearly demonstrates significant involvement of the young person and/or is fully centred on the young person. e.g. is part of any future planning or person centred planning</p>	<p><b>Less strong (3)</b></p>	<p><b>Weak (2-1)</b> Plan shows little evidence of involvement of the applicant or their supporting adult  Or  Plan is service-led.</p>	<p><b>Zero (0)</b> The plan appears to be written on behalf of the applicant and suggests what would be good for them. It is not clear that the person has been involved at any point in the development of their plan (Further</p>
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	undertaken with the young person.			information is required.
<b>Insert your score and reason on this line.</b>				
<b>2. The outcome or goal must be clearly and directly linked to promoting the young person's participation or presence or inclusion in a community setting.</b>	<b>Strong Evidence (5-4)</b> The plan will alleviate isolation in the community and promote inclusion.	<b>Less strong (3)</b>	<b>Weak (2-1)</b> The plan provides little information on how it would support the applicant to be active in a community setting. It has to be inferred from the goal how the grant will be spent , and on whether the individual will be active and	<b>Zero (0)</b> It cannot be inferred from plan what the outcome is or how it might enable the applicant to be active and included in a community setting. Further information is required.

			participating in their community.	
<b>Insert your score and reason on this line.</b>				
<b>3. The benefit the young person anticipates the grant will make must be clearly outlined.</b>	<b>Strong evidence (5-4)</b> Plan, in whatever form it may be presented, is SMART (Specific, Measurable, Achievable, Realistic, Timely).	<b>Less strong (3)</b>	<b>Weak (2-1)</b> Plan is lacking both in terms of specifics as to what the grant will be used for and the intended time frames.  It is difficult to establish a link between the plan and the intended outcome.	<b>Zero (0)</b> There is no evidence that the grant would provide a step change in the applicant's ability to live more independently and achieve outcomes linked to being more active and participating in their community. Further information is

				required.
<b>Insert your score and reason on this line.</b>				
<b>4. Applicants must be in receipt of no or little formal support from Social Work Services (SWS) under options 1-4 of the Social Care (Self-directed Support) (Scotland) Act 2013.</b>	<b>Strong Evidence (5-4)</b> There is evidence that no SWS support is in place following a SW assessment.	<b>Less strong (3)</b>	<b>Weak (2-1)</b> No SWS has been requested although the applicants disability appears significant.	<b>Zero (0)</b> Applicant has high levels of SWS support providing a comprehensive support package. Further information is required before proceeding.
<b>Insert your score and</b>				

reason on this line.				
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**Effectiveness Questions**

<b>5. The plan has clear costs identified to deliver it, and evidences value for money.</b>	<b>Strong evidence (5-4)</b> The plan is clearly costed and/or includes quotations for the purchase of any goods or services. The initial cost of implementing the	<b>Less strong (3)</b>	<b>Weak (2-1)</b> Cost is disproportionate to any benefit likely to be achieved for the applicant.	<b>Zero (0)</b> No indication of costing is provided. The presented costs bear no relation to the intended purchases. The costs could be seen as a
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	plan is outweighed by the long-term benefits for the applicant and may reduce need for future statutory intervention or supports.			means to obtain public funds by another route . Further information is required.
<b>Insert your score and reason on this line.</b>				
<b>6. The plan has considered how the benefit from the grant will be maintained at the end of the grant period.</b>	<b>Strong evidence (5-4)</b> The award applied for forms part of a larger transitional plan for the applicant with identifiable 'next steps'.	<b>Less strong (3)</b>	<b>Weak (2-1)</b> There is little consideration of on-going development or maintenance of the positive impact of the grant.	<b>Zero (0)</b> There is no consideration of how the proposed positive impacts will be sustained , and the grant might be considered as a 'stop-gap' for other services.

				Further information is required.
<b>Insert your score and reason on this line.</b>				
<b>7. The plan does not create any circumstances which may cause physical emotional material harm or abuse.</b>	<b>Strong evidence (5-4)</b> The plan is consistent with safeguarding the interests of the applicant from harm or abuse.	<b>Less strong (3)</b>	<b>Weak (2-1)</b> There are concerns that the plan may create circumstances which could give rise to harm, abuse or be otherwise detrimental to the applicant.	<b>Zero (0)</b> It is evident in the evaluation process that there are significant unidentified risks associated with the proposed plan. Or there are identified risks

				<p>which are not managed. set in the context of what the individual is trying to achieve. Further information is required.</p>
<p><b>Insert your score and reason on this line.</b></p>				
<p><b>8. There is evidence that no other agencies or sources of funding will support this request.</b></p>	<p><b>Strong evidence (5-4)</b> Applicant does not meet eligibility criteria for existing services.</p>	<p><b>Less strong (3)</b></p>	<p><b>Weak (2-1)</b> Plan is designed to meet critical or substantial social care need. Other sources of</p>	<p><b>Zero (0)</b> Another statutory service or support organisation which would normally provide</p>

			funding have been offered.	this type of support has not been approached. Consider signposting.
<b>Insert your score and reason on this line.</b>				