

Eligibility Criteria – TF01

Owner: ILF Scotland

Subject: Eligibility Criteria

Version: 2.0

Date Created: 14th December 2017

Date Amended: 5th November 2018

Next Review: March 2021

Background

ILF Transition Fund is a discretionary fund designed to promote participation and inclusion for young disabled people who receive little or no support from social work services. There is no entitlement to funding from the ILF Transition Fund. ILF Transition Fund grants will be awarded based on the professional judgement of ILF Scotland staff and against the compatibility of applications with the overall aims of the Fund. However, ILF Scotland aim to be open, fair and transparent in all decisions and in the allocation of funding. The eligibility and evaluation criteria below outlines how decisions will be made about the allocation of the Fund.

Stage 1 – Eligibility

In order to be eligible to apply to the ILF Transition Fund, the following criteria must be met:

1. Applicants must be aged between 16 and 25. Applications can be made at the age of 15, however, successful applicants will only receive funding on reaching 16 years of age. Applications must be received by ILF Scotland before the applicant's 26th birthday.
2. Applicants must be lawfully resident and present in Scotland. Please see Policy TF03, Residence and Presence, for further details.

3. Applicants must be able to provide evidence of disability or impairment in line with the Equality Act 2010.

Evidence of disability will, for the purpose of this application, consist of any of the following:

- a. Applicant is in receipt of any rate of any component of Disability Living Allowance/Personal Independence Payment.

OR

- b. Application is endorsed through the professional judgement of any of the following:
 - Qualified and professionally registered teacher or lecturer;
 - Professionally registered Health Professional employed in the Scottish Public Sector;
 - Professionally registered Social Worker or Occupational Therapist employed in the Scottish Public Sector;
 - Voluntary sector organisation registered with the Office of the Scottish Charity Regulator (OSCR);
 - A Careers Advisor employed by Skills Development Scotland.

The endorsing professional must be currently involved in a professional capacity with the applicant or have had professional involvement in the last four years.

4. Applicants must not have access to capital in excess of £27,250.

Applicants who meet the above eligibility criteria are eligible to apply to the ILF Transition Fund.

Stage 2 – Evaluation

All applicants will be required to outline a plan within their application. Each application to the ILF Transition Fund will be evaluated by ILF Scotland to consider the strength of evidence provided which demonstrates that the eight criteria outlined below are met. To be successful submitted applications must meet each of the eight evaluation criteria. ILF Scotland will seek to provide grants to those applicants who provide clear evidence of a costed plan that is likely to achieve the outcomes or goals identified by the young person. Priority will be given to outcomes or goals likely to have a strong, positive benefit on the young person's life and their presence or participation in their community. Applications will be evaluated on both the impact of the grant and the ability of the plan to achieve it. Unsuccessful applicants will be notified as to the reason their application failed.

The eight evaluation criteria are:

1. Applicants must be in receipt of little or no formal support from Social Work Services under options 1-4 of the Social Care, (Self-directed Support) (Scotland) Act 2013. An evaluation will be made by ILF Scotland of the support in place relative to the impact of the impairment declared. Applicants who are not eligible for support from Social Work Services but who are eligible for the ILF Transition Fund will be prioritised.
2. An outcome or goal must be identified in the plan, and must be fully centred on, or determined by, the young person. See accompanying ILF Transition Fund Glossary of Terms on what is meant by outcome and goal.
3. The outcome or goal must be clearly and directly linked to promoting the young person's participation, presence or inclusion in their community.
4. The benefit that the young person anticipates the grant will make must be clearly outlined.

5. The plan has clearly identified costs set out to deliver it, and evidences value for money.
6. The plan is very clear about how the benefit from the grant will be maintained at the end of the grant period.
7. The plan does not create any circumstances which may cause physical, emotional, financial or material harm or loss.
8. There is evidence that no other agencies or sources of funding will support this request.

Support to submit an application

Applicants requiring support to complete an application are expected to seek support from a professional, family member or friend who knows them well, and is currently involved with them. ILF Scotland aims to support only those applicants who require assistance to complete an application but who have no support. Those who require support may contact ILF Scotland and request assistance with their application. Potential applicants will be screened for eligibility before being signposted to a source of local support, or, in exceptional circumstances, being considered for direct support from ILF Scotland. Any support offered by ILF Scotland will be tailored to meet the specific needs of the individual applicant, taking into consideration requirements in relation to issues such as accessibility, language and communication.

ILF Scotland staff can offer support only to facilitate the submission of an application. The application must remain person led and determined by the applicant. ILF Scotland staff may provide guidance or advice, but will primarily only facilitate an application which represents the needs and wishes of the applicant.

Following submission

On submission to ILF Scotland, all applications will be screened for eligibility and ILF Scotland will then commence the evaluation process. Applications will be considered complete unless ILF Scotland identify a need for further information or clarification. ILF Scotland may contact applicants to seek this information and clarification, and once received the application will be considered complete.

All completed applications will be evaluated using the same evaluation framework. The evaluation framework is available in Appendix 1.

Re-applications

1. Successful Applicants

a. Successful applicants may re-apply to the ILF Transition Fund at the end of their grant period. However, depending on demand, first time applicants may receive greater priority.

2. Unsuccessful Applicants

a. Applicants will be informed as to why their application was unsuccessful and will be notified as to the process for requesting a review of this decision, (see policy TF11). They will also be offered the opportunity to make a complaint (see the ILF Scotland Complaints Procedure).

b. Unsuccessful applicants who continue to meet the eligibility criteria may re-apply. ILF Scotland may, with the applicant's permission, retain relevant information in relation to the eligibility criteria for a defined period pending reapplication. Please see Policy TF13 Data Protection.