

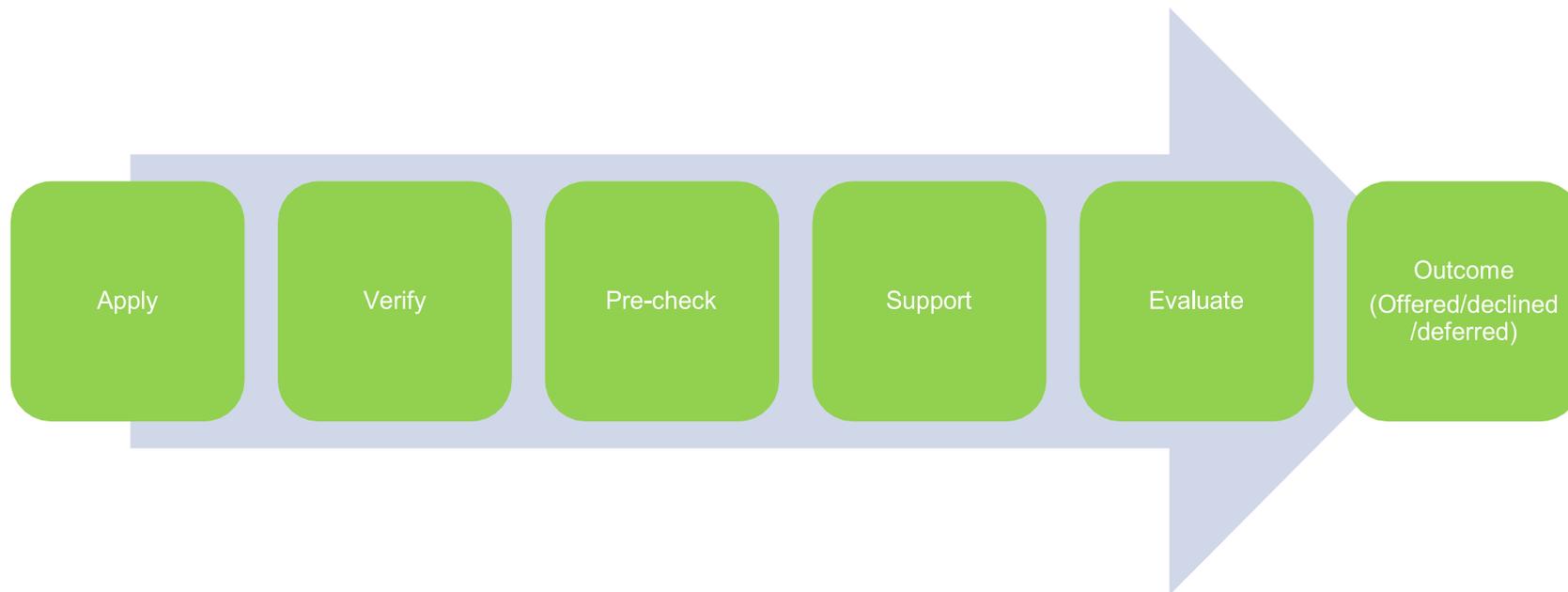
Date Created: 19 December 2017

Date Reviewed: 29 March 2021

Next Review: 31 March 2022

Appendix 1 – The Evaluation Framework

ILF Scotland will evaluate all application forms and will follow this process below.



On receipt of an application to the ILF Transition Fund, ILF Scotland will log the application and confirm the date of receipt.

ILF Scotland will then verify the identity of the applicant and confirm that the application meets all eligibility criteria. We will do this through evidence of National Insurance number and receipt of DLA or PIP. If applicants do not receive this, they can provide a letter of confirmation of their disability or impairment from someone who knows them well and have been in contact during the last 12 months. This could be a professional support worker / social worker / teacher or careers advisor or healthcare staff. (Please see Policy TF01)

Once ILF Scotland completes the verification process, it will check that it contains all of the information needed to evaluate the application. We will contact applicants to seek clarification or additional, necessary, information if we need it.

There are three outcomes of these stages:

1. An application is able to proceed to full evaluation.
2. The applicant is not eligible to apply – ILF Scotland will advise the applicant of this.
3. ILF Scotland needs further information / clarification from the applicant to confirm eligibility or identity.

If we need further information / clarification we will contact the applicant by telephone, email or, if necessary, by a visit. The aim of this is to gather any missing information we need to develop a clear understanding of what the applicant would like to achieve. We would like all applicants to be fully involved in developing their plan and while we cannot offer support to write an application form, we are able to help the applicant to articulate their personal goals/outcomes and how they might develop their plan to achieve these.

ILF Scotland will have full regard to the support that a person might need where the applicant lacks capacity, in line with the policy intention of TF06.

Once ILF Scotland has the necessary information, it will evaluate applications using a '**success rating model**'. This model asks eight questions, each rated from 1-5 (with 5 being the highest rating). ILF Scotland will rate each of the eight questions 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**.

ILF Scotland will apply additional weighting to questions one and two to allow it to prioritise applications where the young person is clearly leading the application.

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

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

ILF Scotland will rank applications in order of overall success rating and will prioritise funding on this basis. ILF Scotland will offer funding to the highest scoring applications within the resources available to it. ILF Scotland will manage the funding available for distribution depending on the number of applications and the amount of grant requested within a given period according to the grant budget it has available. This process may result in a delay in communicating the outcome of the application but we will do everything we can to minimise this.

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. What is the likely impact or benefit that the plan could have?
- d. How likely is it that the planning can be put into action to bring about the benefit.
- e. The overall weighting for each application.
- f. Is it prioritising funding for those applications that evidence a high benefit and a strong plan?

- g. Is there any further information or clarity needed? We have provided some examples in the table below of the evidence we might need to help us to evaluate applications.

Applications to the Transition Fund will not be successful if they score zero (0) against any of the application criteria. Examples of this include:

- the applicant has clearly not been responsible for leading the plan;
- there are no clear benefits to the funding;
- the responsibility for funding the requested support should be provided by another service or organisation;
- the amount applied for does not represent the value of the item or service requested; or
- there are risks identified without thought to how those risks will be managed.

ILF Scotland agrees the funding with Scottish Government and the budget will remain constant throughout each financial year. ILF Scotland will manage the Fund via monthly reviews, which will evaluate the sum of applications received versus the amount of grant available and will prioritise payment in accordance with the priority it attaches to each application, as detailed in the Evaluation Framework.

Impact Questions

1. An outcome or goal must be identified in the plan, and must be fully centred on, or determined by, the young person	Strong Evidence (5-4) 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	Less strong (3) Unclear that the young person has been fully involved in the application process, but plan is essentially person centred and appropriate to the young person's situation and reported needs.	Weak (2-1) Plan shows little evidence of involvement of the applicant or their supporting adult Or Plan is service-led.	Zero (0) 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 information is
Insert your score and reason on this line.				

<p>2. The outcome or goal must be clearly and directly linked to promoting the young person's participation, presence or inclusion in a community</p>	<p>Strong Evidence (5-4)</p> <p>The plan will alleviate isolation in the community and promote inclusion.</p>	<p>Less strong (3)</p> <p>The funding request is not wholly focused on the chosen outcome/ the outcome is not wholly focused on community engagement or presence / the requested funding appears to be for preparation for</p>	<p>Weak (2-1)</p> <p>The plan provides little information on how it would support the applicant to be active or present 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</p>	<p>Zero (0)</p> <p>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</p>
<p>Insert your score and reason on this line.</p>				

<p>3. The benefit the young person anticipates the grant will make must be clearly outlined.</p>	<p>Strong evidence (5-4)</p> <p>Plan, in whatever form it may be presented, is SMART (Specific, Measurable, Achievable, Realistic, Timely).</p>	<p>Less strong (3)</p> <p>The plan lacks clarity about how the requested funds will be used to contribute to the chosen outcomes but a link can be seen and the plan is achievable within the parameters of the fund.</p>	<p>Weak (2-1)</p> <p>Plan is lacking in terms of being specifics about both what the grant will be used for and the intended time frames.</p> <p>It is difficult to establish a link between the plan and the intended</p>	<p>Zero (0)</p> <p>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 present, active and participating in their community.</p> <p>Further information is</p>
<p>Insert your score and reason on this line.</p>				

4. Applicants must be in receipt of no or little formal support from Social Work Services (SWS) under options 1-4 of the Social	Strong Evidence (5-4) There is evidence that no SWS support is in place following a SW assessment.	Less strong (3) Some SWS support is in place but in ILF Scotland's judgement this is a low level of support relative to the applicants impairment and/or the SWS support would not enable the applicant to achieve their specified outcome	Weak (2-1) No SWS assessment has been requested although the applicants is significantly disabled. Consider SWS referral/signposting .	Zero (0) Applicant has high levels of SWS support providing a comprehensive support package which goes beyond meeting critical and personal care needs an should enable the stated
Insert your score and reason on this line.				

Effectiveness Questions

5. The plan has clear costs identified to deliver it, and evidences value for money.	Strong evidence (5-4) The plan is clearly costed and/or includes quotations for the purchase of any goods or services. The initial cost of implementing the plan is outweighed by the long-term benefits	Less strong (3) The costs do not meet the VFM framework for TF grants and require to be modified. The items requested are of a higher specification than required to meet the outcome. Additional items are requested	Weak (2-1) Cost is disproportionate to any benefit likely to be achieved for the applicant.	Zero (0) No indication of costing is provided. The presented costs bear no relation to the intended purchases. The costs could be seen as a means to obtain public funds by another route.
Insert your score and reason on this line.				

<p>6. The plan has considered how the benefit from the grant will be maintained at the end of the grant period.</p>	<p>Strong evidence (5-4)</p> <p>The award applied for forms part of a larger transitional plan for the applicant with identifiable 'next steps'.</p>	<p>Less strong (3)</p> <p>It is unclear how the benefit of the grant will be maintained but the applicant has made a positive statement about future plans.</p>	<p>Weak (2-1)</p> <p>There is little consideration of on- going development or maintenance of the positive impact of the grant.</p>	<p>Zero (0)</p> <p>There is no consideration of how the proposed positive impacts will be sustained, the grant might be considered as a 'stop- gap' for other services. Further information is required.</p>
<p>Insert your score and reason on this line.</p>				

<p>7. The plan does not create any circumstances that may cause physical emotional material harm or abuse.</p>	<p>Strong evidence (5-4)</p> <p>The plan is consistent with safeguarding the interests of the applicant from harm or abuse.</p>	<p>Less strong (3)</p> <p>There may be some unmitigated risks that need to be investigated before any grant is made.</p>	<p>Weak (2-1)</p> <p>There are concerns that the plan may create circumstances that could give rise to harm, abuse or be otherwise detrimental to the applicant.</p>	<p>Zero (0)</p> <p>It is evident in the evaluation process that there are significant risks associated with the proposed plan. Alternatively, there are identified risks, which are not managed, set within the context of what the individual is trying to achieve.</p>
<p>Insert your score and reason on this line.</p>				

<p>8. There is evidence that no other agencies or sources of funding will support this request.</p>	<p>Strong evidence (5-4)</p> <p>Applicant does not meet eligibility criteria for existing services.</p>	<p>Less strong (3)</p> <p>While the applicant may meet the criteria for other statutory funding, this has not been awarded and this situation is unlikely to be resolved and is impeding the applicant's progress.</p>	<p>Weak (2-1)</p> <p>Plan is designed to meet critical or substantial social care need. Other sources of funding have been offered.</p>	<p>Zero (0)</p> <p>Another statutory service or support organisation that would normally provide this type of support has not been approached. Consider signposting.</p>
<p>Insert your score and reason on this line.</p>				

Insert your score and reason on this line.				
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