



Inverclyde ADP Local Recovery Month Fund Programme Guidance

Guidance for Applicants

Please read this guidance thoroughly before applying to the Inverclyde ADP Local Recovery Fund Programme and use the application form for the fund to apply:

Application Process

The fund will be launched on Wednesday 28th May and will be open for 4 weeks.

1. Please complete the online form by 5pm on Wednesday 25th June 2025.
2. Successful applicants will be notified by close of business on Friday 18th July 2025.

Inverclyde ADP Local Recovery Month Fund Programme

The Inverclyde ADP Local Recovery Month Fund Programme is a small local grant programme funded by Inverclyde Alcohol and Drug Partnership and is being delivered on their behalf by CVS Inverclyde. The funding is available to constituted third sector organisations supporting individuals and families affected by problematic alcohol and drug use.

Fund Priorities

All grants will need to respond to the four primary objectives within [Inverclyde ADP's 2024-2029 Strategic Document](#):

- Reduce deaths and improve lives
- Embed a whole family approach to treatment and support
- Ensure a coordinated and whole system approach
- Deliver trauma informed practice

Funding Available

There is a total of £10,000 available to support Recovery Month activities in Inverclyde throughout September 2025.

Projects should be delivered and all funds spent by the end of September 2025.

Who can apply?

Constituted third sector organisations with a bank account in their name are eligible to apply for the Inverclyde ADP Local Recovery Fund Programme. This includes:

- Registered charities
- Companies limited by guarantee

- SCIOs
- CICs

To ensure as many organisations can be involved as possible and to increase diversity within projects, organisations can be part of a maximum of two separate projects.

Partnership applications

All partnership projects:

- It is encouraged that potential projects involve organisations that sit on the Recovery Development Group; however, this is not essential.
- There is no limit to how many partners that can be involved in the funding application.
- The Main Applicant is responsible for meeting all terms and conditions of the grant, including monitoring and evaluation responsibilities.

What can be funded:

The fund can be used to experiment new ways of working with partners, to support people into recovery, or support people on their journey back into community life. This includes:

- Test of Change / Pilot Projects
- One off events or a series of small events
- Collective training and development opportunities which will support the funds objectives.
- Adding to funding from another source to support with a project that hasn't yet started *and* which meets the funds objectives
- Delivered by September 2025.

Please note that the fund cannot support:

- Activities that have started before September 2025.
- Activities that run as part of normal service delivery.
- Partnerships with organisations who currently do not deliver a support service within Inverclyde.

The grant **cannot** be used for political or religious campaigning.

Completing the Application Form

Section 1 – Contact details

Tell us who you are for future correspondence.

Section 2 - Organisation details

Tell us about your organisation's main activities and services. If the application is a partnership bid, please include the same information for the other organisation(s) involved with the project.

Section 3 – Partner organisation details

As this fund requires partnership bids, please include the same information for the other organisation involved with the project.

Section 4 – Additional partner organisations

Applications that involve more than two organisations can add their details in Section 10 – Budget.

Section 5 – Grant Activities

Tell us the number of people you expect to be able to help with the grant.

The Grant should be spent by 30th September 2025. If you think you may have problems spending it by then contact the Funding Team at admin@cvsinverclyde.org.uk

Section 6- Please tell us why this project is needed

Section 7 – Please provide a description of the activities you are seeking funding for.

To help us to review your application consider the following points:

- Describe your beneficiaries (the people you support)
- Describe your project. This should include the gap it will fill and/or the innovation around your project.
- Describe how your proposed project addresses one or more of the primary objectives in Inverclyde ADP's 2024-2029 Strategic Document.
- As a partnership bid, please include what each partner will bring to the project.
- Geographical area in Inverclyde that you will deliver services in
- Outcomes you hope to achieve with the grant
- The day/days of the week the activity will occur to assist with the development of Inverclyde's recovery month calendar

Section 8- How does the project fit with the purpose of the fund.

Section 9 - Any additional information you would like to provide as part of your application.

You do not need to complete this section but if there is anything you would like to tell us or any issue you want to raise then please add it here.

Section 10 - Budget

Tell us how much funding the project requires and if successful, how the funding is intended to be spent. Reasonable staff costs and volunteer expenses that your organisation may incur as a result of participating in this grant programme will be considered.

Section 11 – Signature

By entering your name in the signature section we will accept that as if you have signed this document. By signing this document, you are declaring that this is a clear representation of your organisation's intention in relation the delivery of the project you are seeking grant funding for.

Section 12- Monitoring and Evaluation

As part of the evaluation and monitoring for this programme, there is an expectation that successful organisations will provide CVS Inverclyde with quarterly progress reports on your project. Additionally, a final evaluation report should be submitted in early April 2026 via an evaluation template that will be distributed by CVS Inverclyde to all successful organisations.

Questions

Any questions should be directed by email to admin@cvsinverclyde.org.uk