

HADP Standard Operating Procedure



Match Funding Requests

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Background

Highland Alcohol and Drugs Partnership (HADP) has responsibility for the management of funds associated with the Scottish Government's [Nation Mission on Drugs 2022 – 2026](#). Throughout this policy period, several requests were received by HADP to provide commitment to and delivery of 'match funding', for projects conceptualised by third sector organisations. Confirmation of commitment to 'match fund' by a statutory organisation is usually required in advance of submission of applications.

To ensure consistency of approach, alignment with HADP 2025 – 2030 strategic outcomes, and appropriate time to respond to requests; this standard operating procedure has been developed for use by HADP and its partners.

Please note:

- HADP recognises that the timeframes provided here may not align with the application window stipulated by the grant funder. If the time scales outlined in the process map cannot be adhered to, mutual agreement regarding revised timescales should be reached at the earliest opportunity to ensure both parties are able to fulfil their responsibilities.
- If a third sector provider fails to engage with HADP prior to submission of a funding application, HADP reserves the right to refuse match funding commitment.

Project Plan

As a minimum a project plan should include:

- A project overview
- Aims statement and Objectives
- Statement of key measures and deliverables
- Project approach including resource required, dependencies and finance plan
- Key milestones and associated timescales
- Risk register
- Stakeholder analysis
- Proposed governance structure

- Communication plan
- Evaluation plan including reporting measures

Process

The process map on the following page outlines the process to be followed for all match funding requests.

