



Highland Alcohol and Drugs Partnership (HADP)

Guidance for Requests for Letters of Support; Corra Alcohol and Drugs Fund

Purpose

This document sets out the Highland Alcohol and Drugs Partnership (HADP) requirements for organisations seeking a Letter of Support from HADP in relation to applications to the Corra Foundation Alcohol and Drugs Fund, including:

- [Partnership and Delivery Grants](#)
- [Children, Young People and Families Grants](#)
- [Local Support Grants](#)
- [Local Support Micro Grants](#)

The purpose of a Letter of Support is to confirm that HADP has considered the proposal and is satisfied that it aligns with local and national strategic priorities for addressing alcohol and drug-related harm. A Letter of Support does not constitute a funding commitment, formal partnership agreement, or endorsement of the organisation beyond the specific proposal submitted.

The Corra Alcohol and Drugs Fund is intended to support delivery of the Scottish Government and COSLA's [Preventing Harm, Promoting Recovery: Scotland's Alcohol & Drugs Strategic Plan 2026 – 2035](#).

Eligibility for HADP Support

HADP will consider providing a Letter of Support where an application can demonstrate alignment with:

National Strategic Priorities

The proposal should contribute to the aims and principles of Scotland's Alcohol and Drugs Strategic Plan 2026–2035, including:

- Prevention and early intervention
- Harm reduction
- Treatment and care
- The wider circle of support

These will be underpinned by

- A human rights-based approach, ensuring that the voices of people with lived and living experience shape the design and delivery of services, and that people receive person-centred care and support;
- A locally-led, responsive and sustainable system that is accountable and works effectively in partnership, guided where appropriate by clear national direction and support.

Highland Alcohol and Drugs Partnership Priorities

The proposal should clearly contribute to the priorities, outcomes, values and principles set out within the [Highland Alcohol and Drugs Partnership Strategic Plan 2025–2030](#).

Applicants should demonstrate how the proposed activity will:

- Prevent, delay onset, and reduce problem alcohol and drug use
- Improve access to and benefits from effective, integrated, person-centred, quality, and recovery-orientated systems of care
- Reduce harm and risk experienced by people using alcohol and drugs by increasing availability and access to harm reduction approaches
- Make better use of the whole system to meet the needs of people with problem alcohol and drug use
- Develop a resilient, skilled, trauma-informed workforce that work in trauma informed places
- Ensure effective engagement, governance and reporting arrangements

In addition, how the proposed activity will reflect HADP values and principles:

- Asset and Strengths Based
 - Recovery
 - Lived and Living Experience
 - Peer Support and Mutual Aid
 - Whole Family Approach
- Public Health Approach
 - Partnership
 - Ethical
 - Remote and Rural Lens
 - Quality Improvement
- Challenge Stigma
 - Language Matters
 - Positive Communication
 - Human Rights Approach

Plus;

- Complement existing services and avoid unnecessary duplication

- Strengthen local partnership working.

Additional Considerations by Funding Stream

Partnership and Delivery Grants

For Partnership and Delivery Grant applications, HADP would expect to see:

- Strong partnership and collaborative delivery arrangements
- Evidence-based approaches
- Delivery of support, treatment, care and recovery services for people affected by alcohol and drugs and/or their families
- A rights-based and trauma-informed approach.

Children, Young People and Families Grants

For Children, Young People and Families Grant applications, HADP would expect to see:

- A clear focus on children, young people and families affected by alcohol and/or drug-related harm
- Delivery consistent with whole family approaches
- Evidence that the proposal is relational, rights-based and family inclusive
- Alignment with the Highland Children's Services Partnership Plan, and additional Letter of Support from the Children's Services Partnership Board.

Local Support Grants and Local Support Micro Grants

These funds differ from the above programmes in that they are specifically intended to support community-based and grassroots organisations to maintain or build capacity and extend their reach within communities.

While a Letter of Support is not required for these applications, HADP are interested in:

- Community need and local impact
- Contribution to recovery-oriented communities
- Accessibility for people affected by alcohol and drug use and their families
- Community engagement and involvement
- Sustainability and value for money.

Circumstances Where HADP Will Not Provide Support

HADP will not provide a Letter of Support where:

- The proposal does not align with the Highland Alcohol and Drugs Partnership Strategic Plan 2025–2030
- The proposal does not align with the Scottish Government and COSLA Alcohol and Drugs Strategic Plan 2026–2035
- The proposed activity is inconsistent with HADP values, principles or strategic objectives.
- The proposal duplicates existing provision without a clearly evidenced need
- The proposal conflicts with, or creates a potential conflict under, the [HADP Conflict of Interest Policy](#)
- HADP considers there to be insufficient evidence of need, impact or deliverability. Applicants may wish to consult the [HADP Health Needs Assessment](#).

Continuation Funding Requests

Where an application seeks continuation or extension of previously funded activity, organisations must provide evidence of outcomes achieved through earlier funding.

This should include, where applicable:

- Monitoring and evaluation findings
- Outcome and impact data
- Service-user feedback
- Evidence of learning and improvement
- Demonstration of continuing need and demand.

HADP may decline to provide support where satisfactory evidence of previous outcomes is not available.

Timescales and Process

Organisations seeking a Letter of Support from HADP must contact HADP no later than **two weeks before the relevant Corra application closing date** to allow sufficient time for consideration.

Requests submitted after this point may not be considered.

Requests should include:

- A draft or summary of the proposed application

- Details of the funding stream being applied to
- A description of how the proposal aligns with local and national strategic priorities
- Details of anticipated outcomes and beneficiaries
- Any previous funding received and evidence of outcomes where continuation funding is sought
- Relevant partnership arrangements and stakeholders.

HADP reserves the right to request additional information before reaching a decision.

Applicants should contact HADP via email, in the first instance, to nhsh.hIGHLANDADP@nhs.scot.

Match Funding Considerations

Where a proposal includes match funding or seeks to leverage HADP-supported investment, applicants must have regard to the [HADP Match Funding Standard Operating Procedure \(SOP\)](#).

Decision Making

Letters of Support will be considered by HADP Chair and or Coordinator as per the Corra Foundation Guidance.

Provision of a Letter of Support remains at the discretion of HADP and will be based on:

1. Strategic alignment.
2. Evidence of need.
3. Anticipated or evidenced outcomes and impact.
4. Alignment with HADP values and policies.
5. Consideration of any conflicts of interest.
6. Availability of sufficient information to make an informed decision.

A Letter of Support confirms alignment with HADP priorities at the time of consideration and does not create any future obligation on HADP to provide funding, resources or partnership arrangements.

HADP Coordinator

July 2026