

## Standard Operating Procedure: AXS Recovery Fund

### Document Control

Version 1.2

Responsible Person: Alcohol and Drug Partnership Support Team

Version History		
Version	Date	Summary of Changes
1.0	November 2025	Working draft
1.1	January 2026	Appendices added
1.2	March 2026	Final comments added and SOP agreed by working group

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### 1.0 Introduction / Background

The AXS Recovery Fund has been established to support individuals living in Dumfries and Galloway as part of their recovery journey from alcohol and/or drug use. The Fund aims to remove practical barriers, promote positive outcomes, and enable individuals to progress meaningfully within their recovery plans.

The Fund operates within a Recovery Oriented System of Care (ROSC) and complements existing statutory and third-sector provision. Applications are reviewed by the AXS Recovery Fund Group and assessed on an individual, case by case basis. While the Fund seeks to support as many people as possible, all awards are subject to available resources and compliance with this SOP.

## 2.0 Purpose of this SOP

The purpose of this Standard Operating Procedure (SOP) is to provide clear and consistent guidance on the administration of the AXS Recovery Fund, ensuring that all staff involved understand the eligibility requirements, application process, decision-making procedures, and monitoring arrangements.

## 3.0 Scope of the Standard Operating Procedure

This SOP applies to all ROSC partner organisations and recovery services (NHS Specialist Drug and Alcohol Service, With You, Alcohol and Drug Support South West Scotland, and Recovery Communities within D&G) operating within Dumfries and Galloway that wish to apply to the AXS Recovery Fund on behalf of individuals they support.

## 4.0 Standard Operating Procedure – AXS Recovery Fund

This section sets out the operational requirements of the AXS Recovery Fund.

### 4.1 Eligibility Criteria

To be considered for funding, the following criteria must be met:

- The individual must be currently accessing one or more drug and/or alcohol recovery services and have an agreed recovery plan in place.
- The individual must be resident in Dumfries and Galloway.
- The application must clearly demonstrate how the requested funding will support progress within the individual's recovery journey.
- Applications must be completed and submitted by a member of staff who has assessed the request as appropriate.
- All applications must be countersigned by the relevant service manager. Applications that are not countersigned will not be considered.

### 4.2 Outcomes and Recovery Planning

Referrers should provide as much detail as possible regarding the anticipated impact of the AXS Recovery Fund on the individual's recovery outcomes.

Referrers must clearly describe:

- The outcome(s) being targeted
- How the funding will support progress

- How impact will be evidenced

This information will form the basis of future monitoring and evaluation.

### 4.3 Funding

Awards are typically expected to fall within the range of £100 per individual. Requests above this level will only be considered in exceptional circumstances and must be clearly justified.

Applicants are encouraged to be creative and person-centred in their requests, ensuring that the proposed item or activity is clearly and demonstrably linked to outcomes identified within the individual's recovery plan.

The Fund encourages requests that:

- Remove practical barriers to recovery
- Build skills, confidence and social connection
- Support engagement with recovery activities
- Support to remove barriers to further education and employment

The Fund discourages requests for:

- Digital equipment (e.g. smart phones, tablets, laptops) unless this can be explicitly linked to the individual's recovery and demonstrated via monitoring and evaluation. This will be assessed on a case by case basis. If phones are given, the phone provision policy must be followed, see Appendix 4. A phone tracking log must also be completed, see Appendix 5.

The Fund will not normally support:

- Household goods (e.g. carpets, white goods)
- Ongoing subscriptions or repeat costs
- Applications from the same service user more than once a year

**All alternative funding options must be explored prior to application (see Appendix 2).**

Referrers are encouraged to discuss ideas informally prior to submitting a full application. Enquiries can be directed to: [enquiries@adssws.co.uk](mailto:enquiries@adssws.co.uk).

Once an item has been awarded through the AXS Recovery Fund, the responsibility for that equipment lies with the service user.

### 4.4 Application Process

1. The referrer completes the AXS Recovery Fund Application Form (see Appendix 1), ensuring that:
  - Links to the relevant outcomes tool (e.g. RO, Outcomes Star, etc.) are explicit where used.

- The requested item or activity is clearly described, including full costings and preferred supplier details (e.g. Argos catalogue numbers where relevant).
  - All alternative funding options have been explored and exhausted (see Appendix 2).
  - Manager countersignature and service user consent are included.
2. The completed application is submitted by email to [enquiries@adssws.co.uk](mailto:enquiries@adssws.co.uk).
  3. The AXS Coordination function will undertake initial eligibility and budget checks and may request further clarification where required.
  4. Applications are considered at the monthly AXS Recovery Fund Group meeting:
    - Applications must be submitted by 5.00pm on the last Friday of each month.
    - Applications will be reviewed collectively and assessed against the eligibility criteria.
    - Feedback on the outcome of applications will be provided to referrers within an agreed timeframe following the meeting.

#### 4.5 Decision Making and Appeals

Decisions are final and based on eligibility, available budget and alignment with recovery outcomes.

The AXS Recovery Fund reserve the right to amend the eligibility criteria at any stage.

Where an application is declined, feedback will be provided. There is no formal appeals process; however, referrers may submit a revised application where circumstances or information have materially changed.

#### 4.6 Monitoring and Evaluation

To assess the impact of the AXS Recovery Fund, the ADP Support Team will contact the referrer to request feedback from the individual who received the award. This will usually take place approximately three months after funding has been awarded.

By submitting an application, referrers confirm that consent has been obtained from the individual to participate in feedback and evaluation activities.

See Appendix 3 for the AXS Fund Feedback Form.

#### 5.0 Data Protection and Consent

Referrer obtains explicit consent using the application form language (see Appendix 1)

Referrers must obtain explicit consent from the individual using the consent wording contained within the AXS Recovery Fund Application Form (Appendix 1).

All personal data will be retained and shared only with AXS Recovery Fund Partners and the ADP Support Team, except where disclosure is required for safeguarding purposes. Individuals have the right to request access to their data, request corrections, request deletion or anonymisation, and withdraw consent at any time by contacting [enquiries@adssws.co.uk](mailto:enquiries@adssws.co.uk).

## Appendix 1: AXS Fund Application Form

## AXS Recovery Fund

**Please ensure you have read the Guidance on Page 1 before completing and submitting this information**

<b>AXS Reference Number</b>	<b>Office Use Only</b>
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### 1. Referrer Information

Organisation	
Full Name and Job Title	
Address	
Email Address	
Telephone Number	
Line Manager Name	
Line Manager Signature <i>I confirm I have read and approved this application</i>	
Date of Application	

### 2. Client Information

Name	
Address	
Date of Birth	
Phone Number	
Email Address	

### 3. Recovery Planning

The person I am supporting is in recovery from	<input type="checkbox"/> Alcohol Problems <input type="checkbox"/> Drugs Problems <input type="checkbox"/> Both Please cross
How long has the person you support been in your or other recovery services?	
What other recovery services or other support services are involved?	<input type="checkbox"/> ADS <input type="checkbox"/> With You <input type="checkbox"/> NHS SDAS <input type="checkbox"/> Other[s] – Please Specify
How well has the person you support engaged with your and other recovery services service? <i>e.g. length of service, attendance, engagement.</i> <i>Please include information from other recovery services if known.</i>	
What are you applying to AXS Recovery Fund for?	
Have you exhausted all other funding sources? <i>Please give details</i>	<b>PLEASE REFER TO THE GUIDANCE AT THE START OF THIS DOCUMENT. IT IS ESSENTIAL THAT OTHER SOURCES OF FUNDING ARE RESEARCHED PRIOR TO APPLYING TO AXS.</b>
Costings and preferred suppliers [if known] .	

#### **4. AXS Recovery Fund Benefits and Outcomes**

Please describe how the AXS Recovery Fund will benefit the person you support. It is essential to link the proposed AXS funding to anticipated benefits and recovery outcomes: please give as much detail as possible.

If you use a formal Outcomes Measurement Tool, please list it here:

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It is essential to link the proposed AXS funding to planned outcomes: please give as much detail as possible.

## **5. Finishing your application to AXS Recovery Fund**

Please ask the person on whose behalf you are applying to read and sign the following privacy statement.

Gaining your consent to record, share and store information about you

### **Privacy and consent**

I understand and give consent for:

- ADS and the ADP Support Team to retain my personal, contact and recovery planning details on their database
- Personal and recovery planning details to be recorded electronically on systems for commissioner reports for eligibility of service

And I understand that:

- The information about me will only be shared with the AXS Recovery Partners and the ADP Support Team, except in cases of safeguarding children and vulnerable adults
- I can ask to see the information and choose to have some or all of it corrected or removed
- I can ask to have a copy of the data in a commonly used format
- I have the right to request this information be recorded anonymously, or refuse any information about me being recorded on the system
- I can change my mind about consent at any time and should contact ADS to tell them this

How I would like to be contacted
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Via Worker	<input type="checkbox"/>
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By Phone	<input type="checkbox"/>
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By Email	<input type="checkbox"/>
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I understand all of the above and give my consent	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Name:	Date:
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<b>For Office Use Only</b>
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<b>AXS Reference Number</b>	
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<b>Date Received</b>	
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<b>Date Funding Awarded</b>	
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<b>Amount</b>	
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<b>Evaluation Follow Up Date</b>	
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# Appendix 2: Dumfries & Galloway – Funding, Grants & Free Support Guide

A practical guide to financial help, grants, free activities and employability support available locally.

## Housing, Financial Hardship & Welfare Support

**Council Tax Reduction** – help with Council Tax if on a low income or certain benefits.

<https://www.dumfriesandgalloway.gov.uk/benefits-financial-support/apply-benefits-financial-support/council-tax-reduction>

**Scottish Welfare Fund – Community Care Grant** (household essentials, furniture, white goods).

<https://www.dumfriesandgalloway.gov.uk/benefits-financial-support/apply-benefits-financial-support/community-care-grant>

**Scottish Welfare Fund – Crisis Grant** (short-term emergencies such as food or fuel).

<https://www.dumfriesandgalloway.gov.uk/benefits-financial-support/apply-benefits-financial-support/crisis-grant>

**Discretionary Housing Payment** – extra help with rent shortfalls.

<https://www.dumfriesandgalloway.gov.uk/benefits-financial-support/apply-benefits-financial-support/discretionary-housing-payment>

**Homeowner Repair & Improvement Grants** – up to 50% (max £5,000) for homes below tolerable standard.

<https://www.dumfriesandgalloway.gov.uk/housing/homeowners/home-maintenance-support/financial-grant-support-homeowners>

**Emergency Energy Payment Assistance** – up to three payments of £49 for vulnerable households.

<https://www.dumfriesandgalloway.gov.uk/benefits-financial-support/apply-benefits-financial-support/emergency-energy-payment-assistance-programme>

**Free Warm Winter Clothes & School Uniforms** – local clothes banks.

<https://www.dumfriesandgalloway.gov.uk/benefits-financial-support/free-warm-winter-clothes>

## Children, Young People & Families

**Hollywood Trust** – grants for young people (education, training, household items).

<https://hollywood-trust.org.uk/>

**Cash for Kids** – Christmas gift applications.

<https://www.hellorayo.co.uk/clyde/charity/info/grants-west-scotland>

**John Wallace Trust** – bursaries for Upper Nithsdale students.

<https://www.dagcas.org/youth-zone/grants/the-john-wallace-trust-scheme/>

**Student grants & financial help.**

<https://www.dagcas.org/youth-zone/grants/grants-financial-help-for-students/>

**Aberlour Urgent Assistance Fund** – emergency help for families in hardship.

<https://www.aberlour.org.uk/get-help/urgent-assistance-fund>

## Carers Support & Funding

**Dumfries & Galloway Carers Centre** – Time for You Fund, Skills Fund, breaks and Respite.

<https://www.dgalcarers.co.uk/funding-grants/>

## Activities & Wellbeing Services

**Active Lives Pathway** – free supported physical activity programmes.

<https://dgdoingmore.co.uk/active-lives-pathway/>

**Active Communities Walking Groups** – free weekly walks across the region.

<https://dgdoingmore.co.uk/walks/>

**Branching Out** – outdoor wellbeing programme with transport and equipment provided.

<https://dgdoingmore.co.uk/how-to-do-more/branching-out/>

**Cycling Scotland** - Access to Bikes, Parking and Storage Fund

<https://grants.funding.scot/s/funding-programme/a11N2000006ureBIAQ/access-to-bikes-parking-and-storage-fund-2025>

## Employability, Training & Work Support

**DG Works** – Work experience and training, self-employment support, support and programmes for young people, support for people with disabilities and long-term health conditions, support for parents, support for people who have a criminal record, help with travel, clothing and education costs

<https://dgworks.dumfriesandgalloway.gov.uk/find-support/tailored-support-offer-you>

## Travel

**Public transport, bus passes and discounts**

<https://www.mygov.scot/browse/driving-transport/local-travel>

## Community & Organisation Funding (Groups/Charities)

**Third Sector Dumfries & Galloway** – Funding Finder & support service.

<https://www.tsdg.org.uk/funding-support/>

**Funding search tool.**

[https://funding.scot/search?geographical\\_areas\\_funded=dumfries-galloway&page=1](https://funding.scot/search?geographical_areas_funded=dumfries-galloway&page=1)

## Appendix 3: AXS Fund Feedback Form

Name of applicant:

Date awarded funding:

Item which was funded:

Key worker name:

Name of service:

Is the applicant still in service?

Please specify who is responding (applicant or key worker):

Feedback provided by applicant or key worker:

# Appendix 4: AXS Phone Provision Policy

## Service User Mobile Phone and SIM Card Provision Policy

- **No Access to a Personal Phone**
    - The service user does not currently own or have access to a working mobile phone.
  - **High-Risk Individuals**
    - The service user is at risk of harm or exploitation without access to a secure communication method.
  - **Prison Liberation**
    - The phone is required to support reintegration, maintain contact with support services, and reduce risk of relapse or reoffending.
  - **Communication is Essential to Care**
    - Lack of a phone poses a risk to treatment continuity, safety, or wellbeing.
  - **Agreement to Terms of Use**
    - The service user agrees to a signed usage agreement outlining:
      - Purpose of the phone
      - Expected behaviour and responsibilities
      - Return or review conditions
  - **End of Support:** When the service user no longer requires the device for care-related communication.
  - **Personal Device Acquired:** If the service user obtains a personal phone and no longer needs the provided device.
  - **Review Outcome:** Following a scheduled review where continued provision is deemed unnecessary
- 
- The phone is provided to support communication with care/support services.
  - I will use the phone responsibly and only for its intended purpose.
  - I will not lend, sell, or misuse the device.
  - I will return the phone under the conditions outlined in the policy.
  - I understand the SIM card may be deactivated if misused.

**Key Worker Signature:**

**Service User Signature:**

**Date:**

# Appendix 5: Phone Tracking Log Example

Name	Date Issued	Device ID	SIM Number	Key Worker	Review Date	Return Date	Notes