**Application for Legal Representation   
to be Funded by the Inquiry**

Fill in this form to apply for funding from the Inquiry to assist with the cost of instructing legal representation. This form asks for detailed information about your representative(s) and their fees, so you may wish to seek help from them in completing it. Mandatory fields are marked with an asterisk (\*).

If you need additional help filling in this form, or wish to request an alternative format, please contact the relevant Inquiry team by email at [scifunding@covid19inquiry.scot](mailto:scifunding@covid19inquiry.scot)

All of the information you wish the Inquiry to consider when deciding on your application should be included in your answers to this form. Information provided by other means (email, post, etc.) will only be considered in exceptional circumstances, or where it has been expressly agreed with the Inquiry in advance. The Inquiry may also request additional information if the Chair believes it is necessary in order to make a decision.

The Inquiry will treat the information you give us on this form in accordance with the Inquiry’s [Protocol for the Receipt and Handling of Information and Privacy Notice](https://www.covid19inquiry.scot/protocols-and-notices).

**Part A – about you, the applicant**

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| 1. | Applicant name:\*  (If you applying on behalf of an organisation, please also provide the names of the organisation any directors, trustees, or office-bearers.) |  |
| 2. | Applicant type:\* | I am applying:  [ ] As an individual on my own behalf [ ] On behalf of a group of individuals [ ] On behalf of an organisation |
| 3. | Contact details:\*  (If applying on behalf of an organisation or group, please choose one member as the designated point of contact for the Inquiry and provide their details here.) | Email address:\*  Postal address:\*  Preferred method of contact:\*  [ ] Email [ ] Post |
| 4. | Core Participant status:\*  (Have you, or the group or organisation you are applying on behalf of, been granted this status by the Inquiry?  Please note Core Participant status does not automatically confer a right to funding for legal representation.) | [ ] Yes [ ] No |
| 5. | Bereaved family status:\*  (Are you, and any group or organisation on whose behalf you are applying for funding, engaging with the Inquiry in your capacity as (a) family member(s) of someone who died with Covid-19?) | [ ] Yes [ ] No  If yes, please:   * complete parts B – D of this form.   If no, please:   * complete parts B – D of this form; and * complete and submit a copy of the Applicant’s Financial Resources form by email, together with any supporting documents. You can request a form by emailing: [scifunding@covid19inquiry.scot](mailto:scifunding@covid19inquiry.scot) |

**Part B – about your legal representative(s)**

Wherever possible, in order to minimise expense to the public purse, applicants are encouraged to instruct recognised legal representatives who are already instructed by other parties with similar interests to theirs in the issues being investigated by the Inquiry.

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| 1. | Representative name:\*  (If being represented by a firm of solicitors, please provide the name of that firm and one member of it as the main point of contact for the Inquiry.) | Name of firm:\*  Name of main contact within firm:\* |
| 2. | Contact details:\* | Postal address:\*  Email address:\* |
| 3. | Details of legal team:\*  (Please provide the requested details for **each** member of the team who will be involved in the legal representation. Your solicitor will be able to provide this information.) | Name:\*  Title:\*  Role and level of experience:\*  [ ] Solicitor, more than 8 years PQE [ ] Solicitor, 4-8 years PQE [ ] Solicitor, less than 4 years PQE [ ] Trainee solicitor [ ] Paralegal [ ] Other: (please specify)  Hourly rate:\* (See Protocol for maximum permitted rates)  Estimate of hours the member will spend on this matter per month:\* (See Protocol for maximum permitted hours)  Details of work the member will do:\* (See Protocol for limitations on types of work)  [ ] Considering initial instructions.  [ ] Advising the applicant in relation to interviews with Inquiry staff or the making of a witness statement, and/or providing documents or other evidence to the Inquiry, or other advice to enable compliance with a request by the Inquiry under Rule 8.  [ ] Representing the applicant during their oral evidence (and the evidence of others, should that be necessary).  [ ] Making an application for permission to examine any witness giving oral evidence in the circumstances specified by the Chair.  [ ] Making statements on behalf of the applicant, where necessary and directed by the Chair.  [ ] Advising the applicant about any Inquiry warning letter issued by the Chair under Rule 12 of the Inquiries Rules.  [ ] Other: (please specify) |
| 4. | Instruction of Counsel:\*  (Please indicate whether your legal representative intends to instruct Counsel. If the answer is yes, please explain why they believe that this is necessary.) | [ ] Yes [ ] No  If yes, please explain why:  (Your answer should not exceed 300 words.) |
| 5. | Details of Counsel team:\*  (Please provide the requested details for **each** Advocate or Solicitor Advocate who will be instructed as Counsel. Your solicitor will be able to provide this information.) | Name:\*  Profession:\*  [ ] Advocate [ ] Solicitor Advocate  Role:\*  [ ] Senior Counsel [ ] Junior Counsel  Hourly rate:\* (See Protocol for maximum permitted rates)  Estimate of hours Counsel will spend on this matter month:\* (See Protocol for maximum permitted hours)  Details of work Counsel will do:\* |
| 6. | Additional expenses:  (If you or your legal representatives anticipate incurring expenses other than legal work done at the hourly rates of the individuals named above, please provide details and explain why you or they believe it is necessary to incur the expense.) | Type of expense:  [ ] Travel [ ] Subsistence [ ] Other: (Please specify. 200 words max)  Reason for incurring expense: (200 words max)  Anticipated value of each type of expense: (See Protocol for maximum rates and other conditions regarding payment/authorisation) |
| 7. | Size and composition of legal team: (The Inquiry will consider the appropriateness of the size and composition of your legal team when awarding funding. Please explain why it is necessary for the people named above to be involved in your legal representation. Your solicitor will be able to provide this information. Your answer should not exceed 350 words.) |  |

**Part C – about your application**

While applications may be made in relation to all work to be done by the applicant’s legal representatives in relation to the Inquiry, applicants are encouraged to focus on particular types of work, investigative areas, or phases of the Inquiry. Doing so does not preclude making further applications in relation to other types, areas, or phases at a later date.

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| 1. | Basis of application:\* | I am applying as an individual, or on behalf of a group or organisation:  [ ] attending the Inquiry to give evidence or to produce any document or other thing.  [ ] with a particular interest in the proceedings or outcome of the Inquiry. |
| 2. | Scope of application (strategic elements):\*  (The ‘strategic elements’ are the areas the Inquiry has to investigate. See the Inquiry’s [terms of reference](https://www.covid19inquiry.scot/terms-reference) to view these in their full context.) | My involvement or interest in the Inquiry relates to the following strategic elements of the handling of the pandemic:  [ ] pandemic planning and exercises carried out by the Scottish Government  [ ] the decisions to lockdown and to apply other restrictions and the impact of those restrictions  [ ] the delivery of a system of testing, outbreak management and self isolation  [ ] the design and delivery of a vaccination strategy  [ ] the supply, distribution and use of Personal Protective Equipment  [ ] the requirement for shielding and associated assistance programmes, provided or supported by public agencies  [ ] in care and nursing homes: the transfer of residents to or from homes, treatment and care of residents, restrictions on visiting, infection prevention and control, and inspections  [ ] the provision of healthcare services and social care support, including the management and support of staff and the recognition, involvement and support of unpaid carers  [ ] the delivery of end of life care and the use of DNACPR (do not attempt cardiopulmonary resuscitation decisions)  [ ] welfare assistance programmes, for example those relating to benefits or the provision of food, provided or supported by public agencies  [ ] the delivery of education and certification; and  [ ] financial support and guidance given to businesses and the self employed, including in relation to identification of keyworkers, by public agencies |
| 4. | Scope of application (specific issues):\*  (Please set out in detail how your involvement/interest relates to the strategic elements you selected above. Your answer should not exceed 400 words.) |  |
| 5. | Scope of application (duration of work):\*  (Does your application for funding relate to any work done/expenses incurred prior to submitting this application?  As a general rule, awards will cover only legal expenses for work carried out **after** the date of the award. As set out in the Section 40 Determination, an award for work done/expenses incurred before that date can only be made in exceptional circumstances and after obtaining the agreement of the Scottish Ministers.) | [ ] Yes [ ] No  If yes, please:   * provide details of the work done/expense incurred; and * explain why you believe it was necessary for this to be done prior to the application being made.   (Your answer should not exceed 350 words.) |
| 6. | Reasons for granting your application:\*  (The Inquiry must determine applications it received with regard to criteria set down in the relevant legislation: please ensure you address all of the criteria in your answers to allow the Inquiry to do so.) | General criteria:\* (Please explain why you believe it is necessary, fair, reasonable and proportionate for the Inquiry to grant your application. Your answer should not exceed 400 words.)  Public interest:\* (Please explain why you believe it is in the public interest for the Inquiry to grant your application. Your answer should not exceed 400 words.) |

**Part D – consents and declaration**

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| 1. | Consents:\*  (Please confirm whether you consent to your name being published in any list of funded parties on the Inquiry website and/or any Inquiry reports, if your application is granted.) | [ ] Yes [ ] No  If no, please explain why: |
| 2. | Applicant’s declaration:\*  (The declaration should usually be given by the applicant. If you are completing this form on behalf of the applicant, please specify the nature of your relationship with them.) | I confirm that the information I have given in this application is true and correct to the best of my belief and knowledge.  Signature:  Date:  Capacity in which declaration is given:  [ ] Applicant [ ] Applicant’s legal representative [ ] Other: (please specify)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |