

**Communities Mental Health and
Wellbeing Fund**

APPLICATION GUIDANCE NOTES

The Communities Mental Health and Wellbeing Fund returns for Year 3.

VASLan will only consider applications for projects/activities that are for the adult population (over 16 years). If your project is aimed at young people, please do not continue with the application and call us to speak to our funding officer who can identify suitable funding avenues.

Please visit the VASLan website for more information about the Fund and to find helpful resources that will support you to make a strong application: www.vaslan.org.uk/cmhwf.

Applications should be made online, however, **VASLan is offering one-to-one support for MICRO grants only (under £2,000).** If you are new to the funding process or would like support with your application, please call the office and request to speak to a member of the funding team - or email funding@vaslan.org.uk

PLEASE READ THE GUIDANCE NOTES BEFORE YOU BEGIN - you can find them [here](#).

To continue with the online application, you can access the form by clicking [here](#).

Before submitting your application, you must confirm that:

- You have read the funding guidance and understand the criteria relating to both the applicant organisations and projects.
- You agree that a member of VASLan staff may visit your organisation before the application is sent to the panel. This will be agreed in advance with your main contact.
- You are applying on behalf of a Third Sector organisation or community council and are authorised to submit the application.
- The project requires funding in the current financial year to proceed.
- You understand that VASLan is required to store and process the data that you submit to allow us to consider your application and manage any potential grant.
- VASLan can hold the data you provided and share it with the necessary partners to manage the grants process.
- You have permission from any other person whose data you are including in your application.
- You agree as a condition of grant to become a VASLan member. Membership is free of charge and offers benefits such as applying for managed funds.
- If applying for salary/wages this should equate to AT LEAST the National Living Wage. Please look at the Scottish Government website to find the most recent information regarding this.

Please note that larger grants over £7,500 will require significant information to support the application, therefore, please be as detailed as possible.

THE OUTCOME OF APPLICATIONS IS DETERMINED BY THE REVIEW PANEL AND THEIR DECISION IS FINAL. VASLAN HAS NO AUTHORITY TO OVERRIDE THIS DECISION, HOWEVER, YOU CAN RE-APPLY IF APPROPRIATE. FOR EXAMPLE, THE APPLICATION WAS UNSUCCESSFUL BECAUSE IT WAS UNCLEAR AND DID NOT PROVIDE ENOUGH INFORMATION.

GENERAL INFORMATION

To successfully complete your application for this funding, please read the guidance we have provided below.

Guidance Notes

Please confirm that you have read the Guidance Notes which can be found on our website:
www.vaslan.org.uk/cmhwf

Please note that applications will be rejected if they do not meet the fund criteria.



Project Name & Organisation

Organisation name: The full legal name of the organisation.

Lead Organisation Name: Partnership bids must provide the name of the lead organisation that will hold the funds if successful.

Project name: This is the full name of the project.

Contact Details

Address: Provide the organisation's registered address. If your organisation does not have a registered address, provide the address where the activity / project will take place.

Contact name: Who is the best person to speak to about this application? This should be the person who submits the funding application.

Role: What is your role within the organisation / group.

Phone number & email address: Provide the applicants phone number and email address as we may need to get further information.

GENERAL INFORMATION

Organisation Details

Type of organisation. You will be asked to provide a copy of the governing documents e.g. constitution.

Tell us what type of organisation you are:

- Scottish Charitable Incorporated Organisations (SCIO)
- Companies Limited by Guarantee
- Cooperative and Community Benefit Societies
- Not-for-profit company or asset locked company or Community Interest Companies (CIC)
- Parent councils (only for activities or projects aimed at 16yrs+)
- Unincorporated Associations
- Community councils
- Trusts

Please provide a brief summary of your organisation's main activities:

Provided details of your organisation's main activities e.g., befriending service, bowling club etc.

Income Details

Income from the last financial year: Provide the organisation's total income for the last financial year.

For organisations that have been operating for less than 12 months and do not have independently examined annual accounts, please provide a projected income for the first financial year.

If successful, organisations are required to submit a copy of their annual accounts as a condition of the grant.

New organisations are required to submit a copy of the last three months of bank statements.

OUTLINE OF THE PROPOSED PROJECT

Summary of application (100 words max): Give the panel a brief overview of the proposed project, this should be a brief description of the project and who it will help.

Please name your project and provide a detailed description of the proposed activities that will be carried out: Give the project a distinct name to distinguish it from other projects or core work that your organisation delivers e.g., Wednesday Wellbeing Walkers.

The fund is only for projects and activities that benefit adults and that are specifically carried out in South Lanarkshire.

Tell the panel about the aims of your project.

Projects must have a specific community focus within South Lanarkshire ONLY, however, the project can be accessed by individuals living outside South Lanarkshire.

Tell us about the research or information you have gathered that demonstrates the need for your project within the community.

Tell the panel who you have engaged with and if the community has had a say in the design and delivery of the project.

Describe what impact the project will have and how you intend to engage with the community.

Refer to our *“How to Make a Strong Application”* document for tips on how to describe your project to us.

Outline the activities that the organisation will deliver as part of this fund and how this will benefit the communities that you are engaging with.

Reason for application: Provide a short explanation as to why you are applying to the fund.

Is the project match funded or part of a wider collaboration?: Provide details of any match funding you have applied for and/or received. Also please provide details here if you are collaborating with another organisation or partnership.

Did your organisation receive funding in Year 1 and/or Year 2 of the CMHWF?

Tell us if your organisation received funding in Year 1 or Year 2.

Year 1: 1st April 2021 - 31st March 2022

Year 2: 1st April 2022 - 31st March 2023

OUTLINE OF THE PROPOSED PROJECT

Will you use the proposed funding to extend the project which was funded in Year 1 and/or Year 2 of the CMHWF? If so, you must provide a detailed explanation of the project so far, what aims it has met, and what this extension is for.

VASLan cannot fund the same project twice.

If you are extending a project that was previously funded by the Communities Mental Health and Wellbeing Fund - give a detailed description of why the extra funds are needed, and what has changed.

Has the need changed? Has the target group changed? Has the service altered direction? Give as much detail as possible.

The application may be rejected if the panel feels that not enough has changed.

Additional information: This is an opportunity to provide more information that will support your application – do not repeat any information that you have already provided.



FINANCIAL INFORMATION

How much will your project cost? How much would you like to apply for?: The fund can provide 100% of the cost of the project. We will support grants to the value of -

- £0 - £2,000: Micro Grant (un-constituted groups can only apply for Micro grants).
- £2,001 - £7,500: Small Grants.
- £7,501 - £20,000: Main Grants.
- £20,001 - £50,000: Partnership Grants

Have you considered the cost-of-living crisis? Apply for the amount that you need to deliver your project taking the cost-of-living crisis into account.

Un-constituted groups: If your organisation does not have a formal constitution document, you can apply for a maximum grant of £2,000. To do this, you need another organisation to hold the funds on your behalf.

Furthermore, you will need a formal agreement in writing with the partnership organisations. We are unable to process your application without this documentation. Please send this agreement to funding@vaslan.org.uk

Community projects: VASLan encourages small-scale community projects to apply for amounts of less than £10,000. The reporting expectations will be proportionate - for example, a larger partnership project is required to submit more reporting information compared to a smaller project applying for £500.

Please provide the cost breakdown of your project. Please provide details on the costs associated with your proposal, this should include a breakdown of staff and capital costs, equipment, and management charges.

Please provide as much detail as possible and include accurate figures.

You can see a breakdown of what we will fund, and what we will not fund, on the next page.





We Will Fund

- Equipment
- One-off events
- Hall hire for community spaces
- Staff costs (these should be one off or fixed term)
- Training costs
- Transport
- Utilities and running costs
- Volunteer expenses

Please note: Applicants can request funding for capital expenditures (up to £5,000) such as the construction, refurbishment and/or purchase of buildings, amenities, or vehicles. The benefits of the capital expenditure must demonstrably contribute to the fund outcomes.



We Will Not Fund

- Clinical mental health treatment such as therapy or counselling
- Contingency costs, loans, endowments or interest
- Electricity generation and feed-in tariff payment
- Profit-making or fundraising activities
- VAT that you can reclaim
- Statutory activities
- Overseas travel
- Alcohol

Please note: Political or religious campaigning can not be funded. Although, faith-based organisations are still eligible to apply with the exclusion of any religious campaigning activities or activities restricted only to members of the faith based organisation.

FUND CRITERIA AND PRIORITIES

Please indicate where the proposal identifies with the criteria outlined. Please choose at least one. You may choose more than one. Refer to the fund guidance on tokenism.

The overarching aim of the fund is to support community-based initiatives that promote and develop good mental health and wellbeing and/or mitigates and protects against the impact of distress and mental ill health within the adult population, with a particular focus on projects that fits with the following:

- Projects that tackle suicide prevention, social isolation and loneliness, prevention, and early intervention.
- Addressing poverty and mental health inequalities exacerbated by the cost-of-life crisis and the needs of a range of at-risk groups.
- Supporting small ‘grassroots’ community groups and organisations to deliver such activities.
- Providing opportunities for people to connect with each other, build trusted relationships and revitalise communities.

Please indicate who will benefit from your project.

The fund targets the adult population of 16+ years of age.

VASLan will only consider applications for projects / activities that are for the adult population.

****If your project is aimed at young people, please do not continue with the application and call VASLan to speak to our funding officer who can identify suitable funding avenues.****

Please consider what accessibility and targets mean. If you tick “ALL”, then you are required to provide evidence by report or testimony to demonstrate the impact that your project had on a member of the targeted community.

On the next page, we have shared some examples of groups who may benefit from the fund.

FUND CRITERIA AND PRIORITIES

Examples of groups who may benefit from the fund, this may include but is not limited to:

- Women (including women experiencing gender-based violence).
- People with a long-term health condition or disability.
- People from a Minority Ethnic background.
- Refugees and those with no recourse to public funds.
- People facing socio-economic disadvantage.
- People experiencing severe and multiple disadvantages.
- People with diagnosed mental illness.
- People affected by psychological trauma (including adverse childhood experiences).
- People who have experienced bereavement or loss.
- People disadvantaged by geographical location (particularly remote and rural areas).
- Older people (aged 50 and above).
- Lesbian, Gay, Bisexual and Transgender and Intersex (LGBTI) communities

Please select which locality areas your project will be active in. You can select more than one:

- Hamilton
- East Kilbride
- Cambuslang & Rutherglen
- Clydesdale



RELEVANCE TO PROGRAMME PRIORITIES

Please outline how your project will meet the criteria you have selected above, including the outcomes that you would expect to achieve in the short and medium term.

This section looks at the impact you intend to make in the short and medium term for the community you work with and how your project fits into the fund's priorities.

The table below gives you some examples of project outcomes.

SHORT TERM OUTCOMES	MEDIUM TERM OUTCOMES	CMHWF PRIORITIES
<p>People know how to manage their mental health and wellbeing.</p> <p>People are informed of services that are available to help them manage their mental health and wellbeing.</p>	<p>People say they are less stressed.</p> <p>People report fewer mental health crises.</p> <p>People have a more positive outlook on life.</p>	<p>Projects which tackle suicide prevention, social isolation and loneliness, prevention, and early intervention.</p>
<p>People know how to manage their mental health and wellbeing.</p> <p>People are informed of services that are available to help them manage their mental health and wellbeing.</p> <p>People feel included and services address the issues that they face.</p>	<p>People say they are less stressed.</p> <p>People report fewer mental health crises.</p> <p>People have a more positive outlook on life.</p> <p>Services are more aligned with people's needs.</p> <p>People are more equipped to access economic opportunities.</p>	<p>Addressing the mental health inequalities exacerbated by the pandemic and the needs of a range of 'at risk' groups locally.</p>
<p>Greater uptake of applications from small grassroots community groups.</p>	<p>There is a proportionate number of funded projects from small grassroots community groups.</p> <p>Increased capacity of existing support for people in the community.</p>	<p>Supporting small 'grass roots' community groups and organisations to deliver such activities.</p>
<p>People feel less lonely and isolated.</p> <p>People are making new friends and strengthening their relationships.</p> <p>People are interacting and sharing their skills and knowledge.</p>	<p>A positive outlook on life and a greater sense of wellbeing.</p> <p>Communities are demonstrating sustainable and cohesive practices.</p>	<p>Providing opportunities for people to connect with each other, build trusted relationships and revitalise communities.</p>
<p>People know how to manage their mental health and wellbeing.</p> <p>People are informed of services that are available to help them manage their mental health and wellbeing.</p> <p>Increased capacity of existing support for people in the community.</p>	<p>Communities are demonstrating sustainable and cohesive practices</p> <p>Demonstrate a high level of community buy-in to identify issues in the community and develop a workable solution.</p>	<p>Supporting recovery and creativity locally by building on what is already there, what was achieved through the pandemic, and by investing in creative solutions.</p>

What evidence will you collect to demonstrate the benefits your project has achieved and that you are meeting the outcomes outlined above.

Please tell us if you will carry out any of the following:

- ☐ Community consultation
 ☐ Feedback forms
 ☐ Surveys

If other, tell us what you will do.

Please outline an exit strategy for your project. Funds should be allocated within 18 months of the grant award.

This section is NOT applicable to SMALL GRANT applications.

The Scottish Government has not announced that additional funding will be available next year. Funds should be spent within 18 months of the grant award.

VASLan is looking for some detail on how the project can continue after the initial investment from the fund.

Is the project time limited in its approach e.g., to cover a one-piece of equipment or event?

Do you anticipate generating an income from the project?

Do you plan to approach external funders and partners?

Do you hope to amalgamate the project with existing core services?



Funding can only be used for projects solely taking place in South Lanarkshire. Do you intend to run your project in a different local authority area? If your proposed project is taking place out with South Lanarkshire, please do not submit your application.

Declaration: Please complete the declaration if you have read and understood the Fund guidance and that you have provided true and accurate information.