**Guidance Notes - Community Mental health and Wellbeing Fund**

**Section 1 – Organisation Details**

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| Lead Organisations Name | The full legal name of your organisation. For partnership bids this should be the Lead Organisation’s name that will hold the funds if successful |
| Address | Main Postal address for organisation |
| Contact name and Designation | Who is best to speak to about this application |
| Type of organisation: | The Fund is only open to   * Scottish Charitable Incorporated Organisations (SCIO) * Unincorporated Associations * Companies Limited by Guarantee * Trusts * Not-for-profit company or asset locked company or Community Interest Companies (CIC) * Cooperative and Community Benefit Societies * Community councils * Voluntary Sector Lead Partnerships |
| Income last financial year | Please indicate the total income of your organisation for your last financial year. For organisations who have been in operation for less than 12 months and do not have full independently examined annual accounts as yet please indicate a projection of your income for the first financial year. If successful organisations will be required to submit a copy of their annual accounts as a condition of grant. New organisations will be required to submit a copy of the last three months of bank statements. |
| Please Provide a brief description of your organisation’s main activities | Give us some background to the work your organisation does on a day-to-day basis and your experience in delivering projects. Your group does not need to have a mental health remit for day to day activities however your project has to fit in with the funding criteria |
| **Section 2** | **Outline of the Proposed Activity:** |
| Please name and describe your project and the activities that will be carried out | Give your Project a distinct name to distinguish it from other projects or core work that your organisation delivers e.g., Wednesday wellbeing Walkers  Tell us about the aims of your project  Outline the activities the organisation will deliver as part of this fund and how this will benefit the communities that you are engaging with.  Let us know how you have identified the need for this project, who have you engaged with and the input the community has had in the design and delivery of the project? |
| Please outline an exit strategy for your project | It is hoped that additional funding will be made available next year , however this has not been announced by the Scottish government and so can not be relied on.  We are looking for some detail on how project can continue after the initial investment from the fund.  Is the project time limited in its approach e.g. to cover a one-off 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?  This section is not needed for small grant applications |
| Please indicate who will benefit from your project | The fund targets the adult population 16 +  This may include but is not limited to     * Women affected by male sexual violence      * Long-term health condition or disability      * Been on the highest risk list (Shielding)      * Minority Ethnic background      * Refugees and those with no recourse to public funds      * Those facing socio-economic disadvantage      * Experiencing severe and multiple disadvantage      * Diagnosed mental illness      * Affected by psychological trauma (incl. ACES)      * Experienced bereavement or loss      * Geographical disadvantage      * Older people      * (LGBTI) communities |
| Please tick which locality areas your project will be active within | Please tick all that apply. For an authority wide approach indicate “all of south Lanarkshire”. |
| **Relevance to Programme Priorities** |  |
| Please indicate where the proposal identifies with the criteria outlined. Please choose at least one. You may choose more than one | Pleas indicate what program priority your project fits with. The program priorities are   * Projects which tackle suicide prevention, social isolation and loneliness, prevention and early intervention * Addressing the mental health inequalities exacerbated by the pandemic and the needs of a range of ‘at risk’ groups1 locally * Supporting small ‘grass roots’ community groups and organisations to deliver such activities * Providing opportunities for people to connect with each other, build trusted relationships and revitalise communities * Supporting recovery and creativity locally by building on what is already there, what was achieved through the pandemic, and by investing in creative solutions |
| 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 that difference you intend to make in the short and medium term for the community you work with and how your project fits in to the fund’s priorities.  The attached table gives you some examples   |  |  |  | | --- | --- | --- | | Short Term Outcomes | Medium Term Outcomes | **Community Mental Health and Wellbeing Fund Priorities** | | People know how to manage their mental health and wellbeing    People are informed of services that are available to help them manage their mental health and wellbeing | People say they are less stressed    People report fewer mental health crises    People have a more positive outlook on life | Projects which tackle suicide prevention, social isolation and loneliness, prevention and early intervention | | People know how to manage their mental health and wellbeing    People are informed of services that are available to help them manage their mental health and wellbeing    People feel included and that services address the issues that they face | People say they are less stressed    People report fewer mental health crises    People have a more positive outlook on life    Services are more aligned with people’s needs    People are more equipped to access economic opportunities | Addressing the mental health **inequalities exacerbated by the pandemic** and the needs of a range of ‘at risk’ groups1 locally | | Greater uptake of applications from small grass roots community groups | There is a proportionate number of funded projects from small grass roots community groups    Increased capacity of existing supports for people in the community | Supporting **small ‘grass roots’ community groups** and organisations to deliver such activities | | People feel less lonely and isolated    People are making new friends and strengthening their relationships    People are interacting and sharing their skills and knowledge | Positive outlook on life and greater sense of wellbeing    Communities are demonstrating sustainable and cohesive practices | Providing **opportunities for people to connect** with each other, build trusted relationships and revitalise communities | | People know how to manage their mental health and wellbeing    People are informed of services that are available to help them manage their mental health and wellbeing    Increased capacity of existing supports for people in the community | Communities are demonstrating sustainable and cohesive practices    Demonstrate a high level of community buy in to identify issues in the community and develop workable solution | Supporting **recovery and creativity** locally by building on what is already there, what was achieved through the pandemic, and by investing in creative solutions | |
| What evidence will you collect in order to demonstrate the benefits your project has achieved and that you are meeting the outcomes outlined above | What information will you collect as part of the project?  How will you prove the difference you are making to the community through the life of the project? And how you have met the short and medium term outcomes that you have identified  This may include qualitive and quantitative information.  You may want to include the opportunity for those involved in the project to tell their story through case studies.  More support and advice on evaluation is available at [Collecting evidence - Evaluation Support Scotland](https://evaluationsupportscotland.org.uk/evaluation/evaluation-pathway/collecting-evidence/) |
| **Section 3** | **Financial information** |
| How much will your project cost and how much would you like from us? | The fund can provide 100 % of the cost of the project.  We will support grants to the value of  £0- £5,000 Small grant  £5,000 - £10,000 Main Grants  £10,000- £50,000 Partnership grants  We would expect the majority of funding to go towards small scale community projects, amounts of less than £10,000. The reporting expectations will be proportionate – for example, a partnership project would require further detail rather one for £500    Please provide details on the costs associated with your proposal, this should include a breakdown of Staff costs, Capital items being requested and Management charge. |
| **We Will Fund** | **We Cannot Fund** |
| * Equipment * One Off Events * Hall hire of Community Spaces * Small Capital Spend (ie Land or building Projects) * Staff Costs (one off or fixed term 2-year fund) * Training costs * Transport * Utilities/running costs * Volunteer expenses * Helping people to stay safe (PPE) | * Contingency costs, Loans endowments or interest * Electricity generation and feed in tariff payment * Political or religious campaigning * Profit- making / Fundraising activities * VAT you can reclaim * Statutory activities * Overseas travel * Alcohol |

**FAQ’s**

**Will there be any continuation or recurring funding?**

It should be noted that funding will be time limited and, therefore, applications to the fund should be sought for time limited projects and tests of change. Any funding towards core revenue costs will be short-term to support additional demands resulting from the COVID pandemic.

It is hoped that a subsequent round of Funding will be available 2022-23 however this will depend on any announcement of Budget allocation from the Scottish government

**What size of organisation can apply for the fund?**

 The Communities Mental Health and Wellbeing Fund has been established to provide grants to small, grassroots community groups and organisations (i.e., voluntary or community organisations; registered charities; groups or clubs; or Community Interest Companies, and community councils).

 We would expect the majority of grants in each local area will go to small to medium sized groups and organisations – with incomes ranging from under £25,000 per annum up to £1 million per annum.

**What size of grant can be awarded to applicants?**

Small Grants Program £0 - £5,000

Main Grant £5,000 - £10,000

Partnership projects £> £10,000

we would expect the majority of funding to go towards small scale community projects, amounts of less than £10,000. The reporting expectations will be proportionate – for example, a partnership project would require further detail rather one for £500

**When will we receive the money?**

If successful, you will be given an offer of grant acknowledgement no later than 4 weeks after your application has been submitted this will ask you to provide banking details and also include a condition of grant contract. as soon as this information is received form a group payment can be processed and should take 2-3 business days to arrive in your bank

**When does the Fund have to be spent by?**

 This Fund covers financial year 2021-22 In practice this means a TSI must have dispersed the funding to agreed projects as soon as possible and by 31 March 2022 at the latest. Group will have 2 years from the date of the condition of grant to spend the allocation. Please note that any staff cost should be a one off or fixed term

**Does the fund have to be used for new projects, or can it be used for expanding projects or continuing existing projects?**

 We will except applications from new and exciting projects

whilst the Fund can support the expansion of existing activities, it is intended to provide additionality, not replacement funding.

**What can the Fund be used for - i.e., rent, equipment, staff costs, materials, etc.?**

 The Fund is primarily focused on supporting operational and revenue costs – e.g., volunteer, and one-off fixed term staff costs, expenses, equipment, etc - to fulfil the activity small capital spend up to £10,000 is eligible.

**How will the Fund be monitored?**

 We will require interim and year-end reports on the Fund’s progress.  Further information on requirements will follow but will be light touch

**Will the Fund Support Family Wellbeing Projects?**

The fund is targeted for support to adults over the age of 16 if your project supports families your application must state how the projects will support the adults in the family specifically.

**More Support**

If you have any questions or require support in your application, contact voluntary Action South Lanarkshire at [funding@vaslan.org.uk](mailto:funding@vaslan.org.uk) 01698 300390 [www.vaslan.org.uk](http://www.vaslan.org.uk)