

Application Guidance Notes - Community Mental health and Wellbeing Fund 22/23

Application Guidance

Please visit the VASLan website for full information about the Fund and to find resources that will help you to make a strong application: www.vaslan.org.uk

Applications to the Fund should normally be made online however, this year VASLan are looking to trial face to face applications for **MICRO grants only under £2000**. If you struggle with funding applications, please call the office and request to speak to Joanne or email funding@vaslan.org.uk

To continue with the online application, you can access the form through the link on the website page.

Please read the Fund Guidance before you begin this can be found on the VASLan Website.

In submitting an application for the fund you confirm that:

- You have read the fund guidance and understand the criteria relating to both applicant organisations and projects
- You agree that a member of VASLan staff may visit your organisation before the application will be sent to panel. This will be pre agreed with your main contact.
- You are applying on behalf of a third sector organisation or community council and are authorised to submit this application.
- The project requires funding in the current financial year to proceed.
- You understand that VASLan requires to store and process the data you submit in order to consider your application and manage any potential grant.
- VASLan can hold the data you have provided and share it with partners as necessary 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 out what the up-to date amount is. [Living Wage Scotland | The real Living Wage \(scottishlivingwage.org\)](http://www.scottishlivingwage.org)

Larger grants over £7,500 will require significant information to support their application please be as detailed as possible

ALL APPLICATIONS ARE ASSESSED BY AN EXTERNAL PARTNERSHIP PANEL MADE UP OF PEOPLE FROM SOUTH LANARKSHIRE COUNCIL, HEALTH AND SOCIAL CARE PARTNERSHIP, COMMUNITY MENTAL HEALTH TEAM. THE OUTCOME OF YOUR APPLICATION IS MADE BY THE PANEL AND THAT DECISION IS FINAL, VASLAN HAS NO AUTHORITY TO OVERRIDE THIS DECISION. YOU CAN APPLY AGAIN IF APPROPRIATE – FOR EXAMPLE THE APPLICATION WAS NOT CLEAR ENOUGH, DID NOT SUPPLY ENOUGH INFORMATION.

Section 1 – Organisation Details

Project Name	Name of Project / Organisation
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
Read Guidance Notes	Please confirm you have Read the Guidance Notes these can be found on the VASLAN website – www.vaslan.org.uk
Application Contact	Who is best person to speak to about this application
Phone Number & Email Address	This is number and email for the person to contact if we have to gather further information.
Income from 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

	<p>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.</p>
Summary of Application 100-word max	<p>Give the panel a brief overview of your proposed project, this should be a brief description of the project and who it will help.</p>
<p>Details of Application Please name and describe your project and the activities that will be carried out</p>	<p>Give your Project a distinct name to distinguish it from other projects or core work that your organisation delivers e.g., Wednesday wellbeing Walkers</p> <p>Tell the panel about the aims of your project</p> <p>Projects must have specific community focus within South Lanarkshire ONLY, although the project can be accessed from individuals living outside South Lanarkshire.</p> <p>Tell us about the research or information you hold which has led you to deciding this project is needed within your community. Let the panel know who have you engaged with and the input the community has had in the design and delivery of the project. Give details on the difference you are expecting to make. Let the panel know how you intend to get the community to engage.</p> <p>Refer to our “How to make a strong application” guidance, this will help you get your project across to us.</p> <p>Outline the activities the organisation will deliver as part of this fund and how this will benefit the communities that you are engaging with.</p> <p>This fund is only for activities <u>SPECIFICALLY</u> carried out in South Lanarkshire. how you intend to get the community to engage.</p>
Reason for Application	<p>Drop down options – please choose which option suits your project</p>

<p>Is the project match funded or part of a wider collaboration?</p>	<p>Give details here if you are collaborating with another organisation or partnership.</p>
<p>If this is an extension of a project funded by CMHWP ROUND 1 give a detailed explanation of the project so far, what aims has it met and what is this extension for</p>	<p>VASLan cannot fund the same project; we cannot double up on funding. If you are extending a project funded by the community mental health and wellbeing grant from 21/22 give a detailed description here on why the extra funds are needed, what has changed. Has the need changed? Has the target group changed? Has the service altered direction? Give as much detail as possible. If the panel feel that not enough has changed the application will be rejected.</p>
<p>Additional Information</p>	<p>Tell the panel any further information you feel will support your application</p>
<p>Cost Detail How much will your project cost and how much would you like from us?</p>	<p>The fund can provide 100 % of the cost of the project. We will support grants to the value of</p> <p>£0-£2000 – Micro Grant for un-constituted groups £0- £7,500 Small grant £7,501 - £20,000 Main Grants £20,001- £50,000 Partnership grants</p> <p>Have you considered the cost-of-living crisis? Apply for the amount you need to complete your project taking into account the cost-of-living crisis South Lanarkshire are facing</p> <p>If your organisation does not have a formal constitution document you can apply for a maximum grant of £2000 but will require another organisation to hold the funding on your behalf. If this is the case you will need a formal agreement in writing with the partnership organisations. Please send this agreement to funding@vaslan.org.uk We will be unable to process your application without appropriate documentation</p> <p>VASLan 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</p>

	<p>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.</p>
<p>Please indicate where the proposal identifies with the criteria outlined. Please choose at least one. You may choose more than one Refer to fund guidance on tokenism.</p>	<p>The overarching aim of the fund is to support community-based initiatives that promote and develop good mental health and wellbeing and / or mitigate and protect against the impact of distress and mental ill health within the adult population with a particular focus on projects which fits with the following:</p> <ul style="list-style-type: none"> • 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 groups • 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
<p>Number of Beneficiaries</p>	<p>Enter the estimated number of beneficiaries your project will support</p>
<p>Please tick which locality areas your project will be active within</p>	<p>Please tick all that apply. For an authority wide approach indicate “all of south Lanarkshire”.</p>

<p>Please indicate who will benefit from your project</p>	<p>The fund targets the adult population 16 +.</p> <p>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 advise on other funds which may be available.</p> <p>Please consider what accessibility and targets mean. If you tick all then we will expect you to be able to evidence through a report or testimony the impact your project had on a member of the community targeted</p> <p>Example Groups who may benefit from your fund This may include but is not limited to</p> <ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • Affected by psychological trauma (incl. ACES) • Experienced bereavement or loss • Geographical disadvantage • Older people • (LGBTI) communities
<p>Please outline an exit strategy for your project. Funds should be spent within 18 months of the grant being awarded</p>	<p>It has not been announced by the Scottish Government that additional funding will be made available next year. Funds should be spent within 18 months of the grant being awarded</p> <p>VASLan are looking for some detail on how project can continue after the initial investment from the fund.</p> <p>Is the project time limited in its approach e.g. to cover a one-off piece of equipment or event?</p> <p>Do you anticipate generating an income from the project?</p> <p>Do you plan to approach external funders and partners?</p> <p>Do you hope to amalgamate the project with existing core services?</p> <p>This section is not needed for small grant applications</p>

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 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.

VASLan are keen to see applications from smaller grassroots organisations.

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 say they are less stressed People report fewer mental health crises People have a more positive outlook on life	Addressing the mental health inequalities exacerbated by the pandemic and the needs of a range of 'at risk' groups ¹ locally

	<p>People feel included and that services address the issues that they face</p>	<p>Services are more aligned with people's needs</p> <p>People are more equipped to access economic opportunities</p>		
	<p>Greater uptake of applications from small grass roots community groups</p>	<p>There is a proportionate number of funded projects from small grass roots community groups</p> <p>Increased capacity of existing supports 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>Positive outlook on life and 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</p>	<p>Communities are demonstrating sustainable and cohesive practices</p> <p>Demonstrate a high level of community buy in to identify issues in the</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>	

	<p>mental health and wellbeing</p> <p>Increased capacity of existing supports for people in the community</p>	<p>community and develop workable solution</p>		
Section 3	Financial information			
We Will Fund	We Cannot Fund			
<ul style="list-style-type: none"> • Equipment • One Off Events • Hall hire of Community Spaces • Small Capital Spend (ie Land or building Projects) • Staff Costs (one off or fixed term 18 month fund – salaries or PH wages must equate to at least the National Living Wage) • Training costs • Transport • Utilities/running costs • Volunteer expenses • Helping people to stay safe (PPE) 	<ul style="list-style-type: none"> • 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.

It is hoped that a subsequent round of Funding will be available 2023-24 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?

Micro Grants - £0-£2000 for un-constituted groups

Small Grants Program £0 - £7,500

Main Grant £7,501 - £20,000

Partnership projects £ £20,001 - £50,000

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 2022-23 In practice this means a TSI must have dispersed the funding to agreed projects as soon as possible and by 31 March 2023 at the latest. Group will have 18 months from the date of the condition of grant to spend the allocation.

Does the fund have to be used for new projects, or can it be used for expanding projects or continuing existing projects? Including projects funded by round 1 of the community mental health and wellbeing fund

We will except applications from new and existing projects

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

Projects funded by Community mental health and wellbeing round 1: We may fund projects which received funding in round 1 if it is an extension of the project. Organisations must clearly explain why additional funds are needed, what aims has their project met so far, is their reporting up-to-date, has their target audience changed. Organisations will be asked for further information if enough has not been given in their initial application.

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.

Can Counselling and/or other therapeutic services be supported by the fund?

The Fund is aimed at projects that are primarily “support” focused within the community. While projects involving therapeutic treatments can be funded, the Fund is not aimed at projects that are primarily “treatment” focused and is not meant to replace

funding for direct therapeutic interventions in the community, such as counselling, or CBT. Instead, it aims to provide a range of broader community supports that can complement clinical care.

Promotion of religion is ruled out, does this prevent churches and other religious bodies applying?

No, but the activity must be consistent with the aims of the fund and cannot be used to fund religious or campaigning activities.

What is Partnership Working?

Partnership working refers to a broad range of actions and can be defined as two or more groups coming together to achieve a common purpose.

Further Support

If you have any questions or require support in your application, contact voluntary Action South Lanarkshire at funding@vaslan.org.uk 01698 300390 www.vaslan.org.uk