



THIRD SECTOR
Dumfries and Galloway

**Communities Mental Health
and Wellbeing Fund
Round 2**

**Guidance for Applicants
August 2022**

Communities Mental Health and Wellbeing Fund

1. Fund Aim and Outcomes

1.1 Fund Aim

1.1.1 In line with Scottish Government outcomes for mental health in communities, this Fund intends to provide investment for:

- Fostering a strategic and preventative approach to improving community mental health;
- Supporting the resilience of communities and investing in their capacity to develop their own solutions, including through strong local partnerships;
- Tackling the social determinants of mental health by targeting resources and collaborating with other initiatives to tackle poverty and inequality.

1.1.2 The overarching aim of the national 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.

1.1.3 For Year 2, 2022/23 the fund will have a particular focus on:

1. Tackling priority issues within the Scottish Government's Covid Transition and Recovery Plan such as suicide prevention, social isolation and loneliness, prevention, and early intervention
2. Addressing the mental health inequalities exacerbated by the pandemic and the needs of a range of 'at risk' groups locally
3. Supporting small 'grass roots' community groups and organisations to deliver such activities
4. Providing opportunities for people to connect with each other, build trusted relationships and revitalise communities
5. Supporting recovery and creativity locally by building on what is already there, what was achieved through the pandemic, and by investing in creative solutions.

1.2 Fund Outcomes

1.2.1 The following outcomes for the fund are based on the existing strategic context at national and regional levels:

- To develop a culture of mental wellbeing and prevention within local communities and across Scotland
- To improve awareness of how we can all stay well and help ourselves and others

The Fund seeks to contribute to the four key areas of focus from the Mental Health Transition and Recovery Plan:

- Promoting and supporting the conditions for good mental health and wellbeing at population level

- Providing accessible signposting to help, advice and support
- Providing a rapid and easily accessible response to those in distress
- Ensuring safe, effective treatment and care of people living with mental illness

The Fund also seeks to contribute to the following national outcomes from the National Performance Framework:

- We are healthy and active
- We will live in communities that are inclusive, empowered, resilient and safe
- We tackle poverty by sharing opportunities, wealth and power more equally

1.2.2 Each application will be required to show how it contributes to one or more of these outcomes.

1.3 Equalities considerations and at-risk groups

1.3.1 A priority of the Fund is ensuring equality of access and full participation from all relevant and at-risk communities.

1.3.2 There is evidence that the pandemic has exacerbated existing mental health inequalities and has had a disproportionate impact on the mental wellbeing of a range of groups in society. The fund welcomes applications which demonstrate a focus on 'at risk' groups:

- Women (particularly young women, and women and young women affected by gender-based violence)
- People with a long-term health condition or disability
- People at higher risk from Covid-19
- 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 disadvantage
- 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.

1.3.3 Although it is not a requirement for eligibility, each application will be asked to show which 'at risk' group(s) will benefit from the project. Applications will still be considered for beneficiaries who are not included in the above list.

1.3.4 Applicants will be asked to consider how their proposal contributes to promoting people's human rights.

2. Fund Criteria

2.1 Who can apply?

2.1.1 The ambition of the Fund is to support initiatives which promote mental health and wellbeing at a small scale, grass roots, community level to those aged 16 and over. The Fund is accessible to all groups, no matter how small or inexperienced they are. National organisations undertaking initiatives in the local area are not excluded but are not the main focus of the Fund. Funded organisations do not need to have mental health and wellbeing as their sole focus but, as this is the purpose of this Fund, their application should clearly outline how it benefits the mental health and wellbeing of people in their community.

2.1.2 Applications can be accepted from a range of third sector organisations:

- 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
- Parent councils (subject to conditionsⁱ)

2.1.3 Consideration can be given to funding unconstituted groups. This may involve supporting the organisation to become constituted or allowing a constituted entity to hold a grant for the unconstituted group. TSDG as grant-giver would require to be satisfied with arrangements around monitoring and accountability of spend. Each application from an unconstituted group will be managed on a case-by-case basis and may involve support from the TSDG team.

2.2 What type of projects can the fund support?

2.2.1 The focus of the Fund is on the adult population, i.e. those aged 16 and over, and on projects which help whole communities and / or community groups, in turn making a difference to the lives of individuals.

2.2.2 Only projects which meet the Fund aims can be supported. Therefore, projects can be funded if they are a community-based initiative that promotes and develops good mental health and wellbeing and/or mitigates and protects against the impact of distress and mental ill health within the adult population.

2.2.3 The Fund can support both existing and new projects. Projects funded previously through Year 1 of the Fund are eligible to apply again but must clearly show how they will develop and improve in Year 2, for example, in increasing accessibility and reach to different groups and, where possible, they should demonstrate early impacts from Year 1.

2.2.4 Projects must have a specific community focus rather than providing national coverage.

They should also specify which community or communities (by postcode) are the focus of the project and be based only within the local authority area.

2.3 What can we fund?

2.3.1 We can fund the following:

- Equipment
- One-off events
- Hall hire for community spaces
- Small capital spend up to £5,000 (i.e. vehicles, land or building projects)
- Staff costs (one off or fixed term)
- Training costs
- Transport
- Utilities/running costs
- Volunteer expenses
- Helping people to stay safe (PPE for small gatherings/group activity)

2.3.2 We cannot fund the following:

- 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

2.3.3 Please note that because this is a time-limited fund, staff costs can be funded only on a one-off basis.

2.3.4 The Fund is aimed at projects that are primarily 'support' and prevention focused within the community. While projects involving recognised therapeutic treatments can be funded the Fund is not aimed at projects that are primarily 'treatment' focused; it aims to provide a range of broader community supports than can complement clinical care.

2.3.5 The fund should not be seen as a way to replace other funding streams.

2.4 How much can organisations apply for?

2.4.1 There are two streams of funding with the ambition to ensure a broad reach across small community organisations. The first stream will distribute smaller value grants up to the value of £3,000. The second stream will be for larger projects which may be supported up to the value of £50,000.

2.4.2 Applicants of higher value applications will be encouraged to consider involving partners in the delivery of the project although this is not a specific requirement of the fund. They will

also be encouraged to consider a broader geographical area within the region, to maximise the impact of the project.

2.5 How will we strike a balance?

2.5.1 The Fund steering group has agreed it will maintain an overview of applications to strike a balance in relation to:

- Geographical spread
- Categories of activities funded
- Grant amounts
- Diversity of eligible applicants
- Range of beneficiaries

2.6 When can organisations apply and what are the deadlines?

2.6.1 The local application process opens on 12 September 2022. The deadline for small grants (under £3,000) will be **14 October 2022**. These applications will be screened by TSDG for eligibility and fit with the Fund outcomes. Applications should state when the funded activity is due to start. This should be no earlier than 7 November 2022 with activity completed before the end of May 2024.

2.6.2 The application process for larger grants (up to a maximum of £50,000) will open on 12 September 2022. Organisations will submit an application form before the **deadline of 28 October 2022**. These applications will be screened by TSDG for eligibility and fit with the Fund outcomes. A panel of people with lived experience will review the submissions and advise on suitable projects. Those successful will be invited to submit a full application by the deadline of 20 January 2023. Applications should state when the funded activity is due to start. This should be no earlier than 27 February 2023 with activity completed before the end of May 2024.

Grant programme	Launch date	Deadline for applications
Small grants (up to £3,000)	12 September 2022	14 October 2022
Main grants stage 1 (£3001 - £50,000)	12 September 2022	28 October 2022
Main grants stage 2 (by invitation)	November 2022	20 January 2023

2.6.3 The scoring panel will meet in January 2023 to make decisions on the larger grant applications. Offer letters to successful applications will be sent out no later than the week beginning 20 February 2023.

3. Application and Monitoring Processes

3.1 What is the application form based on?

- 3.1.1 The application form is based on the guidance provided by the Scottish Government and the outcomes proposed in this guidance. The form has been designed to gather information that will be used to assess applications and to monitoring the activities described below. An online version of the application form will be available on the TSDG website, and all applicants will be encouraged to apply online. A paper version will be available on request.
- 3.1.2 Successful applicants will be asked to adhere to all monitoring, evaluation and reporting requirements in the grant offer letter. These are:
- Submission of quarterly progress reports including spend to date
 - Completion of end of grant report detailing outputs and outcomes achieved along with project expenditure breakdown
 - Respond to any request for information from TSDG at any time
 - Provide information when requested to contribute to overall fund evaluation.
- 3.1.3 Additional guidance is expected from the Scottish Government on monitoring and evaluation. This may result in additional requirements from applicants. Guidance for applicants will be amended and communicated as required.
- 3.1.4 Where a project notes a focus on a target group, this focus should be meaningful. This means a project that is set up specifically with a target group in mind, or that the project has a broader focus but efforts have been made to ensure the project is accessible and inclusive.
- 3.1.5 Applicants should note the difference between ‘meaningful accessibility’ and ‘technical accessibility’. As an example, a community yoga class could ‘technically’ be attended by any target group (hence why an applicant may tick every group box) but this is not the same as proactively ensuring that a project is accessible. If a yoga class does not have the capacity to, for example, cater for those who speak English as a second language, then it is ok to not tick that group box.
- 3.1.6 Any project with a target group focus may be asked, post project, to provide a testimony of a member of the community targeted. Applicants should think carefully when saying they are helping a vulnerable group, as they should be able to evidence this.
- 3.1.7 Successful applicants may also be required to provide anonymised case studies as part of the evaluation of the programme.

Application Form Guidance by Section

Please note: Unless otherwise stated, sections refer to both Small Grant applications (upto £3,000) and Main Award Stage 1 applications (£3,001 to £50,000).

Section 1

This section asks for the contact details for your organisation. You will also need to provide details for the main and secondary contact within your organisation who we can communicate with about your application.

Section 2

This section asks for detail about your organisation. You will need to tell us when your organisation was established and what type of organisation you are. We would like to know how many staff and volunteers you have along with a brief description (500 words max) outlining the main activities and services you provide. The final part of this section asks you who your beneficiaries are (500 words max).

Section 3

This section is looking for some financial details. You will need to tell us about your income for the last financial year along with the contact details for the independent examiner who signed your accounts. You will also need to provide your bank account name, sort code and account number. If your bank account name does not match your organisation name, we may deem you ineligible. We have provided a text box for you to explain why these names do not match. Cases will be assessed on an individual basis.

Section 4

This section is looking for details about the project that you are asking for funding for. You will need to include the following:

- Project name.
- Project / funding start and end date (note: projects must be completed by 30 May 2024)
- How many beneficiaries the project will support (By beneficiaries we mean adults aged 16 or over).
- Geographical postcodes of where the beneficiaries live.
- Tell us which 'at risk' group do your beneficiaries identify as (Refer to the equalities considerations and at-risk groups stated within the guidance document).
- Whether the project is new or an expansion of existing activity.

Please note that while the fund can support the expansion of existing activities, it is intended to provide additional activity, not replacement funding. You are asked to identify if this is a new project or an expansion of a current project.

In this section you will need to provide a brief description of the project you would like to deliver (Small grants 350 words max; Main Award 500 words max)

You will need to tell us why this project is needed and include any evidence you have to support this (Small

grants 350 words max; Main Award 500 words max)

You will need to tell us what difference this project will make to your beneficiaries (By beneficiaries we mean adults aged 16 or over) (Small grants 350 words max; Main Award 500 words max)

You will need to tell us if you are working in partnership with another organisation (Main Award only, 500 words max)

You will need to identify which of the funding programme outcomes your project will address:

- **To develop a culture of mental wellbeing and prevention within local communities and across Scotland**
- **To improve awareness of how we can all stay well and help ourselves and others**
- **Promoting and supporting the conditions for good mental health and wellbeing at population level**
- **Providing accessible signposting to help, advice and support**
- **Providing a rapid and easily accessible response to those in distress**
- **Ensuring safe, effective treatment and care of people living with mental illness**
- **We are healthy and active**
- **We will live in communities that are inclusive, empowered, resilient and safe**
- **We tackle poverty by sharing opportunities, wealth and power more equally**

Section 5

This section is for the project budget. You will need to tell us the total cost of the project and how much funding you are applying for.

At this point, Small Grant applications only are required to provide us with a budget breakdown. Please note that you can group some expenditure into a single budget line, utilities for example. However, when requested you should be able to provide details on how you have calculated that figure.

If you are applying for core revenue (maximum £5,000), you are required to tell us about your exit strategy for this project (500 words max).

Main Award Stage 1 applications should simply detail the total cost of the project and how much funding you are applying for. However, should you progress to Stage 2, a full breakdown is required.

Section 6

In this section you will need to confirm that you have a safeguarding policy and procedures if your organisation's core work (the work it was set up to do) or the project you are applying for involves children or vulnerable adults

Small Grant applications will need to upload a copy of a recent bank statement with your bank, account name, sort code and account number. If you do not have the bank statement available electronically, please submit the application and email it as soon as possible to: wellbeingfund@tsdg.org.uk.

All your documents must be received within 5 days of submitting your application or by the application deadline, whichever is sooner. Please note that your application may not be processed for assessment until all the required documents, listed above, have been received.

Section 7

In this section you will need to declare that the information contained in this application is correct, that the constitution (or other governing document) submitted with the application is the most up-to-date version adopted by the members of the above organisation, and that you are authorised to make the application on behalf of the above organisation and with whom it has been discussed. You also accept that decisions made by the scoring panel or steering group are final.

Finally, you will sign your name. This can be an auto signature or in standard font. You accept that by submitting your application, you agree to allow Third Sector Dumfries and Galloway to retain your personal data on its database to process your application. We will use the information you give us to help assess your application and administer any grant we award you. We may also publish this information on our website or use it to analyse our grant making for our own research or for others. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating our programmes. This is in line with our Privacy Notice which you can read at <https://www.tsdg.org.uk/privacy-policy/>

Supplementary information for Main Award Stage 2 applications

Successful applications at Stage 1 will be invited to submit a full application. Most of the application will be prefilled, but the following sections will need to be completed in full:

Section 3

If the account name is not the same as the name of your organisation, please state the reason why. 250 words max

Section 5 Outcomes

You will be asked to take each of the outcomes you chose in your original application and explain how your project will deliver those outcomes. 500 words max per outcome.

Section 6

Please provide a full breakdown of your proposed budget. Note that you can group some expenditure into a single budget line, utilities for example. However, when requested you should be able to provide details on how you have calculated that figure.

If you are applying for core revenue, you are required to tell us about your exit strategy for this project (500 words max).

Section 7

You will need to upload a copy of a recent bank statement with your bank, account name, sort code and account number. If you do not have the bank statement available electronically, please submit the application and email it as soon as possible to: wellbeingfund@tsdg.org.uk.

All your documents must be received within 5 days of submitting your application or by the application deadline, whichever is sooner. Please note that your application may not be processed for assessment until all the required documents, listed above, have been received.

Section 8

In this section you will need to declare that the information contained in this application is correct, that the constitution (or other governing document) submitted with the application is the most up-to-date version adopted by the members of the above organisation, and that you are authorised to make the application on behalf of the above organisation and with whom it has been discussed. You also accept that decisions made by the scoring panel or steering group are final.

Finally, you will sign your name. This can be an auto signature or in standard font. You accept that by submitting your application, you agree to allow Third Sector Dumfries and Galloway to retain your personal data on its database to process your application. We will use the information you give us to help assess your application and administer any grant we award you. We may also publish this information on our website or use it to analyse our grant making for our own research or for others. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating our programmes. This is in line with our Privacy Notice which you can read at <https://www.tsdg.org.uk/privacy-policy/>

ⁱ Parent councils are eligible to apply, subject to the following conditions: Funded activities must meet the aims of the Fund and specifically must focus on supporting adults rather than their children; Any Parent Council applying to this fund must have a statutory duty to keep proper accounts, for which there may already be legal and regulatory requirements for them to do so depending on the status of the Parent Council, for example, some parent councils are registered with OSCA as a charity.