



THIRD SECTOR
Dumfries and Galloway

Communities Mental Health and Wellbeing Fund

Guidance for Applicants

Communities Mental Health and Wellbeing Fund

2. Fund Aim and Outcomes

2.1 Fund Aim

2.1.1 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.

2.1.2 In the first year 2021/22 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.

2.2 Fund Outcomes

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

- More people can live independently and healthily in their own homes
- Health and social care inequalities in relation to mental health are reduced including addressing barriers to access advice, support and services
- Safer and more effective care and support for mental health and wellbeing that improve people's chosen outcomes and lived experience
- More people are supported to prevent or manage their mental health distress or crisis
- People and communities are enabled and supported to self-manage their mental health and wellbeing, connect, be more resilient and strengthen communities
- People who deliver unpaid care and support to improve mental health and wellbeing, are better valued and fully supported to maintain their own mental health and wellbeing.

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

2.3 Equalities considerations and at-risk groups

2.3.1 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 male sexual violence)
- People with a long-term health condition or disability; people who are or have been on the highest risk (previously shielding) list
- 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
- Lesbian, Gay, Bisexual and Transgender and Intersex (LGBTI) communities.

2.3.2 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.

3. Fund Criteria

3.1 Who can apply?

3.1.1 The ambition of this 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. It can support both new and existing groups or projects. These do not have to have mental health and wellbeing as the main focus, but the application does have to clearly benefit the mental wellbeing of people in their community.

3.1.2 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

3.1.3 TSDG can also consider funding an unconstituted group. An established and constituted organisation might be used to host a project submitted by an 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.

3.2 What type of projects can the fund support?

3.2.1 The fund is for 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. It is intended to fund new activities or to extend existing activity.

3.2.2 Projects should also specify which community or communities (by postcode) are the focus of the project and be based only within the region.

3.3 What can we fund?

3.3.1 We can fund the following:

- Equipment
- One-off events
- Hall hire for community spaces
- Small capital spends up to £10,000 (i.e. land or building projects)
- Staff costs
- Training costs
- Transport
- Utilities/running costs
- Volunteer expenses
- Helping people to stay safe (PPE for small gatherings/group activity)

3.3.2 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

3.3.3 Please note that because this is a two-year fund, staff costs can be funded on a one-off basis.

3.4 How much can organisations apply for?

3.4.1 There is no minimum or maximum limit for applications. The ambition is to ensure a broad reach across small community organisations through the distribution of smaller value

grants, for example, those up to the value of £3,000. However, we anticipate that a proportion of bids may be supported for example, up to the value of £50,000.

3.4.2 Applicants of higher value applications will be encouraged to consider involving partners in the delivery of the project. They will also be encouraged to consider a broader geographical area within the region, to maximise the impact of the project.

3.5 How will we strike a balance?

3.5.1 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

3.6 When can organisations apply and what are the deadlines?

3.6.1 The local application process opens by 30 November 2021. The deadline for projects will be **12 January 2022**. The 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 1 February 2022 and spent within two years.

3.6.2 The scoring panel will meet in January to make decisions on the first round of the fund. The next round, assuming it is needed, will be triggered by a review of the first by the steering group. The second round is likely to open in February 2022.

3.6.3 The purpose of the fund is not primarily directed toward providing clinical interventions, but if any proposals do involve potential for clinically trained staff delivering therapeutic intervention there will be clear arrangements in place for clinical supervision and governance.

4. Application and Monitoring Processes

4.1 What is the application form based on?

4.1.1 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 is available on request.

4.1.2 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.

4.1.3 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.

4.1.4 Successful applicants may also be required to provide anonymised case studies as part of the evaluation of the programme.

Application Form Guidance by Section

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
- Geographical postcodes of the project
- Number of beneficiaries the project will support
- 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).

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 are applying for and your project's contribution to the outcomes (500 words max).

You will need to tell us how you know this project is needed (500 words max).

You also need to tell us about the activities that you would like us to fund (500 words max).

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

- **More people can live independently and healthily in their own homes**
- **Health and social care inequalities in relation to mental health are reduced including addressing barriers to access to advice support and services**
- **Safer and more effective care and support for mental health and wellbeing that improve people's chosen outcomes and lived experience**
- **More people are supported to prevent or manage their own mental health distress or crisis**
- **People and communities are enabled and supported to self-manage their mental health and wellbeing, connect, be more resilient and strengthen communities**
- **People who deliver unpaid care and support to improve mental health and wellbeing, are better valued and fully supported to maintain their own mental health and wellbeing.**

You will need to describe how you will measure your project's impact (500 words max).

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. You are also 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, you are required to tell us about your exit strategy for this project (500 words max).

Section 6

This section is for you to tell us anything else about your project that you think is relevant to your application and not covered elsewhere (500 words max).

Section 7

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

You will need to confirm that if your grant request is for any item(s) costing more than £3,000 that you will obtain at least two quotes for each of those items

You 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/>