Fife Communities Mental Health and Wellbeing Fund

Year Two

Application Guidance Year Two

Scottish Government
Riaghaltas na h-Alba
gov.scot

Fife COUNCIL

Fife Health & Social Care Partnership

fife voluntary action

Introduction to the Fund

As part of the Recovery and Renewal Fund, the Minister for Mental Wellbeing and Social Care announced a new Communities Mental Health and Wellbeing Fund (the Fund) for adults on 15 October 2021. This is year two of the fund to support mental health and wellbeing in communities across Scotland. Fife Voluntary Action will be responsible for distributing £1.022m across Fife in year two. There is currently no commitment to continue the Fund beyond year two.

Organisations operating in Fife will be able to apply for grants of around £10k, and exceptional projects will be considered for funding of up to £50k. Most grant awards will be for around £10k. To apply for a higher amount, you must visit the website and request an exception for a higher application.

There will be one application round:
Friday 07 October 2022 to Monday 07 November 2022.

The latest information, guidance and frequently asked questions will be available at **www.fva.org/mhgrant**

The link above will also take you to the online grant application system.

www.fva.org/mhgrant

... two-year fund to support mental health and wellbeing...

Fife Voluntary Action will be responsible for distributing £1.022 million across Fife in year one.

... apply for grants of around £10k

... exceptional projects will be considered for funding of up to £50k

Application deadline is 07 November 2022

Application Assistance

We are here to help organisations understand the criteria and guidance, support you with a project idea, support you to apply for a grant, and we will also provide support to those organisations have received a grant. For support at any time, please contact us:

Call **0800 389 6046** during business hours, or E-mail **grants@fva.org** at any time.

we are here to help – with all aspects of support your organisation might need

Fund outcome

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

Fund Aim

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.

Key Areas of Focus

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;

- Providing accessible signposting to help, advice and support;

- Providing a rapid and easily accessible response to those in distress;

- Ensuring the safe, effective treatment and care of people living with mental illness.

* There is no requirement for you to read this Plan or directly reference it in your application. This is part of the context of the Fund.

... contribute to the four key areas of focus from the Mental Health Transition and Recovery Plan*

Local Outcomes

Our local priorities for this Fund are to resource projects that contribute to improved mental health and wellbeing through several key themes:

- tackling social isolation and loneliness (especially for the at-risk groups and/or those who are shielding),

- tackling poverty and promoting income maximisation,

- and building a local infrastructure which offers accessible services which promote and support positive mental health and wellbeing for individuals and communities.

These priorities have been translated into four positive local outcomes which will allow us to support individuals and communities to be more resilient and able to withstand the challenges of the pandemic:

Our local priorities ... are to resource projects that contribute to improved mental health and wellbeing through several key themes ...

Applicants must deliver a project which meets at least one of these local outcomes:

1. People in Fife will be better able to connect and/or re-connect.

Examples of activity might relate to: transport in rural areas (e.g. the concept of 20 Minute Neighbourhoods), befriending calls/visits, dementia cafés, lunch clubs, etc.

2. People in Fife will have improved mental health and wellbeing due to increased access to physical activity, diet and nutrition, life-long learning or some other activity that brings people together and reduces social isolation.

Examples might include :"Green Health" initiatives, environmental and growing projects, cooking clubs, safe outdoor spaces, walking groups, exercise classes, IT classes, arts and crafts classes etc.

3. People in Fife will have better access to services which help to tackle poverty and achieve income maximisation.

Examples might include: homelessness projects, food banks, signposting "to relevant services", fuel poverty, digital exclusion etc.

4. Fife will have a stronger local infrastructure which can respond effectively to the mental health and wellbeing support needs of at-risk groups.

Examples might include: volunteering (including for hard-to-reach people), more regular community events, projects promoting suicide awareness and prevention, and those that give the ability for at-risk groups to have their voices heard.

Who can apply?

This Fund will support projects and activity which promote the improvement of mental health and wellbeing at a small scale, grass roots, community level within Fife. The Fund can support new projects and activity, and the expansion of existing activities; it is intended to provide additional rather than replacement funding, or shortfalls in budgets.

You do not have to be a mental health and wellbeing organisation to apply but your application does have to clearly benefit the mental health and wellbeing of people in your community. We will accept bids from partnerships though the lead partner must be a third sector organisation, and they must be delivering the majority of the activity. The following constituted third sector organisations are eligible to apply:

- Scottish Charitable Incorporated Organisations (SCIO);
- Companies Limited by Guarantee;
- Unincorporated associations;
- Trusts;
- Not-for-profit company or asset locked company or Community Interest Companies (CIC);
- Cooperative and Community Benefit Societies;
- Community Councils
- Parent Councils.

If you are not constituted and wish to apply please contact us using the details provided at the start of this guidance.

Your organisation can apply regardless of whether you applied in year one or received an award in year one. Year one applicants are not guaranteed funding in year two.

can support new projects and activity, and the expansion of existing activities

it is intended to provide additional rather than replacement funding

Eligibility Criteria

This list is designed to help organisations to determine whether or not their project/funding proposal will be eligible for a grant:

- your organisation must be a constituted third sector organisation, Community Council or Parent Council;

- the bank account must be in the organisation's name (please contact us if this might be an issue for your organisation);

- there are no size restrictions for organisations - most of the funding will be prioritised for smaller organisations (turning over less than £1m), but organisations of any size can apply;

- minimum grant amount is £1,000;

- we anticipate most grants to be around £10,000, so please use this figure as the 'normal maximum';

- in exceptional circumstances we may award grants of up to £50,000 (please use the online system to Request an Exception to see if your idea would qualify for exceptional consideration);

- partnership bids are welcome, but they must be led by, and most of the activity undertaken by, a third sector organisation. We'd expect the larger bids to involve an element of partnership working/ collaboration;

- the grant is for grassroots projects - things that benefit at-risk/priority groups in local communities in Fife;

- we will consider projects for communities of interest that are spread across Fife;

- activity must specifically target at-risk/priority groups and tell us which one(s) (see the beneficiary list below);

If you ... would like support with your application then please contact us

We are here to help

- we cannot fund budget gaps - this fund is for additional activity or enhance existing activity;

- grant awards are for revenue activity, we will consider applications which include up to £5k for capital costs.

If you have communication support needs and would like support with your application, then please contact us using the details provided at the start of this guidance.

Type of projects we can support

Your project and its activity must be delivered within Fife and should benefit whole communities and/or community groups, in turn making a positive difference to the lives of individuals. The focus of the Fund is on the adult population, aged 16 and over. We will fund family work where the target/focus is on adults, not children and young people (there's separate funding and activity in Fife to focus on children, which also includes family work.

the focus of the Fund is on the adult population, aged 16 and over

What we can and cannot fund

*This Fund **will** cover costs for:*

- Equipment;

- One-off events;

- Hall hire for community spaces;

- Small capital spend up to £5,000 for land
  or buildings projects ;

- Staff costs;

- Training costs;

- Transport;

- Overheads - utilities costs;

- Volunteer expenses;

- Helping people to stay safe
  (PPE for small gatherings, activity, etc);

- Childcare and other caring costs.

*This Fund **will not** cover costs for:*

- 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.

List of At-Risk Groups (Beneficiaries)

The Fund is for working with adults, but where the focus is the adult, work that also involves the family is likely to be eligible. **We will only be able to fund activity which focuses on benefiting people in the following list** (you only need to focus on one group, but you can work with multiple groups):

- women
  (particularly young women, and women and young women affected by gender based violence);

- people with a long-term health condition or disability;

- at higher risk from Covid;

- 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;

- people affected by homelessness;

- LGBTQIAA+ communities.

Please note that the above list is not in any order of priority or importance.

where the focus is the adult, work that also involves the family is likely to be eligible

this list is not in any order of priority or importance

Frequently Asked Questions (FAQs)

We maintain an up-to-date list of FAQs on the website, so please do check there for further helpful information: **www.fva.org/mhgrant**

Completing the Online Form

This guidance is designed to help you to complete the application form and improve chances of success.

We strongly advise you to read this guidance before submitting an application.

If, after reading this guidance, you are unsure about anything then please do not hesitate to get in touch with us - using the contact details at the start of this document or through the online grant application system.

Before starting to complete your application form please read the eligibility criteria, FAQs and latest information, including the latest version of this guidance, which is available at www.fva.org/mhgrant

There are some guidance prompts within the online application form itself. Please note that there are character limits to some of the questions. Please do not exceed these - the system will give you a character count to help you to do this. If you are applying for a higher value grant then we expect your answers to be more detailed and would hope to see an element of collaboration/partnership working.

We will not begin assessing your application until we receive:

- A copy of your Memorandum and Articles of Association, Constitution or other governing document. These should be signed and dated.

- Your most recently independently examined or audited accounts, or a verified statement of expenditure. If your organisation is less than a year old then please submit your latest bank statement.

If your organisation applied for year one funding, we may not require you to submit these documents. We will contact you directly if we need you to submit up to date copies.

The website contains details on how to submit these documents in support of your application.

Technical guidance

How to complete, save and submit your form

The application form is done entirely online at **www.fva.org/mhgrant**

The online database system can be used on most modern devices with a fairly up to date web browser (we recommend that it is up to date for security reasons - to protect you and your information. It is easier on a desktop computer or laptop with a bigger screen. We do not recommend using a mobile phone, it will still work, but will not be as easy to read and use.

Once you have read all of the guidance and information, and you are confident that you are eligible to apply and that your project fits the criteria you can click on the Start a New Application button.

You will provide basic contact details and then receive an e-mail with the unique link to your application.

You can send that link to anybody you want, so people can complete different parts of the application, if appropriate/easier. **Please note that people should not try to work on the same application at the same time - it could result in somebody's work getting overwritten.**

Each section gets saved as you progress through the online form. Once a section is saved, the information is stored securely in the database. You can close your browser and device and go back through the unique link you will get by e-mail, and continue from where you left off.

The system is safe and has been thoroughly tested.

It is easier for our staff to provide support, assess applications and keep in touch with applicants through this database system. You will receive requests and updates by e-mail.

We are also available to help people to use the online application form. If you need help just contact us - our contact details are also on the website.

If you applied in year one then you are given the option to either:

1. copy over the organisation and governance answers from year one to save you retyping it, or

2. copy over everything from your year one application, including project name, budget, beneficary numbers etc.

You are given a large yellow warning box to say that you must review everything carefully before submitting it. You are forced to step through each section and save it, and some questions must be completed, like project start and end dates - the dates from year one are not valid in year two! When you submit, you will get a full copy of your submission.

The links from your year one application will still work and show you what you submitted, the status etc. This works just the same for year two.

If you have forgotten the link and use the reminder function, you will get sent a link for all applications for year one or year two under your email address.

Sections

The application form is split into 6 sections:

SECTION 1 - **Main organisation details**

SECTION 2 - **Governance information**

SECTION 3 - **About your project**

SECTION 4 - **Beneficiaries**

SECTION 5 - **Finance: your budget and bank details**

SECTION 6 - **Declaration and submission**

You can complete the sections in any order, and you can go in and amend the answers in any section at any time.

Please remember to save each section before you close your browser or navigate to a different web page.

Submitting your Grant Application

Under section 6, you are asked to agree to various statements and confirm that you agree to them. When you do that and click Save Changes, you will submit your grant application. Once it has been submitted, you can view all of the sections, questions and your answers, but you will not be able to change them. The Save Changes button will not work. Each page will remind you that you have submitted the form and cannot change it.

SECTION 1 - *Organisation Details*

1.1 - 1.8 *These questions are about basic details, including your contact details. Some of these details were captured when you started the application and cannot be changed here. If you need to change them, simply contact us and we can change them for you.*

1.9 Please describe your organisation's mission (1,000 character limit

Please provide a brief summary of the main purpose and aim of your organisation, what services it delivers and the service users it supports.

1.10 What is your organisation's legal form?

You must meet one of these structures to be eligible for funding. If you are unsure, please contact us.

1.11 Is the organisation a registered charity?

If yes, you must supply the registration number.

1.12 Is the organisation a registered company?

If yes, you must supply the registration number.

1.13 Is the organisation a branch of a larger/national organisation?

Choose yes if, for example, you use the charity number of another organisation based elsewhere or the ultimate decision-making structure is based at another location. If unsure, please contact us.

SECTION 2 - *Governance Details*

Organisations use different terms to describe the group of people who are responsible for the governance of the organisation - board of directors, board of trustees, committee, management committee and so on. They also refer to the people on this group differently - trustees, directors, committee members. For this section we are talking about this group and those people - regardless of the language used in your organisation.

2.1   How many committee members/board members/ Directors/ Trustees do you have?

This is not the maximum number permitted, but the actual number you have on the day of submission.

2.2   What is the minimum number of board/committee members required for a meeting to be held?

This the quorum number for your board meetings - how many people must attend a committee/board meeting for decisions to be made. All organisations will have a specified minimum in their constitution/governing document. We are not asking about the quorum for members' meetings or general meetings like AGMs and EGMs, we're interested in regular committee/ board meetings.

2.3   How often does the board meet? (1,000 character limit)

Please describe the frequency of meetings and if that varies, and the reason for variation. It would be helpful to include a very brief explanation of why this frequency has been adopted.

2.4

What financial information is given to the board/committee (including frequency)? (1,000 character limit)

Describe the level of financial information and the detail provided, for example do they see profit and loss accounts, balance sheets, bank statements, and how often. Tell us what information is shared with all board/committee members before or at meetings and whether some of it is given just to the Treasurer, Chairperson or Secretary, for example.

2.5 How many signatories are there on the organisation's bank account?

Only tell us about existing signatories - the bank mandate should have people removed when they leave the organisation.

2.6 Is it possible for one person to setup and authorise a bank payment?

We need to know if it is technically possible rather than what policies or procedures state. So, does the bank system or cheques require a minimum of two people to authorise payments?

2.7 Do you have appropriate policies and procedures in place for the following:

Data Protection?   *Sometimes called GDPR, data protection requires up-to-date privacy notices and more, and applies to all organisations that have at least one volunteer or at least one staff member.*

Data/Cyber Security?   *Sometimes this is incorporated in IT/ICT policies and procedures. This is increasingly important for any organisation that uses computers, e-mail or the internet.*

PVGs/Disclosures?   *Organisations that engage people in protected roles must have appropriate policies and procedures in place to protect vulnerable service users/clients.*

SECTION 3 - *Project Details*

3.1   Please give your project a name. This can be something you use publicly if you want, but we need a name for administration purposes (it allows organisations to submit more than one application and avoid confusion).

Choose a name that can be used as a basic text reference for this project.

3.2   When will the project start?

Projects are able to commence late December 2022, but we suspect most will want to start in January 2023. All year two projects must begin before April 2023.

3.3   When will the project finish?

Projects should aim to end by 31 December 2023.

3.4   Please describe your project and the activity that the grant will allow you to deliver. (2,500 character limit

Briefly summarise your project and say whether this is an expansion of activity or new activity and how this will support people and communities recovering from the impact of Covid-19. Outline the activity that you will deliver - numbers of events/training sessions/clubs, numbers of service users, etc and when these will take place. If you are applying for funding for capital costs then please outline the purpose/service the building will be used for.

3.5   Will this project be done in partnership with any other organisations?

There is no requirement to work in partnership for this Fund, but you can do so if you wish. If another organisation will be responsible for any key aspect of the project (for example, employing staff, providing venues) then please regard it as a partnership bid and provide basic details at 3.6.

3.6   If partners will be involved, please list the partners with a very brief description of what each partner will contribute to the project. (1,000 character limit)

A list of the organisations involved and their main contribution is all that is needed here. You may want to provide some brief text about why you are partnering with the organisation.

3.7   Please describe the impact Covid/the current cost-of-living crisis has had on your service and how this has shaped the proposed project and activity. (1,500 character limit)

Please tell us how Covid-19 or the current cost-living-crisis has affected your services and shaped the project and activity you wish to get funded. Tell us what services need to be expanded or what new ones need to be developed as a result of your experiences. Where possible provide evidence that the proposed activity is needed - you may have consulted with service users, held focus groups, or collected other data to support your decisions.

3.8   Please indicate which of these local outcomes will be met by your project activity.

Your activity must support at least one of the local outcomes outlined. Look at your activity and be realistic about which of the outcomes it will help deliver. Remember you only need to support delivery of one of the local outcomes in order to be eligible for funding.

SECTION 4 - *Beneficiaries*

4.1   Please specify the areas of Fife where you will deliver your project.
       Select the area(s in Fife where your activity will be delivered.
       If you are operating in more than one area in Fife please specify
       the area where the majority of your work will be delivered.

       *We expect most projects to be locally-based, so do not anticipate
       funding many projects that will cover all 7 areas.*

4.2   Which of the following at-risk groups will your project target?

       *We are aware that many of you will be working with a number
       of the at risk groups. Please be aware that you only need to work
       with one of these at risk groups to be eligible for funding. Even if
       you are working with a number of at risk groups, please do not tick
       more than three - focus on those at risk groups which will most
       benefit from your activity.*

4.3   How many people from the above at-risk group(s will your project
       benefit in Year 2?

       *Please provide an indicative number of beneficiaries that will
       benefit from your project. Please be realistic given the short
       timetable of delivery for year 2 of this Fund.*

4.4   What will you do to demonstrate the difference that your project
       has made to the people your project targets and benefits?
       (1,500 character limit

       *Please outline current experience of monitoring and evaluating,
       including staff knowledge. Provide an outline of the methods and
       tools you intend to use to capture qualitative and quantitative data
       related to your proposed project, who will be involved in data
       collection, and whether you will involve service users in this work, etc.*

4.5   What experience does your organisation have of delivering a
       project like this and/or working with the at-risk group(s that will
       benefit from this project? (1,500 character limit

       *Please describe the staff knowledge, resources and planning which
       will allow you to meet the local and fund outcomes, and deliver this
       project successfully on time. Detail previous experience of working
       with the at risk groups that will benefit from the project.*

SECTION 5 - *Finance Details*

5.1   What is the total amount of grant you are requesting in this application?

You can only apply for around £10k without applying for an exception for a higher amount (up to £50k - see webpage for information on requesting an exception.

5.2   Can you confirm that if you received this amount that you can complete the project outlined in this application - in other words, this is either the total cost of the project, or you have the other funds secured in order to complete the project as set out in this application?

Timescales are short, so projects that rely on other income not yet secured will put the project at significant risk.

5.3   How will you ensure that your project is sustainable after the funding ends? (1,500 character limit

Please describe what you will do to continue the project once funding comes to an end. It might be that your activity is time limited and is intended to end when the funding ends. If this is the case then please indicate how learning from the project will be carried forward and what the lasting legacy of the project will be.

5.4   What was your most recent annual turnover?

This is the total amount of income, from all sources, in the last full, financial year.

5.5   What is the total amount of money held in reserves?

This is the amount of money that the organisation holds that can be freely spent on any legitimate purpose. We are looking for unrestricted reserves here, so do not include any restricted reserves.

5.6   How would you rate the organisation's financial health and future funding position? (1,000 character limit

Provide a summary of the current financial health position, highlighting key achievements or losses in income, recovery

from the pandemic, going concern summary (if you've had to prepare this for your annual accounts) and what you know about the near-future funding/income position of your organisation (to at least the end of March 2023).

5.7   What is the name of the account that appears on your organisation's bank statements?

We don't need any other bank details - we'll request those if you're successful. This improves security for your organisation.

5.8   Your project budget

Please provide a full breakdown, using the Other boxes and make sure it totals. All figures to be rounded to the nearest pound. Please provide numbers only, no need for the pound sign, commas or decimal points.

Please complete all of these fields, you can put zeroes in some boxes if you want.

The Other fields are there for categories of spending that we haven't provided. They are optional, but if you put a value in an Other box you will need to specify what it is for.

- **Salary costs:** *you can claim costs for all staff involved in the delivery of your activity (given longer term future of fund is subject to evaluation and funding, these should be one off fixed term)*

- **Volunteering costs:** *this is for recruitment, training, expenses and other costs directly associated with engaging volunteers*

- ***Other staffing costs:*** *this is for recruitment, training, expenses, pension, NI, tax and other costs directly associated with paying staff*

- ***Management costs:*** *these should not exceed 10% of your total budget*

- **Transport:** *you can claim for the provision of transport where this is necessary or removes significant barriers to participation in your project.*

- **PPE:** *you can claim for any personal protective equipment (including for example, face masks, sanitiser) that would reduce risk for staff, volunteers or service users/members of the public whilst you deliver the project.*

- **Venue hire/events:** *you can claim costs associated with delivering events as part of the project activity.*

- **Other project costs:** *you can claim resources needed to deliver your activity which are not included in any other heading in this section. Significant costs (more than a few hundred pounds) should be put in the Other boxes provided and given a brief description.*

- **Capital costs:** *you can claim capital costs for land or building of up to £5,000. Please make sure you own the land or building, have a lease that can not be ended within five years, have a letter from the owner saying the land or building will be leased to you for at least five years, or an official letter from the owner or landlord that says you are allowed to do work on the building. You also to think about whether the work will need a building warrant or planning permission, as well as any other regulatory considerations. The limitation does not apply to the purchase of small items of equipment.*

- **Overheads:** *you can claim a proportion of overheads up to 10% of your total budget.*

- **Budget Total:** *please ensure that this figure is the same as the figure provided at the start of this section.*

SECTION 6 - *Submit Grant Application*

Please read this page carefully and make sure you understand the statements before agreeing to them.

You will be unable to submit your grant application without agreeing to the statements.

If you are unsure about what any of the statements mean, please contact us and we will provide further information or support.

> Please check all of the content in each Section of your application **BEFORE you agree to the statements and confirm agreement.**
>
> **Once you confirm agreement and click Save Changes, your application will be submitted.**

After Submission

Once submitted, you cannot amend your application. You can still view it, but you will be unable to amend it.

When you click on the link to open your application, you will see an Assessment Progress table. This will show key information about your application including when you submitted it, when we assessed it, when a decision was taken. This will be updated in real-time, so please do visit this page periodically to see where your application is in the process.

Once you amend your application you will be able to withdraw it, if you do not wish to proceed with your request for a grant. You can do this on the website using the link to your grant application.

If you lose the link to your grant application, visit the website and use the Resume or Review an Application function - it will e-mail you a link to your grant application(s).

Organisations can apply for more than one grant, but they will have to be for very distinct projects. We will not fund multiple instances of the same project, for example the same project in each of the seven areas of Fife is considered to be one project delivered in seven areas.

We hope that this guidance has been helpful. If you spot any errors or would like to suggest improvements, please contact us.

We would like to thank you for your interest in this Fund and wish you every success with your application.

Fife Communities Mental Health and Wellbeing Fund
Year Two

Application Assistance

Call **0800 389 6046** during business hours,
or e-mail **grants@fva.org** at any time

Scottish Government
Riaghaltas na h-Alba
gov.scot

Fife Council

Fife Health
& Social Care
Partnership

fife voluntary action

www.fva.org