Fife Communities Mental Health and Wellbeing Fund 2023

APPLICATION GUIDANCE YEAR 3

fife voluntary action

The Scottish Government
Riaghaltas na h-Alba

Introduction to The Fund

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 you have previously applied for this fund, you will not be required to complete this section again.

- 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 won't be as easy to read and use.

Once you've 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 you like. 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 on the website.

Technical Guidance

Previous Applicants

If you previously applied (it checks by e-mail address) then you are given the option to either:

1. Copy over the organisation and governance type answers from the previous application, to save you retyping it, or

2. Copy over everything from your previous application, including project name, budget, beneficiary numbers etc.

You are given a big 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 previous years are not valid in Year 3!

When you submit, you will get a full copy of your submission.

The links from your previous applications will still work and show you what you submitted, the status etc. This works just the same for Year 3.

If you have forgotten the link and use the reminder function, you will get sent a link for any applications for previous years under your registered e-mail address.

Technical Guidance

Sections

The application form is split into 6 sections:

Section 1 – 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

1.1-1.11   *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. You are also asked for the contact details of one of your Board/Committee Members, ensure that you provide both an e-mail address and phone number. These must be different to the applicants contact details.*

1.12   **Please describe your organisation's vision/purpose** (1,000 character limit)

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

1.13   **What is your organisation's legal form?**

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

1.14   **Is the organisation a registered charity?**

If yes, you must supply the registration number.

1.15   **Is the organisation a registered company?**

If yes, you must supply the registration number.

1.16   **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 you're 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's the minimum number of board/committee member 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 it varies, 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.

Section 2 - Governance Details

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 anyway.

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 a payment?

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.

Fair Work First?
All Grant recipients should have this policy in place and either demonstrate how they meet Fair Work First principles

Section 2 - Governance Details

or how you will work towards them. It is designed to encourage and support employers to adopt fair work practices within their organisation, focusing on the Fair Work First criteria. Through Fair Work First, the Scottish Government is primarily interested in the action the employer is taking to deliver high quality and fair work, and workforce diversity. While Fair Work is relevant for all employers and all workers, the context in which it can be applied will vary depending on factors such as the type and size of the organisation and the sector and location in which it operates. FVA has a guide to developing a Fair Work First policy at **www.fva.org/policies**

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

3.2 **Is your application for a new project or for a continuation/expansion of an existing project?** Is this a completely new project to the fund, have you been funded before through this fund or is this an existing project that is new to this fund?

3.3 **When will the project start?**
Projects are expected to commence at the start of 2024.

3.4 **When will the project finish?**
Projects should end by 31 December 2024.

3.5 **Type of project?** Select a project type from the list provided.

3.6 **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 dealing with the cost-of-living crisis. 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 for what purpose/services the building will be used.

3.7 **Please enter the number of volunteers involved in delivering the project.**

Section 3 - Project Details

3.8   **The following family types are considered to be the most at risk of poverty, please select any or all who are likely to engage with this project.**

3.9   **Project target group: is this project aimed at the general public, a targeted group or restricted to a specific group of people?**

3.10   **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.

3.11   **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.

3.12   **Please describe the impact the current cost of living crisis has had on your services and how this has shaped the proposed project and activity.** (1,500 character limit)
Please tell us how the cost-of-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.

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

Section 3 - Project Details

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.

3.14   **Have you made an application for funding or previously been funded for this project in another local authority area?**

Section 4 - Beneficiaries

4.1   **Please specify the areas of Fife where you will deliver your project.** S*elect 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 don't anticipate funding many 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   **Please explain your approach to ensuring the project is accessible to a range of target groups.** *Some groups are unlikely to engage in the project without additional support. Choose up to three groups from the previous list and indicate the steps you are taking to ensure they are included. This could include promotion to encourage them or actions to remove barriers.*

4.4   **Which of the following priorities does your project contribute to?** *If selecting 'Other', please describe at the end.*

4.5   **The fund aims to support projects which take a prevention or early intervention approach to mental health. Which of these would you say describes your project?**
Guidance: consider prevention as being action to stop a problem emerging (for example, tackling loneliness to prevent mental health issues).
Consider early intervention as an action to address the issue in the early stages (for example, a support group for those experiencing poor mental health).

Section 4 - Beneficiaries

4.6   **How many people from the above at-risk group(s) will your project benefit in Year 3?**

Please provide an indicative number of beneficiaries that will benefit from your project.

4.7   **What monitoring and evaluation tools will you use to demonstrate the difference that your project has had to the individual and or the community.** (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.

4.8   **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're looking for unrestricted reserves here, so don't include any restricted reserves.

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

Section 5 - Finance Details

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 2024).

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 (however, there are no guarantees of further funding through this Fund beyond year 3 or any replacement funding either, and so consideration should be given to making funded posts fixed term or similar).*
- *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*

Section 5 - Finance Details

- ***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.*
- ***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't 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're 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're unsure about what any of the statements mean, please contact us and we'll 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 would 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 2023

Application Assistance

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

www.fva.org