

General Guidance Notes for Those Applying For 'Mental & Emotional Well-being & Suicide Prevention' Small Grants Funding – 'Take 5' Steps to Wellbeing 2016-2017

CLOSING DATE: Thursday 23rd June 2016 @ 3 pm

INCOMPLETE APPLICATIONS OR APPLICATIONS RECEIVED FOLLOWING THIS TIME WILL NOT BE CONSIDERED.

NB: All Projects must be completed by 28th February 2017 (all evaluation forms must be submitted with full spend accounted for by 15th March 2017).

Please read these guidance notes carefully before considering making an application under any of the advised themes covered by this programme.

Introduction

The Public Health Agency (PHA) have identified funding to address the themes of Mental Health, Emotional Well-being, Suicide Prevention and Self-Harm and have asked **CLEAR** to facilitate this process. As such **CLEAR** are inviting organisations to apply for **small grants** to address the outlined themes.

Aims

- Encourage communities to be pro-active in promoting positive mental health and emotional wellbeing and tackle the contributing factors of self-harm and suicide through working with the 5 ways to wellbeing ('Take 5' Steps to Wellbeing).
- To build sustainable resilient communities through positive collaboration of organisations/groups.
- Promote innovative interventions/programmes that promote positive mental health and emotional wellbeing and tackle the contributing factors of self-harm and suicide.
- Address the determinants of poor health and reduce health inequalities by increasing the delivery of resources, programmes and/or services to the top 20% most disadvantaged neighbourhoods.

- Encourage resilience and capacity in vulnerable higher risk groups including LGB&T (Lesbian, Gay, Bisexual, Transgender), Traveller; BME (Black and Minority Ethnic Groups); individuals who have been abused; men, older people and those who self-harm.

Background to Funding Programme

The Public Health Agency commission a range of services from community and voluntary sector providers in response to the Government's NI Regional Public Health Strategy – Making Life Better.

This small grants scheme provides the sector with the opportunity to access small non-recurring grants for projects that can demonstrate contributions to building capacity, emotional resilience and mental and emotional wellbeing. The Public Health Agency are keen to fund programmes founded on evidence based practice with a particular focus on those using one or more of the 'Take 5' Steps to Wellbeing' which suggest that emotional wellbeing can be improved by building the following into our daily lives:

1. Connect
2. Be active
3. Keep learning
4. Give to others
5. Take Notice

(Further information can be found at <http://mindingyourhead.info/main-menu/five-steps-mental-wellbeing>).

CLEAR, a unique capacity building partnership in community Mental Health and Emotional Well-being, has been commissioned by the Public Health Agency to support the implementation of the local Action plan, for mental health promotion and suicide prevention through the facilitation of this small grants programme. There are limited resources available therefore applications will be assessed on the ability of the group to implement projects within a specific timeframe and will have the potential to meet funding aims.

Types of Award

Two types of awards are available under this scheme. *Applicants must adhere to the following preconditions. Failure to do so will result in your submission not being considered.*

Award One – Eligibility Criteria

- Grants up to up to **£1,000 (non-constituted and constituted non-profit taking Community / Voluntary Sector groups).**
- It is expected, and will be a condition of the grant that a level of good governance is observed in the running of the group.
- Provide relevant background / qualifications / knowledge and experience for trainers / tutors or facilitators – if you need any further guidance on this, please contact: The CLEAR Project on 02871 383 386 or email carol@derryhc.com
- Where a group cannot provide sufficient evidence of proper financial processes, the CLEAR Project will pay for direct invoices/items needed under the provider/applicants. This would particularly suit smaller groups with limited governance.

Award Two – Eligibility Criteria

- Grants between **£1,001 - £5,000 for constituted, non-profit taking Community / Voluntary Sector Groups** (*You have adopted a constitution and/or articles and memorandum of association*)
- As a commissioned service Community Voluntary Sector organisations are required to consider the implementation of the PHA Core Quality Standards for Promoting Mental & Emotional Wellbeing and Suicide Prevention <http://bit.ly/MHstandards> Should your application be successful, as a minimum, your organisation should undertake a self-assessment against the core standards contained within the document (and additional sections if relevant to this project).

Both Awards – Eligibility criteria

- It is not envisaged that monies available under these funding streams will be used as gap funding for projects which are already in development.
- **Funding must be spent by 28th February 2017**
- If constituted,
 - you should have a bank or building society account in the name of your group.
 - enclose your most recent annual accounts (or, for new groups, a statement of your income and expenditure). These must be signed and approved by an office-holder.
 - provide a copy of your Committee Members.
 - provide a Child Protection / Vulnerable Adults Policy (if applicable).
- Your project fits within the advised themes.
- Your project will run within the **area stated in the application form**
- **Organisations can only apply for either Award One or Award Two but not both and only one application per organisation for delivery within the area stated on your application will be accepted. Please note: If applying for more than one area a separate application form must be submitted for each area.**

Assessment Criteria

Applications for both awards will be assessed using the following criteria:

- Extent to which the application meets funding aims:
 - Projects that encourage communities to be proactive in promoting positive mental health and emotional wellbeing and tackle the contributing factors of self-harm and suicide through working with the 'Take 5' Steps to Wellbeing.
 - Projects that build sustainable resilient communities through positive collaboration of organisations/groups.
 - Innovative interventions / programmes that promote positive mental health and emotional well-being, and tackle the contributing factors of self-harm and suicide.
 - Projects that address the determinants of poor health and reduce health inequalities by increasing the delivery of

- resources, programmes and / or services to the top 20% most disadvantaged neighbourhoods.
- Projects / programmes that encourage resilience and capacity in vulnerable higher risk groups including, LGB&T, Travellers, BME, individuals that have been abused, men, older people and those who self-harm;
 - The level of community involvement including how the need for this project was identified at community level.
 - Applicants **MUST** evidence how their project is informing how a specific issue is being addressed.
 - Realistic and achievable aims, objectives and outputs.
 - Projects that contribute to models of good practice and evidence of effectiveness.
 - Projects that clearly outline how the project will be monitored and evaluated.
 - Value for money / Reasonableness of costs.
 - Previous Experience.

Please note: Management and administration of previous awards funded through this stream **will** be taken into account.

What we won't fund:

Examples of what we do not fund include:

- Counselling.
- One-off sessions in schools.
- Building costs.
- Retrospective applications.
- Work carried out prior to the approval of the funding.
- Loan repayments.
- Bank Charges.
- Activities that do not fit within the advised themes.
- Unreasonable costs e.g. when commissioning external services **excessive** facilitation fees will not be funded.
- Videography (e.g. DVD's, films, etc), apps and leaflets unless there is evidence of effectiveness of content of the leaflets (excluding promotional materials around the project)
- General running costs not related to the specific project for which funding is sought.

- Applications from individuals.
- Endowments.
- Applications in which equipment costs constitute more than 50%.
- Activities promoting political beliefs (does not preclude faith-based community groups applying for activities related to the aims of the scheme).
- Donations (to individuals, groups or charities).
- Affiliation or membership fees.
- **Existing** staff costs where funding is currently being received from another funder.
- Hospitality will only be paid where it is integral to the project e.g. lunch for delegates at an event. **Gratuitous hospitality or alcoholic beverages will not be covered.**

Examples of what we will fund:

- Existing staff costs **may be considered** where work undertaken is in addition to current duties and where monies are not currently being received from another funder for the provision of same. You must provide a rationale / calculation of how the figure was reached e.g. number of hours x hourly rate and guarantee that this does not represent double funding or duplication of an existing service.
- Training and awareness events e.g. information or skills based workshops, seminars etc. (Current PHA endorsed/funded training programmes and providers can be funded through small grants scheme if funding is not duplicated.)
- If applicable and integral to the project delivered the following costs will be considered:
 - Equipment, which is less than 50% of total grant application costs.
 - Transport to local facilities which is essential for the delivery of the programme.
 - Venue hire will be considered where applicants can justify the need for external / additional premises.
 - Facilitators.

Self-help initiatives for example:

- Art and creative therapies such as drama, writing, painting, crafts etc.
- Physical activity programmes – dance, swimming, walking, yoga, gardening, allotment etc.

Life skills initiatives for example:

- Initiatives linked to the *'Take 5' Steps to Wellbeing*.
- Mood management.
- Coping skills.
- Self-esteem/ resilience building.
- Practical support to boost and protect Mental Health and Emotional Well-Being.

Initiatives that address risk factors for example:

- Relationship/ communication issues.
- Bereavement support.
- Gender Identity.
- Sexual Orientation.
- Financial Stress.
- Unemployment.

*** It is essential that all awarded projects / groups:**

- Promote the range of services available in the **Z-Card 'Directory of services' relevant to your area** to help improve mental health and emotional well-being' to bring comfort, hope and support to as many people as possible across the area.

Making an Application

- Applications will be assessed using the criteria as stated previously.
- Applications must be completed using the **CLEAR** Application Form.
- No continuation sheets will be considered, so please ensure that you keep your answers within the confines of the Application Form.
- All required accompanying documentation as advised must be supplied **with the** application to be considered complete. **Without this the application will be deemed ineligible and will not be considered for funding.**

Additional Information

It is anticipated that assessment of applications will be completed and decisions issued on or before the end of August, however this date is subject to change.

What happens once your application has been received?

1. Your application will be reviewed by **CLEAR** for eligibility to process for assessment.
2. If eligible, the application will proceed to assessment.
3. If you are successful a Letter of Offer will be submitted to your group outlining how to proceed with your activities.
4. If ineligible to process to assessment or unsuccessful upon assessment, a letter will be issued by **CLEAR** notifying you that you have been unsuccessful and giving you information of the appeals process.

The Letter of Offer / Agreement to successful applicants will include a number of binding conditions which will effectively operate as a contract, under which the project/initiative should be operated. You will be required to report back on outputs and outcomes using the validated outcomes monitoring tool which you identified in question 12 of the Small Grant Application Form.

Authorised Signatures

Please ensure two duly recognised officers in your organisation sign the application form and that the declaration is signed. The signatories must be: (a) a contact person for the organisation who is familiar with the application (b) the person who will sign the contract in the event that your application is successful, one of which must be the Chairperson, Chief Executive or most senior staff member. **Failure to include two original signatures on the application form will render your application invalid.**

Forward completed applications to: *(Please note all applications can be posted to the CLEAR Project Office or to the relevant PHA office in your area)*

Western Area

**CLEAR Project Manager
Unit 13, Strabane Enterprise
Agency
Orchard Road Industrial
Estate
Strabane
Co. Tyrone
BT82 9FR**

South Eastern Area

**CLEAR Project Manager
C/O Joan Crossey
Health Improvement Team
Public Health Agency
Lisburn Health Centre
Linenhall Street
Lisburn
BT28 1LU**

Belfast Area:

**CLEAR Project Manager
C/O Annemarie McCann
Health Improvement Team
Public Health Agency
Alexander House
17a Ormeau Avenue
Belfast
BT2 8HD**

Southern Area

**CLEAR Project Manager
C/O Joan Porter
Health Improvement Team
Public Health Agency
Towerhill
Armagh
BT61 9DR**

Closing date: Thursday 23rd June 2016 @ 3.00 pm

**Applications and all relevant supporting documentation must be received on or before Thursday 23rd June 2016 @ 3.00 pm
Incomplete applications or applications received after this time will NOT be considered.**

Electronic or faxed applications WILL NOT be accepted.