



Highland Communities Mental Health & Wellbeing Fund



Scottish Government
Riaghaltas na h-Alba
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Highland Communities Mental Health and Wellbeing
2021/2022 Round

GUIDANCE NOTES FOR APPLICANTS

The purpose of the fund

The fund is part of the overall Scottish Government's Recovery and Renewal Fund and the Mental Health Transition and Recovery Plan.

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.

Local Priorities

Local Priorities were agreed early in November 2021 for this round and are relatively broad, encompassing the ambitions for activity to be driven by identified local needs.

1. Social Isolation
2. Unpaid Carers and those with a Long-Term Condition
3. Prevention of Suicide
4. Rurally Distanced
5. Poverty
6. Trauma
7. Staff and Volunteer Support and Wellbeing

Fund Aim

The overarching aim of the 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, with a particular focus in 2021/22 on:

1. Tackling priority issues within the **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

Supporting **recovery and creativity** locally by building on what is already there, what was achieved through the pandemic, and by investing in creative solutions

Important dates

Applications for grants open on the **8th of November 2021 and close on the 9th of January 2022.**

Applications will be assessed by the next panel meeting after submission, meaning the sooner the application is in the sooner it is assessed. **The Panels are currently anticipated to sit on the 29th of November 2021, 14th of December 2021 and the 26th of January 2022.**

Applications should include the form, a full set of the last accounts and a project financial breakdown.

Applications may be directed back to the applications to provide more detail or address areas of concern or query by the panel if they are submitted for the earlier dates. The final panel in January will not be able to consider applications beyond that time.

Funding will be provided within two weeks of the decision being made or an immediate start – all projects need to be prepared to start before the end of the 2021/22 financial year.

Assessment

Applications will be assessed evenly across five themes:

- **Quality and appropriateness**
- **Fit against the local priorities**
- **Collaboration and involvement of beneficiary group**
- **Priorities and outcomes**
- **Fit with the aims and principles**

There is a particular interest in understanding how the beneficiaries of the intended service have been involved in designing the approach proposed, and you should be able to evidence that throughout your application.

The outcomes should be focused on impacts and not outputs, if you are struggling with this then please get in touch.

Guidance on the application

First of all, make sure you have given yourself time and that someone else will read through the full and final version before sending it, just in case there is anything that doesn't make sense or do justice to your organisation's ideas.

Each question below has a guide for what we want to see covered, if you have any questions or aren't sure then please contact

funding@highlandtsi.org.uk

Q1. The legal name of the organisation as it shows on your governing document.

This is the name of your organisation as it appears on your constitution, articles or other form of governing document.

Q2. What would you like to call this application/activity.

This is the name of your activity, service or project; something that will easily identify it

both within the application process but also potentially thereafter in future correspondence.

Q3. Tell us about what you are proposing to do.

Ideally, we are looking for your description to be focused and direct. You should try to keep this under 400 words or less. Make sure you cover:

What you will do: What is it you are providing/doing, for example, *providing an ongoing mental health welfare service with drop sessions, peer support groups and 1-1 session.*

Who will your activity be for: Are you looking to support a particular age group or gender? Are there characteristics or a geographical boundary that you need to tell us about? For example, *any adult over the age of 21 living within the XX community.*

How are you going to do it: This is where you need to start telling us about the sorts of activities and resources you are going to do or need. For example, *we will provide weekly peer support groups facilitated by a trained support worker*

Things to think about include:

- 1) Breaking your answers into clearly defined sections helps to structure the description for the assessor.
- 2) If you can include estimates for the number of sessions or activities that would be helpful.
- 3) Do not try to cover more in this question than you actually need to, other aspects are explored further down. Keep it focused.

Q4. Tell us who will benefit from your activity.

The Scottish Government wants this fund to work at a very local level with small groups of

people within geographical or thematic communities. It is important that you can describe who is the intended beneficiary including:

- The 'community' they belong to
- The geographical area – you may be working with a small thematic community across the whole of Highland or a small group within a geographical community, both are fine but the work must be within Highland and you need to be able to describe your boundaries.
- Tell us about the particular characteristics of your identified beneficiary group. What helps to identify them as a group, what shared experiences do they have or are there demographic similarities?

Please ensure you keep this section brief, under 200 words, as you will be asked to explore their involvement in the project later.

Q5. When will you start and finish your activity?

Your start date can not be any later than the 31st of March 2022.

Your end date will be determined by the length of your activity. In most instances it is anticipated that activities will run for less than 12 months and many may be complete within the current financial year.

Q6. How much will your activity cost and how much would you like from us?

So, unusually there isn't a specific limit on the funding available but the guidance from the Government is that most of the grants will be for less than £10k. This should give you an indication of the scale and scope of the projects that are appropriate.

We want you to think about 1. That this is a very localised approach, 2. That this is also

about early intervention, wellbeing and community based interventions, and finally 3. That you should be driven by what actions you want to test, pilot or deliver with this guidance in mind, and then the cost of delivering it. We would rather see a project that cost a little more than £10k coming forward than missing the opportunity to develop the activity because of a hard limit. Just be mindful of the overall guidance around costs.

In some instances, we anticipate that there will be opportunities for larger projects to receive funds up to £50k, but if you are looking at something that is much larger it would be advisable to speak to us early and to be prepared for an early submission for advice from the panel – in case you are asked to change something.

You will complete a more detailed financial sheet at the end of the application. For this question you just need to provide a capital and revenue total.

Capital costs are often associated with equipment, something that is not recurring, such as a laptop. If you are unsure, you should seek advice before completing your application.

Revenue costs are often associated with staffing costs or regular overheads like room hire. Again, if you are unsure, you should seek advice before completing your application.

If you have match funding this will be reported on the detailed finance sheet.

If you are asking for less than the overall costs there should be a difference between the 'Total Cost' and the 'Amount from us' that reflects the funding you already have or are seeking.

Q7. We want you to tell us how you identified a need for this activity and who you involved. We particularly want to

understand how people who are to benefit from it have been part of that process.

This question wants you to tell us about how you know that this service, project or activity is needed within your area. How you came to know that and who was involved in making that decision.

Please be careful not to assume that because a service is already in place and being used that this is sufficient evidence alone – you should be checking that your existing service is still meeting the needs in the community as well as or better than alternative approaches.

We suggest you think about telling us how you identified 1) the health and wellbeing needs in your area, 2) how the people you identified in Q.4 have been involved in designing your approach, 3) how your service, project or activity will help to meet that need for those people and 4) assure us that the evidence you are using is recent, a lot has changed in the last 18 months and it would be good to be assured that you have taken account of those changes.

Please try to keep your answer focused and under 200 words.

Q8. Tell us about how you are working with other organisations, agencies, or businesses in your area.

We have been told consistently from the groups and organisations that we engaged with around funding approaches that collaboration is increasingly important. For that reason, we want to see evidence that you are working well with others in your area.

We are not defining how that should happen or what that needs to look like but would encourage you to think about how you reach out, how people are involved in your work and the partnerships you have in place.

You do not need to put in place new partnerships or other collaborative work for this application, though if you think it

appropriate that is great. We want to see evidence that you do not work in isolation from the other organisations around you.

Q9a. Please select the priority that you will impact on the most:

Probably you will support more than one of the priority areas, but we would like you to indicate the most prominent ones – try to resist the urge to check them all and think about how you would evidence your impact if challenged to do so.

Tick those that you feel confident you could evidence an impact against within your evaluation report as this will be expected should your application be successful.

Those you tick should have a direct relationship to Q9b.

Q9b. Please provide a small set of outcomes that you feel will be delivered by your project/activity and which of the priorities they link to.

We aspire to ensuring that our decisions and monitoring should be more focused on outcomes, rather than outputs. So, we want you to define a small set of outcomes that you feel will result from your work and linked back to the priorities.

Make sure that what you write is an outcome and not an output! Remember an outcome is about the change you want to make. So, an output could be, *25 peers support sessions attended by 45 distinct individuals over the last six months*, but an outcome may be, *participants are more resilient, better able to make more informed decisions about their health, resulting in a reduction in absence due to mental ill health*.

Your outcomes and changes you are describing should be measurable within the timeframe of your project. Don't make

sweeping statements you can't measure or evidence if asked to.

Finally, remember that outcomes are not measurements of activity, more does not always equate to better. One outcome done well and achieving long term change can be better than four, unmeasurable, unsustainable ones.

Q10. What is the legal structure of your organisation?

Please select the appropriate description, noting that you should select all that are applicable i.e. Registered Charity and Registered Company.

Q11. If you are a registered charity and/or a company please tell us your registration number(s).

Please provide your full number(s).

Q12. You will be asked to attach a copy of your last accounts (or an alternative if you are a new organisation) at the end, but please complete the following for your organisation for the period ending 31st March 2021.

You need to provide information for the 12 months ending in March 2021, in essence the financial year.

If your organisation manages their finances over the calendar year, then please indicate the year end 31st December 2021 in the first box and complete the figures for that period.

This information is usually accessible through your organisations balance sheet, but you may need assistance accessing this. Please make sure you build in enough time to access this from the person who handles your finances, especially if this is someone who is external to the organisation. Failure to include

this may result in your application not being assessed.

Please do not differentiate between restricted and unrestricted in the table, you will be able to explain about your unrestricted reserves in the text box below.

How much unrestricted reserve your organisation has? Please outline the total unrestricted reserve you had at the end of the period you reported on in the above table.

How have you identified how much you need to have in normal circumstances? Different organisations calculate reserves differently, please outline how your reserves are calculated, ideally confirming if you have a reserves policy and the rationale for setting your reserves at this. Explaining your rationale is particularly important if you are carrying a high level of reserve and it would help to have that set into the context of your overall annual turn over or monthly overheads.

The reason for any deviation between what you need and what you have: if you have a figure that is significantly lower or higher than your identified reserve preference, please explain why this is the case.

Reserve figures will be taken into consideration but more than that, the demonstration of the rationale, its appropriateness both in terms of context and wider practice, will help inform overall appropriateness and quality of the application.

Q13. Organisation Address

Provide your main correspondence, or if you are registered your registered address.

Q14. Key Contact Name and Details

These should be the details of the person we will be corresponding with the most, the person likely to have an operational

responsibility for the work outlined in the application.

Q15. Second Contact Name and Details (board or committee member)

This should be the contact details for a nominated member of your Board or Committee with strategic/overall responsibility for the work outlined in your application.

Q16. How many people are on the board or committee that runs your organisation?

Please total how many people are on the committee at the time of application.

Submitting your application

Applications must be in no later than the 9th of January 2022. Submissions earlier than this will be eligible for the panel discussions in November and December.

- Applications received before the **23rd of November 2021** will be assessed on the **29th of November 2021**
- Applications received before the **7th of December 2021** will be assessed on the **14th of December 2021**
- Applications received before the **9th of January 2022** will be assessed on the **26th of January 2022**

Forms are completed online via the HTSI website www.highlandtsi.org.uk/hcmw-fund a sample question set is available to download and anyone who requires assistance can contact the HTSI Office for assistance:

funding@highlandtsi.org.uk

01349 864289

Please complete and provide the following:

- A fully completed application form

- A completed finance breakdown, Appendix 1
- A copy of your most recent accounts or a 12 month project for new organisations

Appendix 1 : Budget Sheet

Applications will not be considered complete without a completed budget sheet.

Capital costs may include, but are not restricted to the following:

- IT equipment purchase
- PPE
- Desks and Chairs

You can add rows to the section if you require but you do not need to itemise each item, 'furniture for workspace' would do as a grouped heading for example.

Revenue costs may include, but are not restricted to the following:

- Staff salaries (including pensions and employers costs)
- Professional fees
- Insurances
- Payroll overheads
- Room hire
- Travel costs

Again, you can add in rows to the form, but the items do not need to be itemised on an individual basis.

Although match funding is not required, this is welcome if appropriate for your proposal but seeking match funding should not delay the start of your project beyond the dates that have been identified above.

If you have funding which is anticipated to come in (i.e. from trading) or an award that is confirmed or applied for, then please add these details as appropriate. **This income should then be deducted from the overall total costs and this will leave the amount of funding you are requesting from the fund.**

The amount requested through this application should be the total costs (both capital and revenue), less any match or other funding. This figure should be consistent with your response to **question six**.