



# Highland Communities Mental Health & Wellbeing Fund for Adults - Year 6

## Micro Grants

Up to £10,000 for 1 year



## Micro Grants Guidance

This guidance document is designed to help clarify whether your project will match the aims of this fund and/or meet the criteria, before you apply.

If you decide to apply, each element of the application process is covered in detail, to guide you through the application form and the assessment process.

# Table of Contents

Section	Page Reference
Aims	2
Who can apply?	2
How applications are assessed	3
What makes a strong application	4
Assessment Criteria	5
How to apply	6
Outcomes	7
Questions	8
Submitting your application	21

## Aims

The fund aims to support community-led initiatives that promote and develop good mental health and wellbeing and/or mitigate and protect against the impact of distress and mental ill health for people in Highland who are 16 or over.

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## Who can apply?

Any constituted Third Sector Organisation who has access to their own bank account and can demonstrate their ability to competently deliver what they set out in their own application.

The Scottish Government anticipate that most applications will come from smaller grass roots organisations, with encouragement to consider projects that put participation and co-design at the heart of an application.

## Eligible organisations

- Scottish Charitable Incorporated Organisation (SCIO)
- Company Limited by Guarantee
- Trusts
- Not-for-profit company or asset locked company or Community Interest Companies (CIC)
- Cooperative and Community Benefit Societies
- Community councils
- Parent councils are also eligible to apply, but the activities must specifically focus on supporting adults rather than their children.

**⚠ Note:** While national charities and those with annual turnover equal to/above £1 million are not prohibited from applying, they will only be awarded a grant by exception. This will be considered against the needs identified and the availability of grassroots community groups to meet those needs.



## Unincorporated Associations

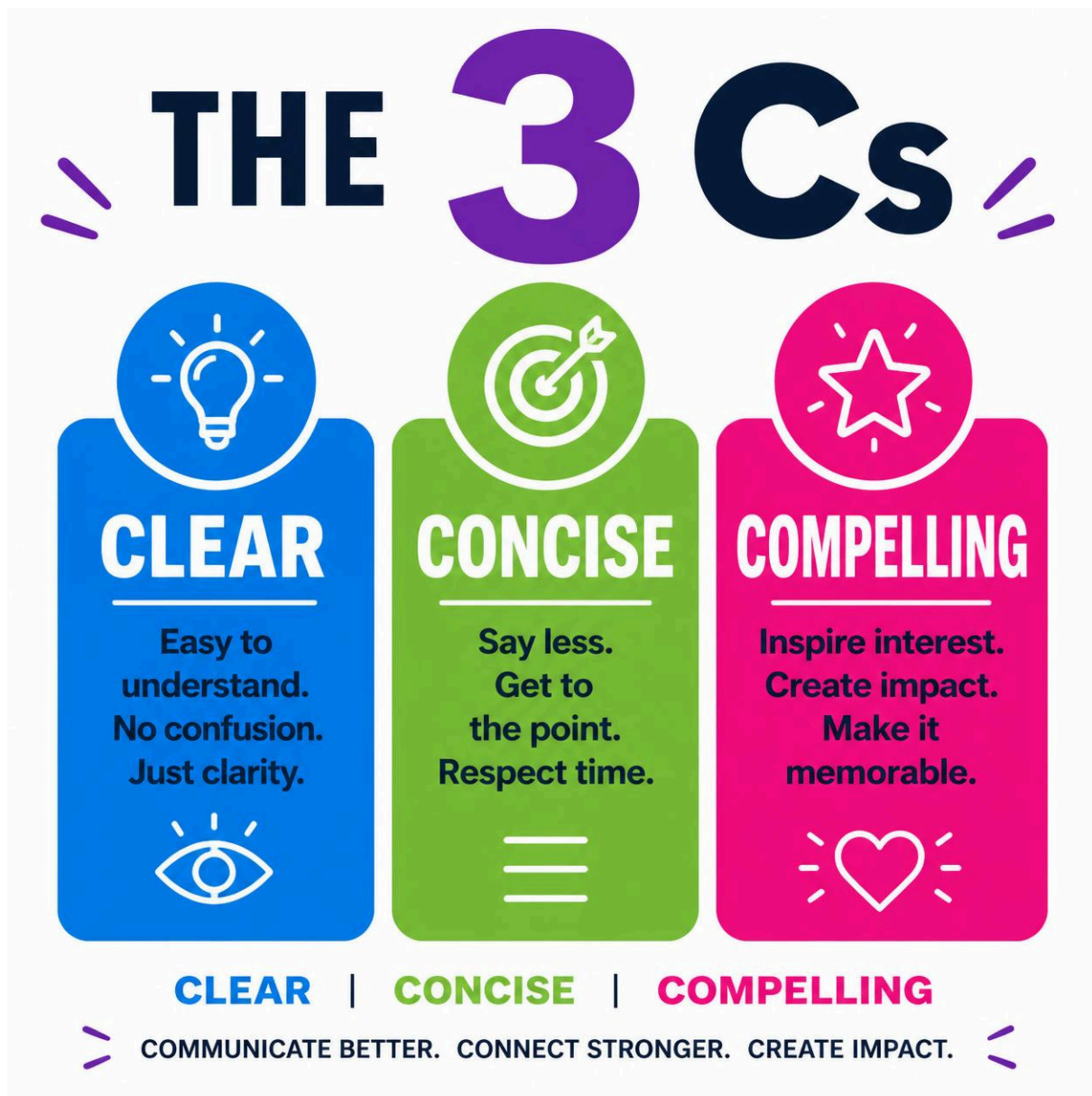
**Unincorporated Associations (UAs)** will not be eligible to apply for a grant, but you may collaborate with another organisation which has the legal structure which reduces liabilities. In such a scenario, the lead applicant must be one of the organisations listed above, and the UA would deliver the project in partnership.

We can support unincorporated groups by supporting them to adopt a new governance structure or helping identify local partners.



## How applications are assessed

In Highland we work in partnership with the Community Planning Partnership's Mental Health & Wellbeing Delivery Group to review priorities and assess applications. As such, an independent panel will include individuals from Public and Third Sector who provide the relevant experience and expertise. HTSI delivery partners are also involved in the process, to provide local views on areas of priority need in localities.



## What makes a strong application? Describe:

- The activities you aim to deliver & relevant impact on mental health
- How you identified the need for this activity
- The changes you hope potential participants will achieve
- How you intend to measure these changes

## How can I reduce word count without losing vital information?

Example (removes 19 words): ~~There are several online articles~~ You can consult for tips on writing concisely ~~to help reduce word count easily~~ without losing any meaning from ~~the information you include in~~ your funding application.

# Assessment Process

Initially, we will determine if the proposal meets the essential criteria:

- Aiming to promote mental health and wellbeing and/or protect against the impact of distress and mental ill health
- Aimed at the adult population (16 years and above)
- Complies with Fair Work First policy
- Eligible organisation with relevant financial evidence



**Applications will be assessed across four areas for competency on an equal basis, each forming 25% of the final score.**

Assessment Area	Criteria	Related Questions
1. Overall quality of application	Clear, concise and compelling proposal with a strong case for support	Competent, well defined, demonstrates ability to deliver; existing connections; timeline matches; applicant demonstrates good standing.
2. Project definition	Well-defined activities, intended impact and realistic, measurable outcomes	The activities are relevant; impact on mental health; aims are well articulated; realistic & sustainable; outcomes clear & measurable.
3. Collaboration and involvement	Evidence of participation, co-design and local involvement	Involvement of potential beneficiaries to identify need and measure success; evidence of broader stakeholder involvement.
4. Fits with principles	Aligns with mental health and wellbeing priorities and essential criteria	Scale and scope matches; tackles inequalities; demonstrates impact; builds on local strengths, improves capacity & meets the priorities.



# What is eligible for funding?

Grants of up to £10,000 for one year 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.

The range of activities you could undertake to meet your locally identified needs is quite broad but is only aimed at reaching adults over 16 within the Highland area.

The fund is aiming to invest in new initiatives, but we can fund existing projects if you can demonstrate the need for further development based on feedback from previous participants and are clear how you plan to reach more people (especially seldom heard, at-risk groups).

The key thing is to make sure the proposed activity is driven by evidence of need, to promote mental health and wellbeing and/or protect against the impact of distress and mental ill health within your community.

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## How to apply

Please read these instructions carefully before you begin putting together your application. We recommend that you prepare a draft document using the sample application form, before you start completing the online form, so please allow plenty of time for this. Also, please include time for a third party to read your application before you submit, to check for errors in spelling or calculations.

### Key Recommendations

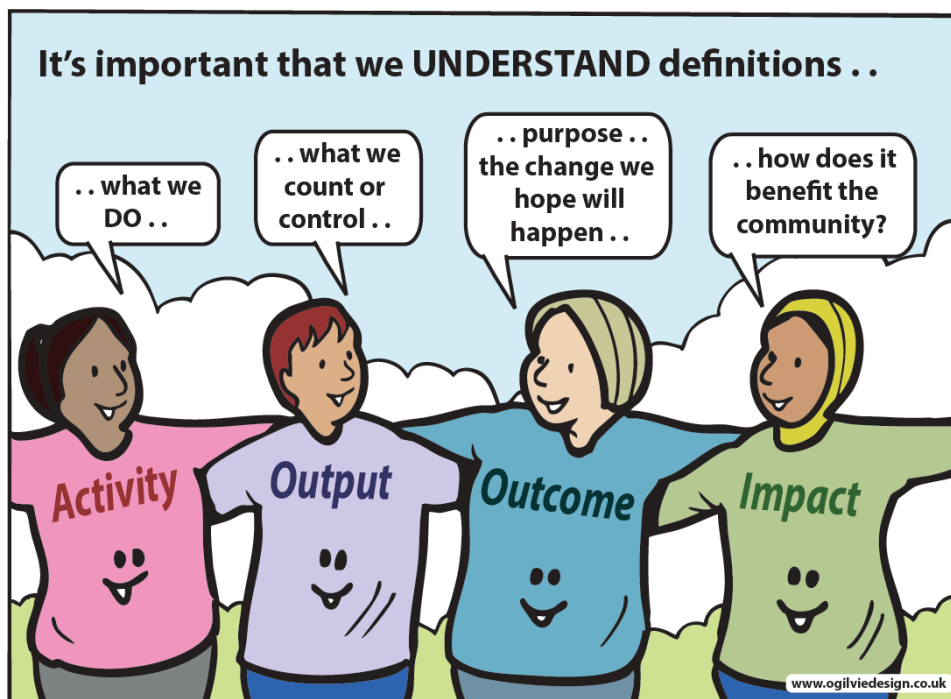
- Outline your plans clearly and evidence why they are necessary
- Don't make assumptions about what people will know about your community, your organisation, or your plans
- Explain why you wish to meet this need or deliver these aims
- If you're confident that this need is not being addressed by anyone else, explain how you know this
- Consider how you will account for the success of the project
- Identify someone to read the full and final version before you submit
- Include a contact who can answer questions about your application and will be able to respond promptly to enquiries

Each question has a guide for what we want to see included in your answers. If you have any questions or are uncertain, please contact us.

Please note that questions marked with a red asterisk\* on JotForm are compulsory fields, requiring an answer. Some questions may require a numerical value without punctuation or currency symbols. Other questions, without an asterisk, may be left blank if they are not relevant for you.

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## Outcomes



We provide four rows for your project's outcomes – this does **not** mean we require four outcomes, this is the maximum number. The more outcomes you include in your application, the more outcomes you are required to measure, to demonstrate impact.

Your project outcomes should be focused on positive change for participants, e.g. improved wellbeing or reduced isolation (not outputs, e.g. number of training sessions or numbers attending events). Whilst you will no doubt want to monitor outputs, these are not indicative of the difference this project will make for the targeted community.

'Organisations don't have outcomes, people do.' This statement explains that outcomes are more meaningful when they reflect real human impact. If you have concerns about your outcomes, please get in touch.

# ? Questions

A unique ID number will be added to your JotForm application automatically. You should take a note of this ID number somewhere safe, as you may need to enter this number to access your form later.

## Eligibility verification

Firstly, we want to verify that you are eligible to apply, so please select from the following questions:

1. Do you have a bank account registered in your organisation's name?
2. Do you have a Fair Work First policy statement? If you don't have any employees, you can still complete an application form.

## Fair Work First Policy

Fair Work First is a Scottish Government policy which applies to any public sector funding, awarded on or after 1 July 2023. If you are awarded a grant, you will be required to follow the guidance to adopt fair work practices within your organisation, in a way that is relevant and proportionate to the activity you have agreed to deliver.

The criteria to pay the real Living Wage and provide appropriate channels for effective workers' voice, are the minimum terms that apply to grant recipients of this fund. These are mandatory for anyone with employees.

There are some desirable elements that you could be aiming to work towards:

- Investment in workforce development
- No inappropriate use of zero hours contracts
- Address workplace inequalities, including pay and employment gaps for disabled people, racialised minorities, women and workers aged over 50
- Offer flexible and family friendly working practices for all workers from day one of employment
- Oppose the use of fire and rehire practice

## Have you applied to other TSIs in Scotland for CMHW funding?

Some organisations operate across Local Authority boundaries and may consider applying in other areas, to deliver similar projects. If this is the case, please indicate which TSI so that we may liaise within the Scotland TSI Network.



# Tell us about your organisation

## Q1. Name of organisation

This is the name of your organisation as it appears on your constitution, articles or other form of governing document. If you are submitting a collective bid, i.e. on behalf of a group of organisations, you should agree who is the lead partner and add the details of the lead partner here.

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## Q2-5. Main contact details

This should include the name, job title and contact 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.

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## Q6-9. Secondary contact details

This should include the name, job title and contact details of a nominated member of your Board or Committee with strategic/overall responsibility for the work outlined in your application. Alternatively, you may add details of a staff member with operational responsibility from a partner organisation.

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## Q10. Briefly tell us about your organisation

This is your opportunity to tell us about your organisation, not your project plans relating to this funding application. If relevant, please mention appropriate safeguarding measures in this section.

 **Save now - We recommend saving your application form, before going any further. JotForm will issue an auto-response email to the address provided in Q4, which contains a hyperlink to edit your submission.**

This link allows you to return to the application until submitted. **Save the email** – if you can't find the email, perhaps:

- It has gone to your Junk/Spam folder,
- There's a typo in your main contact email, or
- Someone else submitted the form



# Tell us about your project

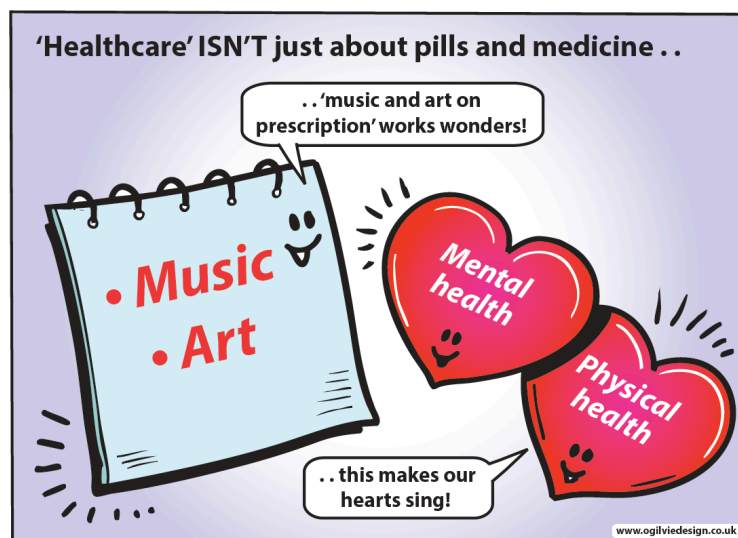
## Q11-12. Name of project and project postcode

What would you like to call this activity? Preferably, this name will easily identify it within the application process, and you will continue to use thereafter for reporting purposes. The postcode should indicate the area within which the majority of the activity will take place.

## Q13. Please tick one of the following types of initiatives which best describes your project

- Befriending
- Peer support
- Counselling
- Therapeutic
- Mentoring
- Financial inclusion/cost of living
- One to one
- Group activity
- Equipment
- Food
- Nature
- Social
- Arts and crafts
- Maintenance/repair
- Sport or physical activity
- Culture

This is a prescribed list of activity types provided by the Scottish Government. If your activity fits into more than one category, please select the most appropriate one for reporting purposes. E.g., if you plan to offer benefits advice as part of a foodbank initiative, select financial inclusion, rather than food. If your project does not fit into a specific activity description, please choose any description that matches, e.g. group or one-to-one activity.

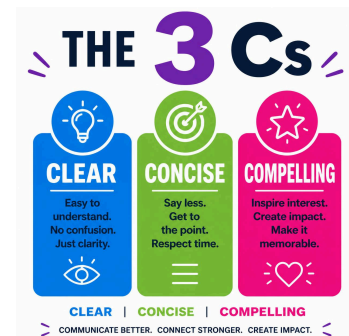


## Q14. Please describe the project including its key aims and activities and how this supports mental health and wellbeing (max 100 words)

Please include details of what you intend to deliver, how you plan to implement it and the purpose, i.e. the reason you chose this activity. To make this clear, use section headings to separate statements covering your **activity**, number of **sessions**, **timing**, estimated **number of participants**, etc. You may use bullet points to be more concise, but please apply usual formatting guidance, ie. around 5-7 bullet points is sufficient, any more defeats the purpose.

If your proposed project has been influenced by engagement with members of the community who will benefit from this activity, this detail should be saved for Q36. If your plans have been influenced by collaboration with other groups and agencies, there will be space for this detail in Q39.

This is the most important section of the application within which to apply the 3 Cs - **clear, concise and compelling**. This is restricted to 100 words because this section is included in the data returned to the Scottish Government by every TSI in Scotland, so there's a standard format for this question, to provide an overview of the activity that was funded.



## Q15. Is your project for the general population (general), open to all but with a focus on particular target groups (targeted) or aimed only at particular target groups (restricted)?

- General
- Targeted
- Restricted

All options are eligible for this fund. By general population, we mean within a specified community or area. By restricted, we mean that the project is only open to people who have certain characteristics, such as age range / gender / circumstances.

Q16. If your project is targeted at, or restricted to, specific groups of people, which groups are you seeking to reach? (max 1-3 groups)

- Women (particularly women affected by gender-based violence)
- People with a long-term health condition or disability
- 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)
- People with neurological conditions or learning disabilities, and from neurodiverse communities
- Older people (aged 50 and above)
- Young people (aged 16-24)
- Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) communities
- Other (please describe)

If you selected 'General', then you can skip this and move to the next question, because you are not targeting specific groups. If targeted or restricted, select at least one key group. The form will not permit you to select more than three. For each group selected, you must provide examples of additional measures to ensure your activity is inclusive for them (in Q37).

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Q17. Cost of Living - the following family types are considered most at risk of poverty. Please select any (or all) who are highly likely to engage with this project.

- Lone parents
- Families with a disabled family member
- Families with 3+ Children
- Minority ethnic families
- Families where the youngest children are under 1 year old
- Mothers aged less than 25

Q18. National/Local Priorities – please tick any or all of the following priorities your project will contribute to:

**National Priorities:**

- Suicide prevention
- Social Isolation/Loneliness
- Addressing poverty and inequality

**Local Priority:**

- Supporting unpaid carers
- 



## Tell us about your finances

Q19. Please select the category which describes the income of your organisation:

- Organisation with income up to £5,000
  - Organisation with income up to £10,000
  - Organisation with income up to £25,000
  - Organisation with income between £25,000 and £100,000
  - Organisation with income between £100,000 and £500,000
  - Organisation with income between £500,000 - £1 million per annum
  - Organisation with income over £1 million per annum
- 

## Q20. Have you received a grant from the Communities Mental Health & Wellbeing Fund from HTSI before?

Please select from the drop-down, whether you received a grant from the Communities Mental Health & Wellbeing Fund in a previous year or not.

If you did receive a grant from HTSI Communities Fund before but for a different project, please select Yes.

If a similar project was funded in another area, outside of Highland, with funding from the Communities Fund but not via HTSI, then select No.

## Q21. Is your application for a new project or for a continuation/expansion of an existing project? (only select one)

- New project
- Existing project (previously funded through the Communities Fund)
- Existing project (New to Communities Fund but funded previously through another funding organisation)

Note: This is related to Q20 in that we are interested in whether you are continuing a project from the previous year's funding. Applications to continue projects are eligible if you can clearly outline within this application how you have developed the project based on what you've learned from former participants and/or other partners.

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## Q22-26. Costs breakdown for the project:

Important: You only type in the white cells of the table, there is no need to edit the grey cells. Numbers should be added without currency symbols or text, and you should calculate your total and add to the bottom row.

If you have match funding, we ask that you kindly provide details of the origin and the amount.

Projected REVENUE expenditure for the activity/service:

Revenue Expenditure item	£
1. [Type item heading here, max 10 words]	[Figures here - no punctuation or symbols]
2.	
3.	
4.	
5.	
<b>TOTAL REVENUE COSTS</b>	[calculate figure here]


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

- Staff costs (including pensions and employers' costs)
- Professional fees
- Room hire
- Travel costs
- Volunteer expenses

Note: You may not add new rows to the form, but items do not need to be listed individually. Group items together in cost headings if you are struggling for space, such as *staff/volunteer costs*. Please note - the column provided for expenditure items, is for item headings only - **maximum 10 words as a heading**.

**Projected CAPITAL expenditure for the activity/service:**

Capital Expenditure item	£
1. [Type item heading here, max 10 words]	[Figures here - no punctuation or symbols]
2.	
3.	
4.	
5.	
<b>TOTAL CAPITAL COSTS</b>	[calculate figure here]

 **Within the guide amount of up to £10,000 you can include a maximum of £5,000 for capital expenditure per year, which would contribute to the delivery of project outcomes.**

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

- IT equipment purchase
- Building renovations
- Desks and chairs

Note: Again, you may not add new rows to this section, but you do not need to itemise every item - '*furniture/fixtures for workspace*' would do as a grouped heading for example.

## Q24. Total project costs (rounded to nearest whole number – no currency symbols or commas)

Please add the combined revenue and capital costs, even if this grant will not fund the entire project. It's important that the panel have these details to assess the viability of the proposed project.


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## Q25. Match funding if applicable

Match funding is not compulsory, but please tell us about any potential match funding and the organisation funding this.

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## Q26. Amount requested (rounded to nearest whole number – no currency symbols or commas)

 THE AMOUNT REQUESTED MINUS MATCH FUNDING SHOULD EQUAL YOUR TOTAL PROJECT COSTS.

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# Project outcomes

Q27. Please describe one or more outcomes that describe the changes you hope participants will achieve through involvement with the proposed activity: (up to 20 words each)

Your outcomes should not include details of when, how, or who will achieve them. All this information should be provided elsewhere in the application.

Once you've entered your first outcome and click tab or elsewhere in the form, a second row will appear for your next outcome. There's space for a maximum of four outcomes, but please **do not** take this as a suggestion to provide four outcomes. The more outcomes you include, the more you have to measure for reporting purposes.

An outcome is about the change or difference you hope to see in participants, so it should include active language like reducing/decreasing or improving/increasing.

An output would describe activity, for example: 25 peer support sessions attended by 45 individuals. An outcome is the reason you deliver those sessions, for example:

- Increased resilience and confidence
- Improved confidence to make informed decisions
- Reduced absence from work due to mental ill health

Your outcomes should be measurable within the timeframe of your project. Don't make sweeping statements you can't measure or evidence - those may be better considered as wider impacts.

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, non-measurable or unsustainable ones.



## Tell us more about your organisation

Q28. What is the legal structure of your organisation?

- Scottish Charitable Incorporated Organisation (SCIO)
- Company Limited by Guarantee
- Trusts
- Not-for-profit company or asset locked company or Community Interest Company (CIC)
- Cooperative and Community Benefit Society
- Community council
- Parent council

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Q29. If you are a registered charity and/or company, please provide your registration number(s):

Spaces provided for both charity number and company number, if applicable. If not, you may skip to the next question.

Charity Number: \_\_\_\_\_

Company Number: \_\_\_\_\_

## Q30. Please provide your organisation's address and contact details:

Add your full address, office email and website (if applicable). If you have more than one address, please add your main office. If you don't have a website, please provide a URL or hyperlink to your social media.

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## Q31. How many people are on the board or committee that runs your organisation?

We're looking for the current number of trustees or directors.

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## Q32. Please complete the following income/expenditure details for the period ending 31 March 2025 if possible. If not, please provide the most recent accounts.

(Figures rounded up to the nearest whole number)

2024/25	£
Income	[Type here - no punctuation/symbols]
Expenditure	[Type here]
Surplus or deficit at year end	[Type here]
Total savings/reserves at year end	[Type here]
Total unrestricted reserves year end	[Type here]

We would be grateful if you could provide information for the financial year (12 months) ending in March 2025, if possible. Ordinarily, this would be the same period as your latest verified accounts cover, if this is possible. If your organisation's accounts cover a different 12-month period, please complete the figures for that period, confirm the dates and explain.

This information is usually accessible through your organisation's balance sheet, but you may need assistance accessing this. Please make sure you build in enough time to obtain this from the person who handles your finances, especially if this is external to the organisation. **Failure to include this may result in your application not being assessed.**

If you're a new organisation and don't yet have 12 months of income/expenditure history, please include details of any financial activity up to now (on a spreadsheet) and add a forecast of income/expenditure to fulfil a 12-month period. E.g. if you've only been running for three months, your spreadsheet would show May-July 2026 and August 26 - April 27 would be forecast.

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### Q33. In which locality do you plan to focus your work?

- Badenoch & Strathspey
- Caithness
- Easter Ross
- Highland-wide
- Inverness-shire
- Lochaber
- Mid-Ross
- Nairnshire
- Skye & Lochalsh
- Sutherland
- Wester Ross

The fund is intended to support **local or small thematic community-based activity**, which means, for example, a project open to the general public based in Inverness, Easter Ross, or even a project for women in Highland, would be too large.

However, if you are planning to work with a distinct thematic community across Highland, e.g. young women from a BAME community, please select Highland-wide. Otherwise, please select the area you aim to work within.

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### Q34. Is there a specific geographic community or neighbourhood you will focus on within the above locality?

This is a free text space you may complete if you plan to reach a specific geographic community or neighbourhood. If not, you may skip this question. Please do not provide details of a thematic community here!

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## Tell us more about your project

### Q35. Add the dates you will start and finish your activity:

Your start date (this includes setup) would preferably be immediately following the grant payments (due in September). **All projects must begin before end of March 2027 at the latest.** Your end date will be determined by the length of your activity.

In the micro grants, it is anticipated that activities will run for 12 months or less, and some may be completed by the end of 2026. However, it's important that you keep track of when you plan to finish and take responsibility for scheduling time to submit reports as expected.

**Start Date: DD-MM-YYYY**

**End date: DD-MM-YYYY**

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### **Q36. Describe how you identified a need for this activity?**

We particularly want to know how people you hope will benefit from this activity have been part of the process. (200 words)

This question requires a description of how you know that your community needs this service, project, or activity 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 – you should be able to evidence 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, **a)** how you identified the health and wellbeing needs in your area, **b)** how the people you are targeting have been involved in designing this approach, **c)** how your service, project or activity will help to meet that need for those people, and **d)** assure us that the evidence you are using is recent. A lot has changed in the last few years, and it would be good to see assurances that you have taken account of those changes.

Please keep your answer focused and under 200 words. Consider using section headings to separate your answer into logical steps.

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### **Q37. Describe additional measures you will take to ensure you can break down the barriers to inclusion, to reach your target group(s): (200 words)**

This question is directly related to Qs 15 & 16. This is not about how you plan to promote the activity in general, but is about targeting at-risk groups and/or being inclusive. Thus, you should refer back to your answers in Q15 and 16 and give examples of the measures you will take to include at-risk groups that you would like to specifically target. This is an opportunity to explain how you aim to ensure that your project is inclusive and accessible for this group.

Alternatively, if your project is not targeted but open to anyone in the community, please tell us how you will ensure that the activities you provide are inclusive and accessible to everyone who may be eligible to participate. Again, you should give examples of the measures you will take.

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**Q38. Please give examples of how you plan to measure progress against the intended outcomes for participants in this project, to help you demonstrate the impact. (100 words)**

Successful applicants will be asked to provide evidence that involvement with this activity helped participants achieve the intended outcomes – this is where you describe how you intend to measure success, ie. identify appropriate indicators from participants. You may describe the type of methods but we are also interested in what you intend to measure, e.g. if you intend to use surveys, please include example questions.

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**Q39. Tell us about how you are working with other organisations, agencies, or businesses in your area. (150 words)**

It's widely recognised that collaboration is increasingly important – for funders and for thriving communities. 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 looks like but would encourage you to think about how you reach out, how people can get involved in your work, and explain the partnerships you have in place.

You don't need to put in place new partnerships for this application, unless you think it's appropriate. But evidence that you don't work in isolation from the organisations around you and that you are not inadvertently duplicating other activities, is important to meet the criteria.

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## Submitting your application



**Applications must be received no later than MIDDAY 13 August.**

Forms are completed online via the HTSI (Highland Third Sector Interface) JotForm portal and you can find the links on our website.

## Accessing your saved application

JotForm will issue an auto-response to the email address provided in Q4, and the message contains a hyperlink to edit your submission. You must save this email in case we ask you to make edits – if you can't find the email, perhaps:

- It has gone to your Junk/Spam folder,
- There's a typo in your email,
- Someone else submitted the form, or
- You're logged into your JotForm account, and the email has gone to the account's registered email address.

## Contact Information



Questions about your proposal:

[funding@highlandtsi.org.uk](mailto:funding@highlandtsi.org.uk)

[Funding Enquiry Form | HTSI main](#)



Technical issues with the form:

[enquiry@highlandtsi.org.uk](mailto:enquiry@highlandtsi.org.uk)

We will respond to enquiries as soon as possible but it's important that you allow sufficient time for discussion before you need to submit. Please state the name of the grant you are enquiring about in your email enquiry and take our staff capacity into consideration.

✓ **Good luck with your application! We look forward to supporting community-led mental health and wellbeing initiatives across Highland.**