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**Year Three 2023/2024**

**GUIDANCE NOTES**

**FOR APPLICATION FORM**

Firstly, please read these instructions carefully before you begin putting together your application. We recommend that you use the information within this document to prepare a draft application, before you start completing the online form, so make sure you give yourself time for this.

Aim to 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, and if you're confident that this need is not being addressed by anyone else, explain how you know this. Also consider how you will account for the success of the project.

Identify someone that will read the full and final version before submitting - just in case it is not clear, or your figures are entered inaccurately. Finally, include a contact name and an email that can be checked regularly, even when you are on leave.

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

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

Please note that questions marked with a red asterisk\* in JotForm are compulsory fields, requiring an answer. Some questions may require a numerical value without punctuation or currency symbols. Other questions, without an asterisk, can be left blank.

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

Award decisions will be made at three panel meetings:

* Applications received by the 27 October will be assessed in November
* Applications received by the 29 November - assessed in December
* Applications received by the 9 January - assessed late January

Funding agreements will be issued within two weeks of the decisions being made and payment will follow as soon as they are returned to us – all projects need to be prepared to start before the end of April 2024 or sooner if payment is made before February 2024.

**Assessment**

In Highland we are working in partnership with the Community Planning Partnership and Health and Social Care Partnership to assess applications. As such a panel of individuals from both Public and Third Sector organisations, including those who have been selected because of their relevant life experiences, has been formed.

Applications should describe the outcomes you hope potential participants will achieve, and how you intend to monitor activities and measure these changes. Applications will initially be assessed, to determine if the proposal meets the essential criteria:

* small-scale, community proposal with evidence of participation
* 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)
* new initiative or developing/improving/expanding on an existing project

In addition, proposals will be sense-checked by HTSI delivery partners for:

* the perceived value to the proposed community
* evidence that there is no duplication
* fit with areas of priority need in the local area

Applications will then be assessed on:

* **Quality and appropriateness**
* **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 positive change for participants and not outputs of your organisation. If you are struggling with this, please get in touch.

Bear in mind that not all the questions are designed to assess suitability for the fund, some are designed to help us account for the type of activity or target groups the funding will be focused on, if awarded. Thus, we ask that you provide a genuine account of plans and how this will be delivered.

1. **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, ie. on behalf of a group of organisations, you should agree who is the lead partner and add the details of the lead partner here.

**2 - 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.

**6 - 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.

1. **Name of project**

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.

1. **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
* Other (Please describe)

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 you feel your activity does not fit into any one activity description, please choose the nearest one. Only select ‘other’ if there is no activity type on the list that relates to your plans.

1. **Please enter the number of volunteers involved in delivering the project.** This should be an estimated forecast for reporting purposes, based on previous knowledge and experience.
2. **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 evidence you’ve gathered to support the need. If your proposed project has been influenced by engagement with members of the community who will benefit from this activity, there will be space for this detail in Q34. If your plans have been influenced by collaboration with other groups and agencies, there will be space for this detail in Q36.

**14. 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 of these 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.

**15. If your project is targeting specific groups of people, which groups of people are you seeking to reach?**

* 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)
* Older people (aged 50 and above)
* Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) communities
* Other (please describe)

Please select the key groups that you intend to specifically target with your activity. The form will only permit you to select three categories at most. For each target group selected, we expect you to provide evidence of specific plans for breaking down barriers experienced by this key group.

**16. Cost of Living - the following family types are considered to be 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

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

* Suicide prevention
* Social Isolation/loneliness
* Addressing poverty and inequality
* Other (select from Local Priorities List below)
  + Unpaid carers and those with a long-term condition
  + Rurally distanced
  + Trauma

**18. 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

1. **Have you received a grant from the Communities Mental Health & Wellbeing Fund from HTSI before?** Yes/No

Please indicate whether you received a grant from the Communities Mental Health & Wellbeing Fund in a previous year?

1. **Is your application for a new project or for a continuation/expansion of an existing project? (Only select one)**

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

This is related to **Q19** in that we are interested in whether you are continuing a project from last year's fund or the year before. Applications to continue projects are not eligible in this round of funding unless you clearly outline how this will develop/improve/expand the project.

**Costs breakdown for the project:**

We need to ensure a broad reach across small community organisations through the distribution of a significant proportion of smaller value grants so we are keen 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.

Please bear in mind:

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 the 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. You only need to type in the white cells, there is no need to edit the grey cells.

Capital costs are associated with equipment, something that is not recurring frequently, such as a laptop. However, smaller items of equipment do not need to be included as capital items. If you are unsure, you should seek advice before completing the application.

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

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

1. **Projected REVENUE expenditure for the activity/service:**

|  |  |
| --- | --- |
| Revenue Expenditure item | £ |
| *[Type item description here]* | *[Figures here]* |
|  |  |
|  |  |
|  |  |
| TOTAL REVENUE COSTS |  |

**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

You may add a limited number of rows to the form, but the items do not need to be itemised on an individual basis. Try to group items together in logical categories.

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

|  |  |
| --- | --- |
| Capital Expenditure item | £ |
| *[Type item description here]* | *[Figures here]* |
|  |  |
|  |  |
|  |  |
| TOTAL CAPITAL COSTS |  |

Within the guide amount of >£10,000 you can include a maximum of £5,000 for capital expenditure that contributes to the delivery of the project outcomes. This limitation does not apply to the purchase of small items of equipment.

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

* IT equipment purchase
* Building renovations
* Desks and Chairs

Again, you may add a limited number of rows to the section but you do not need to itemise every item - ‘furniture for workspace’ would do as a grouped heading for example.

1. **Match funding if applicable:** match funding is not compulsory, but please tell us about any potential match funding and who funds this.

|  |  |  |  |
| --- | --- | --- | --- |
| £ | Funded by? | Confirmed? Yes/No |  |
|  |  |  |  |
|  |  |  |  |

1. **Amount requested:**

|  |  |
| --- | --- |
| Total project costs: |  |
| Amount requested from us: |  |

Please enter the estimated total cost of completing your project and confirm the amount you are requesting this fund provides.

1. **Please describe one or more outcomes that describe the changes you hope participants will achieve through involvement with the proposed activity: (100 words)**

|  |  |
| --- | --- |
|  | **Brief** **description of outcome (20 words each)** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

Your outcomes should not include details of when, how, or who will achieve them. This information should be provided in a previous question, such as Q13.

An outcome is about the change you want to make for participants, so it will usually include active language like ‘reducing/decreasing’ or ‘increasing/improving’. While an **output** could be: *25 peer support sessions attended by 45 individuals,* an **outcome** is the reason you deliver those sessions, e.g:

* *increased resilience and confidence*
* *improved confidence to make informed decisions about their health*
* *reduced absence from work due to mental ill health*

Your outcomes, i.e. the changes you are describing, should be measurable within the timeframe of your project. Don’t make sweeping statements you can’t measure or evidence. It may be more useful to consider these 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, unmeasurable, unsustainable ones.

1. **What is the legal structure of your organisation?**

* Scottish Charitable Incorporated Organisations (SCIO)
* Unincorporated Associations
* Companies 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

1. **If you are a registered charity and/or company, please tell us 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

1. **Please provide your organisation’s address and contact details:**

Add your full address, 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 link to other online platforms, such as social media.

1. **How many people are on the board or committee that runs your organisation?** We’re looking for the current number of trustees or directors.
2. **Please complete the following income/expenditure details for the period ending 31 March 2023 if possible.** The figures we are looking for should be for the whole organisation, not just the proposed project or related department. In addition to providing this information, you will be required to upload a copy of your latest independently verified accounts at the end of this form. (Figures rounded up to the nearest whole number please.)

|  |  |
| --- | --- |
| **2022/23** | **£** |
| Income | *[Type here]* |
| Expenditure | *[Type here]* |
| Surplus or deficit at year end | *[Type here]* |
| Total savings/reserves at year end | *[Type here]* |

We would be grateful if you could provide information for the financial year (12 months) ending in March 2023, if possible. Ordinarily, this would be the same period as your latest verified accounts cover, but it's not essential if this is not 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 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 external to the organisation. Failure to include this may result in your application not being assessed.

1. **In which locality do you plan to focus your work?**

* *Badenoch & Strathspey*
* *Caithness*
* *East 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.

1. **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 community or neighbourhood. If not, you may skip this question.

**Tell us more about your project proposal**

1. **Please add the dates you will start and finish your activity:**

Your start date (this includes setup) should be no later than 30 April 2024. If you receive a grant payment sooner than that, we encourage you to start as soon as possible. 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 some may be completed by the end of 2024. However, it’s important that you keep track of when you plan to finish and schedule time to submit a closing report within two weeks of that date.

|  |  |
| --- | --- |
| Start Date | DD-MM-YYYY |
| End date | DD-MM-YYYY |

**Tell us more about the activity**

1. **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 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, 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 try to keep your answer focused and under 200 words.

1. **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 not asking for details of how you plan to promote the activity generally, it is about targeting at-risk groups and/or being inclusive.

This requires a description of the measures you will take. If you have identified 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 service you provide is inclusive and welcoming to everyone who may be eligible to participate. Again, this requires a description of the measures you will take.

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

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, unless you think it's appropriate. We want to see evidence that you do not work in isolation from other organisations around you.

1. **Describe how you will apply fair work practices to your project and support staff retention and recruitment?** 150 words

[Fair Work First](https://www.gov.scot/publications/fair-work-first-guidance-2/pages/6/) 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.

**Submitting your application**

Applications must be received no later than **9 January 2024**.

* Applications received by midday 27 October will be assessed in November
* Applications received by midday 29 November will be assessed in December
* Applications received by midday 9 January will be assessed later in January

Forms are completed online via the HTSI (Highland Third Sector Interface) JotForm portal <https://form.jotform.com/232501461904347>.

Please direct any questions about your proposal to [**funding@highlandtsi.org.uk**](mailto:funding@highlandtsi.org.uk)and questions about technical issues with the form to[**enquiry@highlandtsi.org.uk**](mailto:enquiry@highlandtsi.org.uk).

The HTSI office will be **closed from 22 December**, so it's important that you take this into consideration if you need to contact us about your application. We will return to work by **Monday 8 January** and can respond to enquiries then.

Please complete and provide the following:

* A fully completed application form using JotForm online (link provided by email)
* A copy of your most recent accounts or a 12-month financial statement for new organisations if you don't yet have verified accounts.