

Highland Communities Mental Health and Wellbeing Fund

Frequently Asked Questions



The following are some anticipated FAQs, we will keep this up-to-date as further queries come in.

How to apply?

We expect that most applications will be completed through the HTSI website portal. Where groups are unable to access the internet or there is another significant issue or barrier we can accept applications via a word document.

What can you apply for?

The range of activities you could undertake to meet your locally identified needs is very broad. The key thing is to make sure the proposed activity is driven by considering where there are needs around preventing and recovering from mental ill health within your community. If you can explain the relevancy and anticipated impacts and outcomes from your activity then there are only a few activities that are not going to be considered:

| We will fund | We cannot fund |
|--------------------------------|---|
| Equipment | Contingency costs, loans, endowments or interest |
| One-off events | Electricity generation and feed-in tariff payment |
| Hall hire for community spaces | |

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|---|--------------------------------------|
| Small capital spend up to £10,000 (i.e. land or building projects – see details here ¹) | Political or religious campaigning |
| Staff costs (noting this is a 2 year fund therefore one off or fixed term) | Profit-making/fundraising activities |
| Training costs | VAT you can reclaim |
| Transport | Statutory activities |
| Utilities/running costs | Overseas travel |
| Volunteer expenses | Alcohol |
| Helping people to stay safe (PPE for small gatherings/group activity) | |

How much can you apply for?

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. Remember that this is for smaller grassroots community activity.

The panel will have some discretion to take grants up to £50k but this is likely in only a few cases, and we would strongly recommend early contact and submission to allow discussion around the proposal.

Your request should be driven by what actions you want to test, pilot or deliver with the guidance in mind, and then the actual cost of delivering it rather than designing activity to fit the budget. We would rather see a project that cost a little more than £10k coming forward than missing the opportunity to develop the activity because it cost £10,775.

When does the funding have to be spent by?

Projects must have started before the end of the current financial year (31st of March 2022).

Given the need to support people within communities, particularly those more vulnerable to being impacted negatively as a result of the recent pandemic, we are looking for activity to start as soon as is practicable.

Generally, projects should be completed within a 12 month period.

What reporting and evaluation expectations are there?

All projects will have to complete a minimum of a closing evaluation report. This report will expect you to confirm the actual spend and a report against delivery of the outcomes that you outlined in your application. The level of detail should be proportionate to the funding received, meaning the larger your grant sum, we would anticipate the larger the level of activity and consequently the larger amount of detail we would expect.

If your project runs beyond March 2022, you will be asked to provide at least one update report, at the end of March 2022 (unless your project didn't start until March, in which case it will be due late April/early May 2022) and a closing report due at the end of your project.

Failure to provide your update report on time may result in HTSI seeking to reclaim the funding provided.

Am I expected to work in partnership?

The short answer is yes.

You don't have to submit a partnership application, but you will be asked how you are working with the groups and other organisations around you and you need to make sure you can answer that. Additionally, it is really important that you can describe how people who will benefit from your proposed activities have been involved in designing the activity.

We are really keen to avoid unnecessary duplication and would encourage you to make sure you explain how you are linking into similar services to provide assurance that it is additional and not duplicating an existing service.

Who can apply?

Any constituted Third Sector Organisation who has access to their own bank account and can demonstrate their ability to competently delivery what they intend to as outlined in their own application.

The Government are anticipating that most applications will come from smaller grass roots organisations.

Can a larger Third Sector Organisation apply?

Yes. The fund doesn't stipulate the size of organisations that can apply but rather the size and focus of the work that will be commissioned. A larger organisation may be the most appropriate to deliver the work but what won't be considered are applications working across large geographic areas or populations in one proposal.

What the Panel are also unlikely to accept are multiple applications, of a similar or identical nature, for multiple community areas in Highland. If a larger organisation is working with multiple communities to deliver services that are similar, there should be identifiable differences reflecting the range of needs that are particular to the proposed beneficiary group.

What do we mean by 'community'?

In this instance we are looking at communities that are relatively small, either thematic or geographic. For example, we aren't talking about a community that is based around 'Inverness', 'Easter Ross' or 'Women', these are too large. It might be that you have a combination of geographic and thematic, i.e. *families who have lost family members to suicide within Mid Ross or men over 65 with a long term condition in Raigmore.*

When can I apply and when will a decision be made?

Applications open on the 8th of November 2021 and depending on when you submit your form will depend on when it gets considered. We are trying to turn around decisions very quickly and at the moment the following dates are what we are working to:

- 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**

We will try to communicate the decisions to you within four working days.

When will I get paid?

We aim to have payments initiated within two weeks of the decision, depending on your proposed start date.

For grant of under £10k, you would usually receive one payment at the commencement of your project. For grants of over £10k your payments are likely to be staggered depending on the size of grants and activity.

What happens if I am unsuccessful?

If you submit an application in time for the November or December panels it is possible that you may receive feedback and an invitation to resubmit depending on the overall proposal. In these instances it is likely that the panel have things that they feel should be changed or tweaked in your proposal, or, that there are details missing to fully assess it against the criteria.

For anyone submitting for the January panel we will endeavour to anticipate any questions or queries that may come from the panel but there is no opportunity for resubmission. If you are applying for a larger figure we would encourage you to submit well in advance so we can discuss your proposal and needs in advance of the panel.

How will the application be assessed?

We will use five key areas to assess your application:

- **Quality and appropriateness**
First of all, please read your application through and make sure it doesn't require the panel to assume any information and that it makes sense – honestly you would be surprised how often this is a difficulty.
We are also looking to see that your financial management looks good and that your thought process for your reserves figure makes sense and appears consistent with good practice within the sector. Overall does the proposal actually seem appropriate, deliverable and is well defined?
- **Fit against the local priorities**
We want to understand clearly how the activity was identified and designed. Does the application consider the priority area(s) that they are aligning to and how well does it link back to that?
- **Collaboration and involvement of beneficiary group**
What consideration has been given to collaboration in the local area, do the group already have a presence and connection to the community and importantly a demonstrable participation of lived experience and with people from the beneficiary group.
- **Priorities and outcomes**
Is your proposal realistic? Have you been able to articulate robust and measurable outcomes? Outcomes and not outputs remember. Does your proposal build on or support a growth of community development?
- **Fit with the aims and principles**
Has the application and proposal considered the aims and principles outlined in the Highland overview and plan document and provided by the Scottish Government?