

**5 March 2019**

**Community, Health and Housing Committee**

**Mental Health Small Grants Scheme**

**Report of:** *Kim Anderson, Partnership, Leisure and Funding Manager*

**Wards Affected:** *All wards*

**This report is:** *Public*

**1. Executive Summary**

- 1.1.** The Mental Health Small Grants Scheme was launched in 2017/18 and was funded through the Brentwood Health and Wellbeing Board grant. For 2018/19 the Brentwood Health and Wellbeing Board and Brentwood Borough Council decided to joint fund the scheme resulting in a pot of £8,00 that applicants could apply for. The fund was launched in 7 February 2019 on Time to Talk Day and will close on 21 March 2019.
- 1.2.** Due to the timing of the launch of the fund, Community Health and Housing Committee scheduled dates and the start of Purdah, and so as to not delay the allocation of funding, it is recommended that the allocation of funding be delegated to the Partnership, Leisure and Funding Manager in consultation with the Chair of Community Health and Housing Committee and the Chair of Brentwood Health and Wellbeing Board.

**2. Recommendations**

**That Members agree that:**

- 2.1** Delegated authority is given to Interim Chief Finance Officer in consultation with the Chair of Community Health and Housing Committee and the Chair of Brentwood Health and Wellbeing Board to agree the allocation of grant funding in respect of the Mental Health Small Grants Scheme.
- 2.2** To advise Members accordingly of the final allocation of grant funding.

### **3. Introduction and Background**

- 3.1 The Mental Health Small Grants scheme was established 2017/18 to support one of the key priority areas for Brentwood's Health and Wellbeing Board. The fund has £8,000 allocated and grants of up to £1,200 are available to individuals, organisations and groups for wellbeing projects delivered between 1 June 2019 and 31 March 2020. Projects must be delivered in the Borough and involve people with lived experience in design planning and delivery. Applicants will need to demonstrate how their project meets a number of health criteria. The funding was open to applications on 7 February 2019 (Time to Talk Day) and will close on 21 March 2019.
- 3.2 In 2017/18 the funding pot was fully funded by Brentwood Health and Wellbeing Board out of their grant allocation to support the boards key priorities. In 2018/19 as part of the Council's budget setting £10,000 was allocated to projects that support Mental Health initiatives. £5,000 was allocated to a joint project with Youth Services and Community Safety Partnership for a schools Mental Health support initiative and £5,000 was allocated to the Mental Health Small Grants Scheme. The £5,000 together with £3,000 contribution from Brentwood Health and Wellbeing Board is the total funding pot.
- 3.3 Applicants need to evidence that their projects/initiatives support the criteria, the priorities and expected outcomes as set out in the advice and guidance which are appended in **Appendix A** of this report.
- 3.4 The scoring matrix in **Appendix B** also sets out how the officers will score the submitted applications
- 3.5 The criteria that applicants need to meet for applications for the Mental Health Small Grants Scheme are set out in the guidance notes which were available to applicants and are attached in **Appendix A**.
- 3.6 Officers use the scoring matrix set out in **Appendix B** to score each of the applications.

### **4. Issue, Options and Analysis of Options**

- 4.1 The criteria and expected outcomes have been simplified in order to encourage applications and to broaden the accessibility of funding as set out in **Appendix A** of this report.

- 4.2 Due to the timings of the launch of the funding pot and the relevant Committee dates it is recommended that delegated authority is given to the Interim Chief Finance Officer in consultation with the Chair of Community, Health and Housing Committee and the Chair of Brentwood Health and Wellbeing Board to agree the allocation of funding for the Mental Health Small Grants Scheme.

## **5. Reasons for Recommendation**

- 5.1 The Mental Health Small Grants Scheme will be subject to a robust, independent and transparent scoring process to ensure fairness in the allocation of funding. Once received the applications will be scored by a panel of officers looking at the following key priorities:
- Evidence that the application meets the criteria, the Council's priorities and expected outcomes
  - Evidence that the community has been involved in the development and implementation of the project
  - Evidence that the application supports the promotion of volunteering and community participation.
  - Evidence that the project is sustainable once the Mental Health Small Grants Scheme contribution has ceased.
- 5.2 The applications are individually scored by three different officers and a mediated score agreed upon. These are then ranked by their score.
- 5.3 The recommendations by officers would normally be presented to Community Health and Housing Committee (or other relevant Committee), but due to the timings from the launch of the fund, Committee dates and Purdah, it is recommended that delegated authority is given to the Interim Chief Finance Officer in consultation with the Chair of Community Health and Housing Committee and Chair of Brentwood Health and Wellbeing Board to agree to the allocation of funding.
- 5.4 Notifications will be made to all those applicants that applied. Successful applicants will also need to any terms stipulated within the conditions of the grant being awarded. Successful applicants will also need to complete a self-monitoring report once their project has been completed.
- 5.5 Any unsuccessful applicants to the Mental Health Small Grants Scheme will be offered the following support: Face to face meeting with the Partnership, Leisure and Funding Manager to review their prospective application; offered a funding training session via Brentwood Council for Voluntary Services which includes tips on submitting a good funding application. Members will also be encouraged to assist in this process;

Organisations will also be signposted to the Open 4 Community on the Council's website to look at other sources of external funding to support their project if applicable.

## **6. Consultation**

- 6.1 Consultation has been undertaken with previous applicants and as a result we have revised and simplified the application process. It was recognised that some organisations or individuals may have had difficulty understanding some terminology in respect of completing the funding application, and the requirements for information and match funding should be proportionate to the amount being awarded.
- 6.2 Part of the monitoring form that is sent out to all successful candidates, also asks the organisation about the whole process and areas that can be improved.

## **7. References to Corporate Plan**

- 7.1 The Mental Health Small Grants Scheme supports a number of priorities and sub priorities within the Corporate Plan. The criteria and expected outcomes from the Mental Health Small Grants Scheme applications are outlined in **Appendix A**.

## **8. Implications**

### **Financial Implications**

**Name & Title: Phoebe Barnes, Interim Financial Controller**

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- 8.1 The Mental Health Small Grants Scheme of £8,000 is currently allocated within existing budgets.
- 8.2 £5,000 is allocated out of the General Fund account and £3,000 is allocated from Brentwood Health and Wellbeing Board grant allocation.
- 8.3 Due to timings, any funds not allocated by 31<sup>st</sup> March 2019 will be contributed to an earmark reserve in order to be allocated in the new financial year, so that 2018/19 allocations do not impact the 2019/20 budget.

## **8.0 Legal Implications**

**Name & Title:** Gina Clarke, Corporate Governance Lawyer & Deputy Monitoring Officer

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- 8.1 The General Power of Competence under section 1 of the Localism Act 2011 gives the Council a broad power, subject to some limitations to do things an individual may do, provided it is not prohibited by other legislation. This power is wide enough to include the allocation of funding under the Mental Health Small Grants Scheme Council.

Criteria has been formulated against which applications for grant funding will be assessed. This will support decision making on the allocation of funding being made in a fair and transparent way.

- 9.0 Asset Implications** – Where relevant the granting of funding is dependent on permissions being granted by the owner of the asset.

- 10. Equality and Diversity Implications** - The Mental Health Small Grants Scheme will support voluntary and community organisations that best support those with Mental Ill Health regardless of age, disability, gender, gender reassignment, pregnancy and maternity, race, religion and sexual orientation.

## **11.0 Appendices to this report**

Appendix A – Information and guidance notes for the Mental Health Small Grants Scheme

Appendix B – Scoring matrix

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