



**livewell**

## **Information and Guidance Notes for Applicants Brentwood Mental Health and Wellbeing Small Grant Scheme 2020**



**BRENTWOOD  
BOROUGH COUNCIL**

**time to change  
brentwood**

let's end mental health discrimination

### **Background**

Brentwood Borough Council is committed to working with partners to help improve mental health and wellbeing within the local community. Brentwood's Mental Health and Wellbeing Small Grant Scheme has been set up to give Brentwood's communities the opportunity to promote local initiatives to support the mental health and wellbeing of people living within the Borough. The fund has £15,000 available in total in the current financial year and grant of up to £2,500 is available for applicants.

The Brentwood Mental Health and Wellbeing Small Grant Scheme will open for applications on **4 September 2020 and will close on 30 October 2020.**

All bids will be assessed by a panel of representatives from Brentwood Borough Council and the Brentwood Health and Wellbeing Board after the closing date to recommend the allocation of funding. Applicants should expect to receive a response to their submitted application after the 15 December 2020 Community and Health Committee, where recommendations are to be considered.

### **Who can apply?**

The Council is inviting bids from individuals, groups and organisations for a share of the funding on offer for local causes and projects that will support and improve mental health and wellbeing for local people. All applications must benefit Brentwood's communities. Projects must be delivered in the Borough and take place **between 1st January 2021 – 31st December 2021**. Please note that, subject to agreement, project deadlines may be extended to accommodate periods of COVID-19 lockdown, should this occur.

### **How much can I apply for?**

The maximum amount that can be applied for is £2500. There is no minimum amount. We would expect to see some form of match funding or in-kind support for all applications. However, applicants should remember that in-kind support includes volunteers' time in both coordinating and delivering the project. Volunteer time in kind can be estimated at £10 per hour per person (as an average).

## **How to apply**

You can apply for funding using the Brentwood Mental Health and Wellbeing Small Grant Scheme application form, which is linked on the Brentwood Borough Council website [www.brentwood.gov.uk/funding](http://www.brentwood.gov.uk/funding).

Please read the information and guidance notes thoroughly before completing the application form and ensure that you submit the application form online and email any additional attachments and supporting documents (see checklist) to [mhfunding@brentwood.gov.uk](mailto:mhfunding@brentwood.gov.uk) by **30 October 2020 at the latest to ensure that your application is considered.**

For any advice, support, guidance or any queries relating to the completion of the form please contact [mhfunding@brentwood.gov.uk](mailto:mhfunding@brentwood.gov.uk) or telephone 01277 312500

## **What will be funded?**

The Council would expect to see links to one or more of the following criterion in your application.

### **Criteria**

- Tackling health inequalities in the community by engaging hard to reach/vulnerable / socially isolated/ at risk groups
- Helping people to recover from long term illness
- Raising awareness of and increasing access to mental health services in our community
- Increasing young people's access to information about mental illness and where to go for support
- Increasing employment and other opportunities for those living with long term mental illness
- Supporting people with mental illness to re-engage with their community and everyday activities.
- People feel positively supported within their community
- Reducing stigma and discrimination around mental health illness
- Improving and developing initiatives that respond to the rising prevalence of dementia
- Reducing social isolation and loneliness
- Projects that build resilience in mental wellbeing.
- Projects that support mental illness that has arisen as a result of the COVID-19 pandemic, including, but not limited to, trauma support, creating coping strategies, reducing and managing anxieties, bereavement support.

## **What cannot be funded?**

- Retrospective bids, i.e. where work has already commenced (prior to agreement of any funding allocation).

- Repeat funding for projects previously funded by the Mental Health Small Grants Scheme (requests must be for a new project, however applications for separate project phases can be considered).
- Future running costs – these are one off grants only.
- Political activities.
- Exclusively religious activities (although faith groups may receive funding for community development or self-help activities. In this case the application must show that the project will bring wider community benefit and that the primary purpose of the activity is not religious).
- Statutory activities/ requirements, i.e. where funding is no longer available or has ceased from another provider.
- Hospitality and catering.
- Funding for projects outside the Borough of Brentwood.
- Funding for lobbying or campaigning.
- Employee costs, salaries and overheads – however, external project facilitators or external trainers can be supported – please contact us if you require clarification.
- Repeat funding of projects funded by the Brentwood Community Fund.

### **Assessment of your application**

Each application will be scored against the criteria set out in the scoring matrix which is available to download from [www.brentwood.gov.uk/funding](http://www.brentwood.gov.uk/funding). For example, if your application scores 80% against the criteria, your project would receive 80% of the funding requested. Please review your online application form before submitting it to ensure that you fully answered all the questions. Please note that we may ask for further information about you, your initiative or references where required.

### **Application form – Questions Explained**

#### **Question 1. Brief description of the project**

Please provide details of your project, what it is, what is the aim of the project, why you need the money (for all or part of the project), who it involves etc.

#### **Question 2. Meeting the criteria**

Please look at the criterion as outlined above and tell us how your project will meet one or more of these.

#### **Question 3. Involving those with lived experience**

Please provide details of how you plan to involve those with lived experience in the planning and delivery of the project. How do you know there is a need for your project? Please evidence this.

#### **Question 4. Measurement of success**

Please provide details of how you plan to measure the success of your project and demonstrate identifiable outcomes. We accept the following methods of measurement; case studies, testimonials, surveys, feedback forms, interviews, focus groups, registers and number of participants, conversation rates, increase or decrease in use of services.

Please contact us if you would like any advice on methods of measurement prior to submitting your application.

### **Question 5. Budget**

**Please use the budget template to complete your project budget and include it as an attachment to your online form:**

- **Expenditure** – Please give us a breakdown of what you expect your project costs to be, and list each item in the given column. For example venue hire, equipment.
- **In kind expenditure** – this is the monetary value of any free contributions you will receive for your project, such as volunteer costs (this can be estimated at £10 per hour per person as an average) or marketing materials, venue hire etc.
- **Income** – Please list any income you may be receiving under the given categories of external grants, fundraising and donations, and other income such as ticket sales. Please specify if this is confirmed or unconfirmed.
- **In-kind Commitments** – As above, this is the monetary value of what you will receive for your project and should be the same as the inkind commitments column. The 2 inkind totals should match.
- **Brentwood Mental Health and Wellbeing Small Grant Scheme amount** – Please tell us how much money you are requesting from the Brentwood Mental Health and Wellbeing Small Grant Scheme and ensure this matches with the amount you have written on the first page of the application form. The maximum amount you can apply for is £2500.

**THE AMOUNTS IN THE EXPENDITURE COLUMN AND INCOME COLUMN SHOULD MATCH.**

**VAT** – please include your VAT registration number if relevant.

### **Question 6. Sustainability**

6.1) Please tell us if there will be any future running costs incurred from your project and if so, how you will fund this in the future.

(Please note, the Council and the Brentwood Health and Wellbeing Board will not be responsible for any ongoing costs incurred by your project i.e. maintenance of equipment.)

6.2) Please tell us about any income that may be generated from the project.

### **Question 7. Bank Account details**

Please provide your account name, sort code and account number, so that payments can be made should your application be successful. If you are a new group and no bank account has been set up for your project/organisation please contact [mhfunding@brentwood.gov.uk](mailto:mhfunding@brentwood.gov.uk) or telephone 01277 312500 for advice and guidance.

### **Permissions and Licenses**

For all bids received, it is the applicants' responsibility to ensure that all required permissions, licenses and insurances are in place prior to beginning your project and that adequate health, safety, safeguarding protocols and risk assessments are in place if necessary. Please include a copy of any relevant documents to support your application.

### **Checklist**

When completing the application form please ensure that you include all relevant documents to support your application.

- Relevant permissions/consent (if applicable)
- Confirmation of any additional external secured funding (if applicable)
- Your organisation's governing document (Constitution, Memorandum and Articles of Association, Trust Deed etc) (if applicable).
- Evidence of community/ lived experience involvement in your application (recommended)
- Safeguarding policy for Children and Vulnerable Adults (mandatory)
- Risk assessments and insurance (mandatory)
- Cost estimates or price quotations (if applicable)
- Letters of support or other supporting information (recommended)
- Fully completed application form

### **Question 8. Declaration**

Please read through your application form carefully before submitting.

### **Monitoring**

Successful applicants will be asked to return a sign terms and condition form and provide a brief update halfway through the delivery of the project as well as completing an evaluation form once the project is completed.

We also ask that successful projects use the Brentwood Borough Council, Livewell Brentwood and Time to Change Brentwood logos on marketing materials relating to their funded project which will be provided should you application be successful. Please also utilize the Livewell campaign's website to promote your initiative. [www.livewellcampaign.co.uk](http://www.livewellcampaign.co.uk)