

# SCVO Vision 2030 Community Mental Health Grants: Guidance Notes

## 1. Introduction

**Vision 2030** sets out the ambitions towards making Sandwell (in 2030) a thriving, optimistic and resilient community. Central to this vision is the message of closer partnership working between all sectors and communities across the borough.

The aspiration is for Sandwell (now and in the future) to be where we call home and where we're proud to belong – where we choose to bring up our families, where we feel safe and cared for, enjoying good health, rewarding work, feeling connected and valued in our neighbourhoods and communities, confident in the future, and benefiting fully from a revitalised West Midlands.

SCVO, is a West Bromwich-based charity working across the borough of Sandwell with a mission to help local residents and communities access support, which enables them to take greater control of their lives, overcome challenges and make the most of opportunities available to them.

SCVO is delivering this grant programme, on behalf of and in partnership with Sandwell Metropolitan Borough Council, to enable voluntary and community groups to deliver activities in Sandwell, and to Sandwell residents, to support the following priority:

### (i) Purpose of the Fund – Improving Community Mental Health

The Covid-19 pandemic has had significant and wide-ranging impact across the borough and its communities, particularly in the area of adult mental health.

In line with Sandwell Council's '[Stronger Sandwell](#)' approach to improving health and wellbeing, and in order to complement existing mental health provision and targeted interventions, this grant programme focuses specifically on the area of promoting positive **community mental health** with funding being available to support early help/preventative activities; that are run **BY** local people **FOR** local people. This programme provides both funding to resource activities and in-kind support (e.g. guidance, training, information, etc..) to build the capacity of the organisation and its staff around positive mental health.

This programme of funding seeks to support organisations that meet all of the following criteria:

- Have a high profile within the community and strong engagement with local residents;
- Are motivated to improve the mental health offer across Sandwell (i.e. interested in offering universal activities for all, not targeted interventions);
- Can identify a mental health need within their organisation and/or community;
- Can identify development/learning needs for improving their organisational approach to mental health;
- Are prepared to work in partnership with the **Community Mental Health Task Force (CMHTF)\***;
- Are committed to receiving and benefiting from the non-financial support available;
- Have expertise to offer to the wider sector.

and will:

- Support the community response to Covid-19 and the impact on adult (aged 18+) mental health;
- Promote a 'build back better' approach – helping to develop existing 'community assets' to support longer term community resilience;

- Be available to support new or existing client groups, which can also include organisations' employees and volunteers;
- Be available for organisational delivery, training, and learning activities – both internally and externally;
- Focus on **outcomes**. For example, increasing awareness and health literacy, reducing stigma, embedding preventative approaches, supporting organisational culture change, enhancing the early help offer, and improving access to community services.

Projects that are successfully awarded funding for this theme will be expected to be able to deliver **now** i.e. starting within (approx.) 1-2 months of receiving approval, and that are informed by the experiences of the pandemic e.g. developing or expanding the reach of services, delivering new services to new audiences, delivering services by alternative means.

\*(**CMHTF** – a peer support-type network/forum that:

- Includes participants from statutory and VCS organisations;
- Has a practical, 'on the ground' focus;
- Seeks to hear the 'voice' of local communities;
- Helps to share information, experiences and best practice.)

## (ii) Grant Amounts

Funding is available as follows:

- **Direct delivery costs:** Min £500 – Max £5,000

(Larger, partnership bids – up to a maximum of £10,000 – **may** be considered where it is clearly demonstrated that collaboration brings significant added value).

**PLEASE NOTE** – you may only have **ONE** funded proposal in delivery at any time from this themed programme.

## (iii) Grant Eligibility

Eligibility for funding is limited to voluntary, community and not-for-profit/charitable organisations that fit within the definition of the Voluntary and Community Sector (VCS) as detailed in [Appendix 1](#).

***If you are in any doubt as to your eligibility, please telephone/email (see below) to seek clarification.***

# 2. Notes on Completing the Application Forms

## (i). General Advice on Completing the Application Form

- Please read through the relevant application form and these guidance notes **BEFORE** you begin so that you answer the questions as fully as possible.
- **Please note the word count guide** on the questions, as we would like applications to be as focused as possible. There is no **minimum** word count, but the more relevant information you can provide to the panel the better they will understand your organisation and proposal.
- Do not assume that the Grant Panel knows your organisation, even if your organisation has received funding from SCVO or Sandwell Council in the past.
- Please complete **ALL** questions and sections within the application form.
- **Financial Information Required:** if you **DO NOT** have a charity and/or company registration (with the Charity Commission / Companies House) you **WILL NEED** to include a copy of

your most recent financial information with your application – this should include items such as your income and expenditure for a 12-month period (as a minimum), but may also include a balance sheet (showing the assets of the group/organisation).

## (ii). For all grants

### Q1. Please explain ...

- **HOW you know this project is needed** – tell us what evidence you have that shows the need for this project and how your experience of the COVID-19 pandemic has informed your proposal. For example, who have you spoken with, what did they tell you? Remember, this funding can support identified needs within your own staff and volunteers as well as your local community.
- **WHAT difference it will make** – what changes do you expect to see in those taking part? For example, increasing awareness and health literacy of the subject, reducing stigma within communities and/or the workplace, helping to embed an early help/preventative approach (**NOT** targeted support/interventions), supporting organisational culture change – helping groups to ‘think differently’ about mental health in the workplace, enhancing the early help offer, improving access to community services, etc.
- **HOW you will evidence the changes** – tell us how you will show us what’s changed in project participants. For example, what sort of questions might you ask of participants and how will you record their responses to show that your project has made a difference? What methods of recording might you use? For example, face-to-face, questionnaires, recognised outcome tools, etc.
- **HOW many people you expect to be involved** – please give us a TOTAL number and then detail any ‘split’ e.g. if the project supports both staff/volunteers and the community, how many are being supported in each category?

### Q2. Describe your project

- Please give us detailed information about your project, including such things as:
  - What you want to do
  - Where and when the project will take place
  - How local people have been actively involved in designing and delivering the project
  - Your relevant experience/training/accreditation in providing mental health support e.g. Mental health First Aid accreditation etc.
- **Remember** – your proposal **MUST** be able to evidence how it has been informed by your organisation’s / your beneficiaries’ experiences of the COVID-19 pandemic and how it will operate under the current ‘lockdown easing’ phases over the next 3-6 months.

### Q3. Why do you think this project will work?

- We’re looking for you to tell us the sort of (similar) things that you’ve done in the past that have worked and how that makes you confident of ‘success’ for this proposal – specifically in the current/historic delivery of mental health related activities - can give us some examples of what you’ve done and the outputs/outcomes that were achieved.
- Tell us how you will go about promoting your activity – for example, who will you speak to, how will you advertise it (e.g. leaflets/flyers, word of mouth, social media etc.)?
- The method(s) of promotion should be relevant to the types of participants being sought.

### Q4. How would you assess your organisation’s current position in becoming a positive mental health workplace and what particular support might you need with this?

- Tell us the sorts of things that you do to promote positive mental health within your organisation.
- What might you be able to do better in terms of promotion/activities?
- What support do you feel you might need, specifically related to internal activities, to help with becoming a positive mental health workplace? (as opposed to general support in Q6).

### Q5. Please tell us what you plan to spend the money on and provide a breakdown of costs.

- Whilst Vision 2030 Community Grants are not primarily to fund capital expenditure e.g. land/buildings, property refurbishment, significant spending on technology etc. such

expenditure WILL be considered within the overall context of the application and where it is proportionate to overall project value.

- We would **NOT** expect Vision 2030 grants to be funding the employment of new staff, but consideration will be given to increases in the hours of existing part-time staff and/or the use of sessional workers where appropriate.
- A finely detailed budget is not required – we are simply seeking detail of the broad headings and proposed spend e.g. room hire, office overheads, publicity, volunteer expenses etc.

**Q6. What additional support from SCVO and/or local support agencies do you feel you might need to make sure that your project is a success?**

- Please tell us if you have already identified areas of delivery that you feel would benefit from support – for example, how to work with/recruit more volunteers, help with funding applications, ideas around promoting the work of your group etc.
- Remember that you will be part of the CMHTF.

**(iv). Monitoring and Evaluation (for all grants)**

When you finish your activity/project delivery we will ask you to provide us with a short report that contains details of what happened during the engagement activity, including:

- i. the difference (change) that your activity has made to those taking part and how you've been able to evidence this – the **outcomes** and **impact**;
- ii. what went well;
- iii. what people thought (feedback from those taking part – which can include photographs, but please get the permission of those being pictured as photos may be used in wider circulation);
- iv. anything that you might do differently if you were to run a similar activity/project in the future.
- v. number of people benefitting from/involved in your activity/project;

### 3. Grant Timeline and Process

- **ALL** prospective applicants **MUST** have an initial conversation with the Community Partnerships Coach at SCVO prior to applications being submitted. Where **NO** prior contact has been received applications will not be considered.
- Applicants may only have **ONE** grant in delivery at any point under the Community Mental Health theme.
- Applicants may apply for consecutive grants, but priority will be given to those applicants who have not previously received awards from the programme (of any amount). Project delivery needs to be complete, and monitoring/evaluation report received by SCVO, before subsequent applications will be considered.
- Application deadlines and assessment dates will be posted on SCVO's website - [www.scvo.info](http://www.scvo.info) - on a rolling basis until all funding is allocated.
- All funded activity needs to have commenced within 2 months of approval and monitoring/evaluation reports returned to SCVO within 2 months of delivery being completed.

**(i). Process**

- Initial contact and conversation with SCVO's Community Partnerships Coach
- Applications submitted to SCVO (within timeframe outlined above);
- Applications assessed by Grant Panel;
- Applicants advised of outcome – feedback and support are offered to unsuccessful applicants;
- Successful applicants will be asked to sign and return a copy of the Grant Terms and Conditions, together with relevant bank details, so that grant payment can be made;
- SCVO will provide 'monitoring/evaluation form' so that applicant organisation can report accordingly.

Cont...

If you require any assistance with making your application, please contact SCVO as follows:

- **Community Partnerships Coach:** Liz Webster – email: [liz@scvo.info](mailto:liz@scvo.info) / mobile: 07923 259821

Or

- **Operations Manager / Deputy CEO:** Stuart Ashmore – email: [stuart@scvo.info](mailto:stuart@scvo.info) / mobile: 07703 823226

## APPENDIX 1 – Definition of the Voluntary and Community Sector

To be eligible to apply to the SCVO Vision 2030 Community Grants programme, you will need to be one of the following types of organisation:

- **A voluntary organisation/group** (a formal organisation run by a management body made up of volunteers who are engaged in that activity for environmental, economic or social good.)
- **A community organisation/group** (a less formally organised body run by a management body made up of volunteers who are engaged in that activity for environmental, economic or social good.)
- **A tenants and residents group**
- **A faith group**
- **Most co-operatives and social enterprises** (provided all profits are retained for the benefit of the members or community served)
- **Most sports organisations**

... **and** have one or more of the following structures/forms:

- **Unincorporated groups** (that have a written constitution/set of rules (governing document) that sets out the purpose of the group and how it is managed)
- **Registered charity** (incl. CIO)
- **Company limited by guarantee**
- **Community Interest Company (CIC)** limited by guarantee
- **Community Interest Company (CIC)** limited by shares (with a 100% asset lock clause to ensure that funds or assets can only be transferred to a named organisation or cause with charitable objects aligned to the applicant)
- **Community Benefit Society** with charitable status
- **Co-operative**

Additionally, organisations need to be able to demonstrate that they:

- operate on the basis of being wholly not-for-profit and/or do not distribute profits/assets for personal or private gain;
- have a Board or Management Committee comprising of a minimum of 3 members (ideally unrelated) who give their time in a voluntary (unpaid) capacity. If this Committee is not locally based, the organisation should demonstrate its long-term commitment to Sandwell;
- are actively delivering services in Sandwell or undertaking activities for the benefit of Sandwell Communities;
- principally reinvest any financial surpluses to further social, environmental or cultural objectives that bring a significant community benefit to Sandwell (at least 50% of any financial surpluses need to be reinvested in Sandwell for community benefit).

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