**Mental Health Community Grant  
Guidance Notes 2023/2024**

***Supporting projects and activities to*** ***improve the mental health and wellbeing of the residents in North Somerset***

**Overview**

This grant aims to fund community-based programmes to support mental health and wellbeing. We will fund projects and activities that improve overall wellbeing, reduce mental ill-health and reduce social isolation and loneliness.

We welcome applications from all kinds of community group or organisation, from befriending services to book clubs, group learning, gardening, sports, and arts and crafts classes. There is no limit on the size or format of the activities.

All projects should be based in North Somerset and aimed at North Somerset residents and able to go live by **1st July 2023.**

This grant scheme is also working in partnership with Wesport who are contributing funding from the Sport England Together Fund to add to these awards. **Projects that have a strong physical activity focus and support people to recover from Covid-19 pandemic and subsequent Cost-of-Living crisis** will be considered to access funding through this award. These projects will require some additional information which Wesport will request from applicants if successful at panel. This funding is available for projects that can start **earlier than July** as the funding window is shorter. Projects will need to be finished by **30th September 2023** and complete organisational and participant monitoring and evaluation by October 2023.

**Available funding**

The total available funding is £45,000, split between children and adult projects. Applications can be for **up to £10,000.**

All application forms and supporting information must be submitted by email to [phgrants@n-somerset.gov.uk](mailto:phgrants@n-somerset.gov.uk) **23:59pm on 7th February 2023.**

**Who can apply for this grant?**

You can apply for a grant if your project can meet the following criteria:

1. You are a:

* voluntary organisation
* community group
* mutual aid group
* charity
* social enterprise or an individual working in partnership with a group of local residents
* youth club that can provide the evidence that your project was developed by a group of young people.

2. The project will benefit the residents of North Somerset, and will target one or more of the following groups:

* residents living in areas with the highest rates of deprivation. For more information view our [North Somerset profiles](https://www.n-somerset.gov.uk/council-democracy/statistics-data/north-somerset-profiles) page
* residents from Black, Asian, and/or other minority ethnic groups, including people in the Gypsy, Roma and Traveller ethnic groups.
* carers, disabled people, young people, older people, lesbian, gay, bisexual or transgender people, people with mental health problems or people with learning disabilities.
* Those in recovery from substance use and/or dependence.

3. You have Public Liability Insurance no less than £5 million in place before the project begins.\*

4. You have a constitution, or other governing document in place before the project begins.

5. You have safeguarding policies for vulnerable adults and/or children (according to your target population) and will comply with all legislation, official guidance and codes of practice relating to safeguarding. View the [North Somerset safeguarding website](https://www.northsomersetsafeguarding.co.uk/) for more information.

6. You have your own bank account\*\*

7. You can show how the project is shaped by the needs, concerns and priorities of members of the group/community.

8. You can show how the project will improve the mental health and wellbeing of participants.

* Focus on increasing happiness levels and emotional resilience.
* Focus on providing social support and reducing isolation and loneliness.
* Focus on reducing anxiety

9. Deliver community-based activities such as volunteering.

10. The project will include a method of evaluation to measure key outcomes.

We welcome applications with a focus on addressing climate emergency or improving environmental literacy. See our [climate emergency priorities and strategies](https://www.n-somerset.gov.uk/council-democracy/priorities-strategies/climate-emergency) web pages for more information.

**\*PLEASE NOTE:** we recognise that smaller community groups may not be able to meet insurance requirements. If this is the case, please contact [phgrants@n-somerset.gov.uk](mailto:phgrants@n-somerset.gov.uk) to discuss your project. You may be able to apply through a larger organisation such as a town or parish council. We will evaluate all applications who are unable to meet this requirement on a case-by-case basis

**\*\***If your organisation does not have a bank account another organisation can look after the funds for you. Please provide written authorisation from that organisation in addition to your application.

We will consider all applications but owing to known gaps in delivery we may prioritise applications for projects or activities that are not currently sufficiently available in North Somerset, such as face-to-face befriender services and community transport services, or those projects or activities that particularly benefit people in minority groups.

**What outcomes are we measuring?**

Although definitions vary – there is broad agreement that well-being refers to the quality of people’s lives. It is about how well we are, and how well our lives are going. It is understood both in relation to objective measures, such as household income, educational and health status and subjective indicators such as happiness, perceptions of quality of life and life satisfaction.

We will measure the success of this project using two desired outcomes: the reduction of social isolation and loneliness and the improvement of mental health and wellbeing. Grant recipients will be asked to measure the impact of their work on participants at their first and last interaction with your project, group, or service, or at quarterly intervals, using the following metrics:

* **Social isolation and loneliness:** ‘Thinking about how much contact you’ve had with people you like, which of the following statements best describes your social situation? *Please check (* ) *one box:*

|  |  |
| --- | --- |
| I have as much social contact as I want with people, I like |  |
|  |  |
| I have adequate social contact with people |  |
|  |  |
| I have some social contact with people, but not enough |  |
|  |  |
| I have little social contact with people and feel socially isolated |  |

* **Mental health and wellbeing:**

‘Overall how anxious did you feel yesterday?’ With 0 representing no anxiety and 10 representing extreme anxiety.

‘Overall how happy did you feel yesterday?’ With 0 representing not happy at all and 10 representing totally happy.

We will ask you to record the number of individuals you support and their demographic information.

We will also ask you to report on any funding or resources you secure to sustain this work beyond the period funded by this grant.

**How to measure and show impact**

If you are successful, we encourage you to use the templates that will be provided to show the true effect of your project. The templates can be used alongside other evaluation tools such as:

* focus groups
* before and after photographs
* verbal feedback from participants and volunteers/staff
* participant learning journals

This can provide you with a wider variety of feedback and reveal the broader impacts of the project.

**What we fund**

The total available funding is £45,000 with an additional £25,000 from Together Fund. Applications can be for up to £10,000.

The grant can fund the whole of your project or be used in combination with other funding streams. Please make it clear in your bid if you are combining this funding with other sources and state what those other sources are.

The grant can cover short-term running and delivery costs such as:

* training
* resources
* venue hire
* crèche
* staffing or volunteering costs
* transport
* purchasing of equipment

**What we do not fund**

* General appeals
* The direct replacement of statutory funding
* Political groups or activities promoting political beliefs
* Religious groups promoting religious beliefs
* Projects with no community or charitable element
* Medical research, equipment or treatment
* Projects that take place before an application can be processed
* Activities that raise funds for other organisations
* Fundraisers’ salaries

**How to apply**

You will need to complete a grant application form.

**Please note:** There is **one application form** for all available grants. Please tick the box(es) of the grant(s) you are applying for when completing the form.

In addition, you will need to provide the following:

* Safeguarding policy.
* The contact details of a referee. The referee should know the work of the applicant organisation in a professional capacity but not be directly involved in this work.
* Supplier Information Form (SIF) Please email [phgrants@n-somerst.gov.uk](mailto:phgrants@n-somerst.gov.uk) for this form. For any fields that do not apply to your organisation, please put ‘N/A’. We ask for this so that if you are awarded a grant, we can pay you without delay.

**PLEASE NOTE: the SIF form states that it should be returned to the Accounts Payable team at North Somerset Council. Please ignore this and return them directly to** [**phgrants@n-somerset.org.uk**](mailto:phgrants@n-somerset.org.uk) **with the rest of your application materials.**

**Where do I submit my application and accompanying documents?**

Please submit your completed application form and the additional documents to:

[phgrants@n-somerset.gov.uk](mailto:phgrants@n-somerset.gov.uk)

The information and data collected from this application form will be processed by North Somerset Council in accordance with the terms and conditions of the 2018 Data Protection Act and Council policy. If you have any questions or concerns about the way we process your personal data, contact our Data Protection Officer at [DPO@n-somerset.gov.uk](mailto:DPO@n-somerset.gov.uk), or for more information view our[privacy information pages.](https://www.n-somerset.gov.uk/council-democracy/privacy-cookies/privacy-notices-data-protection)

**Deadline for applications**

The deadline for returning completed application forms and additional documents is **23:59pm on Tuesday 7th February 2023.** Applications received after this date and time unfortunately will not be considered.

**What will happen next**

Once you have submitted your application with supporting documents, it will be assessed by an evaluation panel. A timeline outlining the grants process is available at the end of this webpage.

**What happens if you are successful**

We will let you know if you’re successful by **28th February 2023**.

We will contact your nominated referee. Once our assurance process is complete and all banking details are confirmed, we will pay the grant in full.

**What happens if you are unsuccessful**

We will email all unsuccessful applicants by Friday 3rd March. Feedback can be requested.

**Terms of the funding & performance reporting requirements**

Successful applicants will be required to go live with their project or activity no later than 1st July 2023.

If, over the course of delivery, you would like to make any adjustments to how the award is used, you must notify Kate Blakley at North Somerset Council ([kate.blakley@n-somerset.gov.uk](mailto:kate.blakley@n-somerset.gov.uk)).

* You must complete an evaluation of the impact of the award on how your project delivered on the outcomes outlined above; details of how the money was used and how many people benefitted from the project. This is expected on completion of the delivery of the project or up to 12 months from the payment of the award, whichever is sooner.
* You will also be asked to collect data on each of your service users including demographic information, origin of referral to your group, and scores on the outcome measures outlined above. This data should be reported to the council by the given requested dates.
* In addition, you will be asked to complete one case study with the data collection return on how your activity, group, or project has impacted one of its participants. Photos and testimonials are welcome.
* If appropriate, a Council Officer may request to visit the project to gain a richer understanding of it.

**Further questions**

If you have any questions about this grant, please email [phgrants@n-somerset.gov.uk](mailto:phgrants@n-somerset.gov.uk)

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| Date | Action |
| 3 January 2023 | Open to applications |
| 3 Jan– 7 Feb 2023 | If you would like feedback or additional advice on your application, please get in touch with public health grants team [phgrants@n-somerset.gov.uk](mailto:phgrants@n-somerset.gov.uk) |
| 7 February 2023 | Deadline for applications (23:59pm Tuesday 7 Feb 2023) |
| 8 – 27 February 2023 | Panel to review application forms |
| 28 February 2023 | Applicants notified about grant results |
| 28 Feb – 7 Mar 2023 | Due diligence and reference checks complete |
| 8 –15 March 2023 | Successful applicants to send back confirmation letters and bank details |
| 15 – 31 March 2023 | Payments processed and funded to programmes |
| 1 April 2023 | Projects to start within 3 months (by 1 July 2023) |
| 1 April 2023 – 31st March 2024 | Support available for project monitoring and evaluations |
| April 2024 | Project evaluations completed and received |