

## Application Guidance Notes - Community Mental Health and Wellbeing Fund 24/25

### **Application Guidance**

Please visit the VASLan website for full information about the Fund and to find resources that will help you to make a strong application: [www.vaslan.org.uk/cmhwf](http://www.vaslan.org.uk/cmhwf)

Applications to the Fund must be made online, if you struggle with funding applications, please call the office or email [funding@vaslan.org.uk](mailto:funding@vaslan.org.uk)

To continue with the online application, you can access the form through the link on the website page.

Please read the Fund Guidance before you begin this can be found on the VASLan Website.

### **In submitting an application for the fund you confirm that:**

- You have read the fund guidance and understand the criteria relating to both applicant organisations and projects
  - You agree that a member of VASLan staff may visit your organisation before the application will be sent to panel. This will be pre agreed with your main contact.
  - You are applying on behalf of a third sector organisation or community council and are authorised to submit this application.
  - The project requires funding in the current financial year to proceed.
  - You understand that VASLan requires to store and process the data you submit in order to consider your application and manage any potential grant.
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- VASLan can hold the data you have provided and share it with partners as necessary to manage the grants process.

- You have permission from any other person whose data you are including in your application.
- You agree as a condition of grant to become a VASLan member. Membership is free of charge and offers benefits such as applying for managed funds.
- If applying for salary / wages this should equate to **AT LEAST** the **national living wage**. Please look at the Scottish government website to find out what the up-to date amount is. [Living Wage Scotland | The real Living Wage \(scottishlivingwage.org\)](http://scottishlivingwage.org)

**Larger grants over £7,500 will require significant information to support their application please be as detailed as possible**

**ALL APPLICATIONS ARE ASSESSED BY AN EXTERNAL PARTNERSHIP PANEL MADE UP OF PEOPLE FROM SOUTH LANARKSHIRE COUNCIL, HEALTH AND SOCIAL CARE PARTNERSHIP, COMMUNITY MENTAL HEALTH TEAM. THE OUTCOME OF YOUR APPLICATION IS MADE BY THE PANEL AND THAT DECISION IS FINAL, VASLAN HAS NO AUTHORITY TO OVERRIDE THIS DECISION. YOU CAN APPLY AGAIN IF APPROPRIATE – FOR EXAMPLE THE APPLICATION WAS NOT CLEAR ENOUGH, DID NOT SUPPLY ENOUGH INFORMATION.**

### Section 1 – Organisation Details

Have you read the guidance	Yes or No, Tick Box
Organisation	Name of Organisation
Project Name	Name of the project that you are applying for
Street, Town and Postcode	Address of Organisation

Please provide a brief summary of your organisation main activities.	Describe your organisations main activities. These are your general activities not the activities you are applying for.
Income from last financial year	Please indicate the total income of your organisation for your last financial year. For organisations who have been in operation for less than 12 months and do not have full independently examined annual accounts as yet please indicate a projection of your income for the first financial year. If successful organisations will be required to submit a copy of their annual accounts as a condition of grant. New organisations will be required to submit a copy of the last three months of bank statements.

## Section 2 – Contact Details

Application Contact	Contact Name of Person Completing the Application.
Contact Email	Email Address of person completing the application form or for the organisation
Contact Telephone	Telephone number of the person completing the application
Role	Role within the organisation
Please provide a brief summary of your organisation's main activities.	Describe your organisations main activities. These are your general activities not the activities you are applying for.

### Section 3 – Application Details

Type of Service	Drop Down List, choose the one closest to your organisations.
Summary of Application 100-word max	Provide the panel a brief overview of your proposed project, this should be a brief description of the project and who it will help.
Details of Application  Please name and describe your project and the activities that will be carried out	<p>Give your Project a distinct name to distinguish it from other projects or core work that your organisation delivers e.g., Wednesday wellbeing Walkers</p> <p>Tell the panel about the aims of your project</p> <p>Projects must have <b>specific community focus within South Lanarkshire ONLY, although the project can be accessed from individuals living outside South Lanarkshire.</b></p> <p>Tell us about the research or information you hold which has led you to deciding this project is needed within your community. Let the panel know who you have engaged with and the input the community has had in the design and delivery of the project. Give details on the difference you are expecting to make.</p> <p>Let the panel know how you intend to get the community to engage.</p>

	<p>Refer to our “How to make a strong application” guidance, this will help you get your project across to us. Outline the activities the organisation will deliver as part of this fund and how this will benefit the communities that you are engaging with.</p> <p><b>If the project has been funded previously tell the panel about any real life impact this project has had on participants.</b></p> <p><b>LINK YOUR PROJECT TO THE FUND PRIORITIES AND SHOW HOW THIS PROJECT SUPPORTS MENTAL HEALTH AND WELLBEING</b></p> <p><b>Projects can only support participants over the age of 16.</b></p>
Reason for Application	Drop Down List Choose one
Project Start Date	Enter your project start date, if you do not know enter an estimated date
Application Match Funded	Tick box Yes or No

If answered yes to previous question - Match Funding Details	Give details here of the match funding, where has the match funding come from? How much is the match funding?
Additional Information	Enter any additional information here.

#### Section 4 – Cost Details

<p>Cost Detail</p> <p>How much will your project cost and how much would you like from us?</p>	<p>The fund can provide 100 % of the cost of the project. We will support grants to the value of</p> <p>£0-£2000 – Micro Grant for un-constituted groups  £0- £7,500 Small grant  £7,501 - £20,000 Main Grants  £20,001- £40,000 Partnership grants</p> <p>Have you considered the cost-of-living crisis? Apply for the amount you need to complete your project taking into account the cost-of-living crisis South Lanarkshire organisations are facing.</p> <p>Break down staff costs into hourly rates, as stated in the guidance this fund can only cover salaries on or above the real living wage.</p> <p>If your organisation does not have a formal constitution document, you can apply for a maximum grant of £2000 but will require another organisation to hold the funding on your behalf. If this is the case, you will need a formal agreement in writing with</p>
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	<p>the partnership organisations. Please send this agreement to <a href="mailto:funding@vaslan.org.uk">funding@vaslan.org.uk</a> We will be unable to process your application without appropriate documentation</p> <p>VASLan expect the majority of funding to go towards small scale community projects, amounts of less than £10,000. The reporting expectations will be proportionate – for example, an approved partnership project of £40,000 would require additional details than an approved application for £500</p> <p>Please provide details on the costs associated with your proposal, this should include a breakdown of Staff costs, Capital items being requested and Management charge.</p>
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### Section 5 – Volunteer Details

How many Volunteers are/will be involved in this project	How many volunteers will take part in this specific project?
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### Section 6 – Project Priorities

Please indicate where the proposal identifies with the criteria outlined. Please choose at least one.

The overarching aim of the fund is to support community-based initiatives that promote and develop good mental health and wellbeing and / or mitigate and protect against the impact of distress and mental ill health within the adult population with a particular focus on projects which fits with the following:

- Tackling priority issues within the Transition and Recovery Plan such as suicide prevention, social isolation and loneliness, prevention and early intervention
- Addressing the mental health inequalities exacerbated by the pandemic and the needs of a range of at-risk groups
- Supporting small 'grass roots' community groups and organisations to deliver such activities
- Providing opportunities for people to connect with each other, build trusted relationships and revitalise communities
- Responding to the cost-of-living crisis and tackling child poverty through interventions which support adults



Number of Beneficiaries	Enter the estimated number of beneficiaries your project will support
Please indicate who will benefit from your project	<p>The fund targets the adult population 16 +.</p> <p>VASLan will only consider applications for projects / activities that are for the adult population. If your project is aimed at young people, please do not continue with the application and call VASLan to speak to our funding officer who can advise on other funds which may be available.</p> <p><b>Please consider what accessibility and targets mean. If you tick all then we will expect you to be able to evidence through a report or testimony the impact your project had on a member of the community targeted</b></p> <p>Example Groups who may benefit from your fund This may include but is not limited to</p> <ul style="list-style-type: none"> <li>• Women affected by male sexual violence</li> <li>• Long-term health condition or disability</li> <li>• Minority Ethnic background</li> <li>• Refugees and those with no recourse to public funds</li> <li>• Those facing socio-economic disadvantage</li> <li>• Experiencing severe and multiple disadvantage</li> <li>• Diagnosed mental illness</li> <li>• Experienced bereavement or loss</li> <li>• Geographical disadvantage</li> </ul>

	<ul style="list-style-type: none"> <li>• Older people</li> <li>• (LGBTI) communities</li> <li>• People with neurological conditions or learning disabilities and from neuro-diverse communities</li> </ul>
Please tick all the localities that will benefit from the proposed project	Select which locality area your project will be active in; you can select more than one or “South Lanarkshire” for South Lanarkshire wide projects

What are the expected short and medium term outcomes	<p>Select the outcomes that your project will meet.</p> <p>Short Term Outcomes</p> <ul style="list-style-type: none"> <li>• Increased capacity of existing supports for people in the community</li> <li>• People are informed of services that are available to help them manage their mental health and well being</li> <li>• People are making new friends and strengthening their relationships</li> <li>• People feel included and that services address the issues that they face</li> <li>• People feel less lonely and isolated</li> <li>• People know how to manage their mental health and well being</li> </ul> <p>Medium Term Outcomes</p> <ul style="list-style-type: none"> <li>• People say they are less stressed</li> </ul>
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	<ul style="list-style-type: none"> <li>• People report fewer mental health crises</li> <li>• People are interacting and sharing their skills and knowledge</li> <li>• Services are more aligned with people's needs</li> <li>• People are more equipped to access economic opportunities</li> <li>• Increased capacity of existing supports for people in the community</li> </ul>
<p>What evidence will you collect to demonstrate the benefits your project has achieved and that you are meeting the outcomes outlined above</p>	<p>Describe how you will evidence your project has achieved the outcomes that you have selected above.</p>

<p>Please outline an exit strategy for your project. Funds should be spent within 18 months of the grant being awarded.</p> <p>This section is not needed for small grant applications</p>	<p>It has not been announced by the Scottish Government that additional funding will be made available next year. Funds should be spent within 18 months of the grant being awarded</p> <p>VASLan are looking for some detail on how project can continue after the initial investment from the fund.</p> <p>Is the project time limited in its approach e.g. to cover a one-off piece of equipment or event?</p> <p>Do you anticipate generating an income from the project?</p> <p>Do you plan to approach external funders and partners?</p>
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	Do you hope to amalgamate the project with existing core services?
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## FAQ's

### What size of organisation can apply for the fund?

The Communities Mental Health and Wellbeing Fund has been established to provide grants to small, grassroots community groups and organisations (i.e., voluntary or community organisations; registered charities; groups or clubs; or Community Interest Companies, and community councils).

We would expect the majority of grants in each local area will go to small to medium sized groups and organisations – with incomes ranging from under £25,000 per annum up to £1 million per annum.

### What size of grant can be awarded to applicants?

Micro Grants - £0-£2000 for un-constituted groups

Small Grants Program £0 - £7,500

Main Grant £7,501 - £20,000

Partnership projects £ £20,001 - £40,000

We would expect the majority of funding to go towards small scale community projects, amounts of less than £10,000. The reporting expectations will be proportionate – for example, an approved partnership project of £40,000 would require additional details than an approved application for £500

### **When will we receive the money?**

If successful, you will be given an offer of grant acknowledgement in January 2025, this will ask you to provide banking details and also include a condition of grant contract. As soon as this information is received from a group, payment can be processed and should take 2-3 business days to arrive in your bank

### **When does the Fund have to be spent by?**

This Fund covers financial year 2024-2025 In practice this means a TSI must have dispersed the funding to agreed projects as soon as possible and by 31 March 2025 at the latest. Group will have 18 months from the date of the condition of grant to spend the allocation.

### **Does the fund have to be used for new projects, or can it be used for expanding projects or continuing existing projects?**

We will except applications from new and existing projects

Whilst the Fund can support the expansion of existing activities, it is intended to provide additionality, not replacement funding.

### **What can the Fund be used for - i.e., rent, equipment, staff costs, materials, etc.?**

The Fund is primarily focused on supporting operational and revenue costs – e.g., volunteer, and one-off fixed term staff costs, expenses, equipment, etc - to fulfil the activity small capital spend up to £5,000 is eligible.

### **How will the Fund be monitored?**

We will require interim and year-end reports on the Fund's progress. Please see the guidance notes for the reporting questions that will be asked in 2025/2026

### **Will the Fund Support Family Wellbeing Projects?**

The fund is targeted for support to adults over the age of 16 if your project supports families your application must state how the projects will support the adults in the family specifically.

### **Can Counselling and/or other therapeutic services be supported by the fund?**

The Fund is aimed at projects that are primarily “support” focused within the community. While projects involving therapeutic treatments can be funded, the Fund is not aimed at projects that are primarily “treatment” focused and is not meant to replace funding for direct therapeutic interventions in the community, such as counselling, or CBT. Instead, it aims to provide a range of broader community supports that can complement clinical care.

### **Promotion of religion is ruled out, does this prevent churches and other religious bodies applying?**

No, but the activity must be consistent with the aims of the fund and cannot be used to fund religious or campaigning activities.

### **What is Partnership Working?**

Partnership working refers to a broad range of actions and can be defined as two or more groups coming together to achieve a common purpose.

### **Further Support**

If you have any questions or require support in your application, contact voluntary Action South Lanarkshire at [funding@vaslan.org.uk](mailto:funding@vaslan.org.uk) 01698 300390 [www.vaslan.org.uk](http://www.vaslan.org.uk)