Community Mental Health and Wellbeing Fund for Adults

2025 – 2026 Application Guidance

Read this guidance before submitting an application:

- Incomplete applications or those not meeting the funding criteria will be rejected. In order to ensure that your project meets these guidelines, you must make sure you have fully read and understood the fund guidance, which can be found on our website. If you have any questions surrounding the funding criteria or application guidance, please contact us at funding@va-er.org.uk <u>before applying.</u>

- Applications should be made online for one year funding using the Microsoft Form which can be accessed on the Voluntary Action East Renfrewshire(VAER) website. If applying for two-year funding, an application will be sent to the email provided during the initial chat with VAER staff. Supporting Documents should be sent via email to funding@va-er.org.uk

- This fund is set out to benefit adults, if your project is for under 16's please do NOT apply

- The outcome of your application is determined by a panel made up of third sector & public sector groups, as well as those with lived experience. The decision of the panel cannot be overturned by VAER. The panel have the right to privacy and VAER will not release details relating to panel members.

- If your application is rejected due to missing or unclear information, you are able to re-apply provided there are still funds available.

Please note that the online application form must be completed in one go, so we advise practising writing out the application on our application templates, which you can find at: <u>https://va-er.org.uk/communities-wellbeing-fund/</u>

2025 - 2026 Application Questions

Question 1

Before proceeding with the application, please confirm you have read and fully understood the Funding Guidance and Application Guidance which is available to view on the VAER website

YES/NO

The reason this question is included is to ensure that you have read and fully understood both the funding guidance and application guidance before applying. By doing this you are able to understand the aims of the fund as well as gaining knowledge of what can and cannot be funded. To access the funding guidance, please visit: https://va-er.org.uk/communities-wellbeing-fund/

Question 2

Do you consent for VAER to hold your details on a database which is fully compliant with data protection and GDPR legislation?

YES/NO

We need you to give permission for us to hold your data. The information that is provided from this application will be held electronically. The information provided will be assessed by a panel featuring representatives from the Health and Social Care Partnership, East Renfrewshire Council and the Wellbeing Network, as well as those who have been selected because of their relevant life experiences. Those on the panel will decide whether application will be approved or not.

You may be contacted, using the information provided in this application, to gather more information about your group in order to promote the services and activities that you offer. The data collected may be used for research purposes. However, we do recognise the need to maintain confidentiality of vulnerable groups and so your details may not be made public in anyway, except for where required by law. Individual recipients of the funding will not be identified but the organisations in receipt of the funding may be. so we are able to share this with Panel Members and potentially the Scottish Government if requested to do so.

Are you putting in a partnership bid?
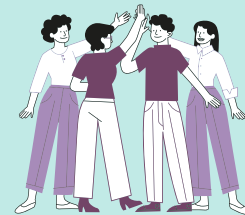
YES/NO

This is to understand whether your community group/org will be solely working to deliver the project or will you be working in partnership with another group/org

If submitting a partnership bid, please name the organisation(s) you will be working with:

This is your opportunity to tell us who you will be working with to deliver your proposed project.

Please outline how you will work with this/these organisation(s) to deliver the project

In this section, you are invited to provide a brief outline of how you will work with your chosen partners to deliver your proposed project.

For example:
- Will you be sharing staff
- Will you be sharing knowledge and learning
- Will you be using one another resources such as workspaces or equipment
- Does the partner organisation provide something your group/org can't

Question 3, 4 and 5

Name of Applicant/Email/Contact Number

In this section, we are simply asking for the name, email, and contact number of the person we should contact in the event we have any questions about your application or want to let you know the outcome of the application.

Question 6

Name of group or organisation

We are looking for you to provide us with the full name of your organisation which is on your governing documents. For example, Voluntary Action East Renfrewshire SCIO, instead of VAER

Question 7

Location(s) of project

What area does your organisation work within East Renfrewshire

Question 8
Type of Organisation

In this section, you are asked to choose between the following options:

- Unicorporated club or association
- Registered charity
- Company Limited by Guarantee
- Scottish Charitable Incorporated Organisation (SCIO)
- Community Interest Company (CIC)

PLEASE NOTE

- If your group has a constitution, but are not a charity or registered company, then you would fall into the category of unicorporated club or association.
- If you do not fit into any of the categories, please choose Other and let us know your group's structure

Question 9 & 10

Is your organisation applying to this fund in any other local authority areas e.g Glasgow, Renfrewshire, Inverclyde . If yes, please provide more information

We ask applicants to declare in their application forms whether they are seeking funding from any other TSI area so that this can be considered by the panels and any relevant connections made.

Question 11

What is the size of your organisation

- Organisation with income up to £5,000
- Organisation with income up to £10,000
- Organisation with income up to £25,000
- Organisation with income between £25,000 and £100,000
- Organisation with income between £100,000 and £500,000
- Organisation with income between £500,000 and £1 million per annum
- Organisation with income over £1 million per annum
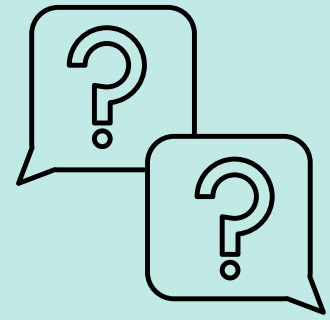
We are asking you to disclose the amount of money your organisation receives per year.

PLEASE NOTE

- As this fund is aimed to support grassroots community groups in tackling mental health inequalities and address priority issues of social isolation and loneliness, suicide prevention and tackling poverty and inequality. With this in mind, organisations with income over £1 million per annum must demonstrate that a grassroots approach is being used and provide evidence that there community engagement has taken place with those in the community expressing a need for the service

Question 12

Please give us a brief description of your group or organisation's main activities

In this section, we are asking you to provide a small breakdown of the main aims and activities that your group currently undertake. This will provide the panel a background of your group/organisation.

Question 13

What is the name of the project you are applying for?

Please provide a name for the project you wish to receive funding for. This will make it easier to identify your application.

Question 14
Type of Project - Select one option that best describes your project:

- Befriending
- Peer Support
- Counselling
- Therapeutic
- Mentoring
- Financial Inclusion/Cost of Living
- One to one
- Group Activity
- Equipment
- Food
- Nature
- Social
- Arts and Crafts
- Maintenance/repair
- Sports or physical activity
- Culture
- Other (please explain)

PLEASE NOTE:

We recognise that your project may cover multiple of these options, however, we ask you to choose the one which best sums up the activity you plan to undertake

Question 15
What group(s) of people does your project seek to support?

Women (16+) (including women experiencing gender based violence)

People with a long-term health condition or disability

People from a minority ethnic background

Refugees and those with no recourse to public funds

People experiencing severe and multiple disadvantage including social economic disadvantage

People with diagnosed mental illness

People affected by psychological trauma (including adverse childhood experiences)

People who have experienced bereavement or loss

Older people (aged 50+)

People with learning disabilities/neurodiversity

LGBT+ Communities

Young people (16 -24)

Other (please explain)

PLEASE NOTE:

For each priority box you tick, we may ask for evidence in your evaluation on how the project was accessible to that chosen priority group. If you have chosen to tick more than one priority group, please let us know how you will evidence you have reached all priority groupings in Q18 to Q21

Question 16

Priority families most at risk of poverty. The following family types are considered to be most at risk of poverty. Please select any (or all) who are highly likely to engage with this project.

- ☐ Lone parents
- ☐ Families with a disabled family member
- ☐ Families with 3+ children
- ☐ Minority ethnic families
- ☐ Families where the youngest children are under 1 years old
- ☐ Mothers under 25
- ☐ Not applicable for my project

If you are likely to engage with any of these groups then tick the relevant box.
Please note, the above groups are not the only groups affected by poverty, however, have been outlined by the Scottish Government. You may be required to provide evidence of your work with these groups in your evaluation.

Question 17

Which of the following local priorities does your project contribute to?

- ☐ Befriending (one to one/group befriending)
- ☐ Friendship/Social Connections
- ☐ Addressing Cost of Living (whole family poverty/ mitigating child poverty)
- ☐ Suicide Prevention
- ☐ Additional Support Needs Activities (16+)

Please tick the box of the priority area that your project will address or choose ' Other' to highlight your own local issue.

Question 18

Project Target Group:

- ☐ General
- ☐ Targeted
- ☐ Restricted

Is your project: for the general population (general), open to all but with a focus on particular target groups (targeted) or aimed directly at particular target groups (restricted)?

Question 19
Is your application for a new project or for a continuation/expansion of an existing project? (Select one)

☐ New Project

☐ Existing Project (previously funded through the Community Mental Health and Wellbeing Fund for Adults)

☐ Existing Project (New to this fund, but funded previously through another funding source)

We are interested in whether you are continuing a project from previous year of the Community Mental Health and Wellbeing Fund. Applications to continue projects are eligible this year, however, you must clearly demonstrate how the learning from previous years funding will be used to adapt, develop, improve and expand the project you are apply for. What is the added value?

Question 20
Please describe the project, including its key aims and activities and how this supports mental health and wellbeing:

This is your opportunity to provide details of what you intend to deliver, how you plan to implement it. If your proposed project has been influenced by engagement with members of the community who will benefit from this activity, please show evidence of this to support your application. Please describe the project including its key aims and activities and how this supports mental health and wellbeing.

PLEASE NOTE: IF YOU ARE APPLYING FOR SINGLE-YEAR FUNDING:

Microsoft Forms limits each response box to 4,000 characters. If you need to provide additional evidence, you may email a one-sided A4 document to funding@va-er.org.uk by 5 pm on the deadline day for it to be considered with your application.

PLEASE NOTE: IF YOU ARE APPLYING FOR TWO-YEAR FUNDING:

You will be asked to outline the project's key aims, activities, and how it supports mental health and wellbeing for each year of the proposed funding.

Question 21
What is the estimated number of people this project will support?

Please provide an estimate of how many people will benefit from your proposed project. This could be directly or indirectly, however, you may be asked to provide evidence of the need for your project by the Panel.

PLEASE NOTE:
We may ask for evidence on the number of people your project supported as part of the monitoring and evaluation process

Question 22
Please provide one or more outcomes that describe the changes you hope participants will achieve through involvement with your outlined activity:

An outcome is about the change you want to make for participants, so it will usually include active language like 'reducing/decreasing' or 'increasing/improving'. While an output could be: 25 peer support sessions attended by 45 individuals, an outcome is the reason you deliver those sessions, e.g:
- increased resilience and confidence
- improved confidence to make informed decisions about their health
- reduced absence from work due to mental ill health

Please note:
Your outcomes should be measurable within the timeframe of your project. Don't make sweeping statements you can't measure or evidence.

Question 23
How do you intend to measure the impact of your project?

In this section, we are asking you to outline how you plan to gather evidence to show the impact of your project on local communities.

This could be for example through:
- Case Studies
- Interviews
- Surveys
- Testimonials
- Quantitative Evidence

Question 24
How many volunteers will be involved in delivering the project?

Please provide an estimate of how many volunteer will be involved within you're proposed project. We are NOT asking for how many volunteers your organisation has as a whole.

Question 25
How will you ensure that the project is sustainable once funding has run out?

If you receive funding for your project through the Community Mental Health and Wellbeing Fund for Adults, consider how you will continue the project when this funding runs out or ensure the application is clear that this is a time restricted project.

If you are applying for funding to keep a service/project going please ensure you have explained what you have done with the agreed actions from your previous application and have explained any challenges or barriers you experienced.

Question 26
Does your organisation/group have their own bank account?

YES/NO

If your group/organisation does not hold it's own bank account, you may need to approach another group to ask them whether they would be happy to hold the funds for you.

Question 27
Please input the details of your budget below using similar headlines where relevant

Example of suggested headline(s):
- Equipment
- Staff costs
- Training costs
- Travel Expenses, etc.

Please include a grand total value.

Hall Hire	£400
Refreshments	£600
Total	£1,000

PLEASE NOTE: If applying for two-year funding you will be asked to provide a budget for each year

Question 28

If you are asking for funding to cover salary costs, can you please confirm whether your employee will be paid at least the real Living Wage which currently stands at £12.60 per hour:

YES/NO

There is a requirement for all grant recipients awarded a public sector grant on or after 1 July 2023 are to pay at least the real Living Wage and provide appropriate channels for effective workers' voice, subject to limits on devolved competence.

With regards to the real Living Wage, the guidance notes that:
All UK-based staff aged 16 and over, including apprentices, whom the grant recipient directly employs, must be paid at least the real Living Wage of £12.60 per hour; and any UK-based workers who are not directly employed but are directly engaged in delivering the grant-funded activity, whether they be sub-contractors or agency staff, must also be paid at least the real Living Wage.

Question 27
Please send a copy of your group or organisation's governing documents and the most up-to-date financial records. Please send these via email to funding@va-er.org.uk.

Type "I understand" before submitting the application.

This section is included in the application to ensure that applicants understand that we require them to send a copy of their group/organisations governing documents, as well as a copy of their most recent accounts.

When we ask for accounts we are NOT asking for a copy of a bank statement.

We would be grateful if you could provide information for the financial year (12 months) ending in March 2024, if possible. Ordinarily, this would be the same period as your latest verified accounts cover, but it's not essential if this is not possible. If your organisation's accounts cover a different 12-month period, please complete the figures for that period, confirm the dates and explain.

This information is usually accessible through your organisations balance sheet, but you may need assistance accessing this.

Please make sure you build in enough time to access this from the person who handles your finances, especially if this is external to the organisation. Failure to include the correct documentation before the fund deadline may result in your application not being assessed.

If you have any questions that have not been answered through this Application guidance or the accompanying Funding Criteria, please contact :funding@va-er.org.uk