



***Promoting and developing a vibrant third sector
in the Scottish Borders***

**Communities Mental Health
and Wellbeing Fund
Round 4**

**Frequently Asked Questions
June 2024**

Scottish Borders Communities Mental Health and Wellbeing Fund

Round 4

Frequently Asked Questions

1. What size of organisation can apply for the fund?

The Communities Mental Health and Wellbeing Fund for adults aims to provide grants to small, grassroots community groups and organisations (i.e. voluntary or community organisations; registered charities; groups or clubs; charities, social enterprises; and community councils).

It is a requirement for this fund that the majority of grants in each local area should go to small to medium sized groups, the recommendation from the Scottish Government is to target organisations with incomes less than £1 million to ensure grassroot organisations are supported.

2. Can unconstituted groups apply for the grant?

Unconstituted groups can apply to small value grants. Borders Community Action can offer support for groups to become constituted. However, these groups will need to identify a 'host' partner to hold the funds on their behalf.

3. Can large organisations apply in the Scottish Borders?

Applications are preferred from organisations with a turnover below £1m. We may be more likely to consider bids from larger organisations in excess of this where they are using the funding to support local or emerging groups in their own thematic areas of work.

Larger organisations wishing to apply, particularly those with a regional or national remit, must clearly show how their work will be locally embedded in the Scottish Borders and partnership with locally-based organisations will need to be demonstrated.

If you are a larger organisation putting in a proposal, you will need to be very clear about how you will involve people from the Scottish Borders in the planning and implementation of the activities concerned.

You will also need to demonstrate a strong awareness of the existing landscape of third-sector provision in the Borders. Bids that incorporate partnership working will be welcomed

People facing socio-economic disadvantage

partnership working can be found in question 8 of this document.

4. Which disadvantaged or 'at-risk' target groups should activities be targeted towards?

Applications must demonstrate that they will address the needs of one or more key groups, including:

- Women (particularly young women or those affected by male sexual violence)
- People with long term conditions or disabilities (including neurological, long-term health conditions and learning disabilities)
- People from a Minority Ethnic background
- Refugees and those with no recourse to public funds
- People facing socio-economic disadvantage
- People experiencing severe and multiple disadvantages
- People with diagnosed mental illness
- People who have experienced bereavement or loss
- People disadvantaged by geographical location (particularly remote and rural areas)
- Older people
- Lesbian, Gay, Bisexual and Transgender and Intersex (LGBTI) communities

In 2024, we will be interested to see project proposals addressing the main barriers participation in community activities reported by people with lived experience. In 2024, we will be interested to see project proposals addressing the main barriers participation in community activities reported by people with lived experience.

We may encourage bids from specific organisations working with at-risk groups by suggesting that they put forward proposals for projects based in the Scottish Borders . The Scottish Government has asked that where possible, applicants should outline how they will work with people experiencing more than one form of disadvantage, for example those living in poverty and experiencing long-term health conditions and/or disability.

5. What type of projects can be funded?

The focus of the Fund is on the adult population, i.e. those aged 16 and over, and on projects which help whole communities and / or community groups, in turn making a difference to the lives of individuals.

Only projects which meet the Fund aims can be supported. Therefore, projects can be funded if they are a community-based initiative that promotes and develops good mental

health and wellbeing and/or mitigates and protects against the impact of distress and mental ill health within the adult population.

The Fund can support both existing and new projects. Projects previously funded by the CMH&WB Fund are eligible to apply again but must clearly show how they will develop and build from previous rounds, for example, in increasing reach and accessibility to different groups.

Projects must have a specific community focus rather than national. They should also specify which community or communities (by postcode) are the focus of the project and be based only within the local authority area.

6. What can the fund pay for?

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.

Applicants can request funding for capital expenditures such as the construction, refurbishment and/or purchase of buildings, amenities or vehicles can be included. The benefits of the capital expenditure must demonstrably contribute to the Fund outcomes. The maximum awarded for capital costs is £5,000 for such capital expenditure. This limitation does not apply to the purchase of small items of equipment as this can be included as equipment costs rather than capital costs.

7. Can young people be engaged to deliver a project?

The Fund is intended to support people aged 16 and above. Young people can be included as volunteers in a project, but the beneficiaries of the project/activity must be people aged 16 and over. Please note that where young people are involved in delivering an activity, adequate and satisfactory support and child protection measures are in place, evidence of this will be required as part of the funding application.

8. Can training be included in bids?

Yes, all applicants should consider including training activities within their bid because capacity building is an important element of this Fund. Training can often be sourced for free, however it does sometimes need to be bought in or purchased from external providers depending on the topic.

9. What is meant by partnership working?

All applications should demonstrate an awareness of partnership working. As a rule of thumb, the larger the grant request, the more this should feature as part of the proposal. There are several things the panel will look for when scoring an application in relation to partnership working:

- Evidence of having researched the existing range of providers or groups in the locality you are targeting.
- Evidence of having spoken to other groups who are doing similar things.
- Identification of gaps in provision.
- Recognition of shared goals or plans.
- Proactive steps being taken initiate or strengthen collaborative practice prior to submitting a bid.
- Joint bids, potentially with a partnership agreement in place, or with staff from different organisations working on the same initiative towards the same outcomes.

Please don't just submit a list of other groups or organisations you work with or who you know operate in the local area. This will not tell the panel enough to support the application, particularly for larger grant requests. **Try to provide examples of what you mean by partnership working**, such as co-delivery of a specific service with another organisation, joint communications initiatives, shared staff roles across different teams or agencies, shared premises to promote more collaboration, strategic planning together, involvement in partnership groups, or sharing of volunteers.

10. Can previously funded projects apply again for round 4?

Yes, if you applied for rounds 1,2 and 3, you can also apply in round 4, for either a new or continuation project. We will be looking to achieve a balance of existing and new projects. If you are applying for funding to continue developing a project that was funded in previous years:

- You must show clear evidence of impact and progression.
- You must demonstrate how you will develop the project further.
- You will need to report separately on round 1, 2 and 3 activities.
- Round 3 and round 4 grants for the same project cannot be merged or overlapping (e.g. Round 3 to be completed before starting round 4, ideally with a smooth transition from one year to the next).
- Funding must be spent by projects within 18 months of receipt of funding.

If you are applying for Round 4 money for the same project, you can submit one piece of evidence to support your application and demonstrate the impact that you have had in a previously funded round. This could for example take the form of a case study, feedback

from a focus group about how the work has benefitted people, survey results or other collated figures such as self-assessed wellbeing scales.

If involving the same staff, this would mean the staff taking on additional hours and being clear about which activities related to which project and year of funding.

11. Will there be any continuation or recurring funding?

There is no confirmation of funding beyond Year 4 of the Fund from the Scottish Government. For this reason, funding continues to be time-limited and, therefore, applications to the fund should be sought for time limited projects and tests of change.

12. Can the fund be used for clinical and specialist mental health support?

The Fund is aimed at projects that are primarily 'support and prevention' focused within the community. While projects involving recognised 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.

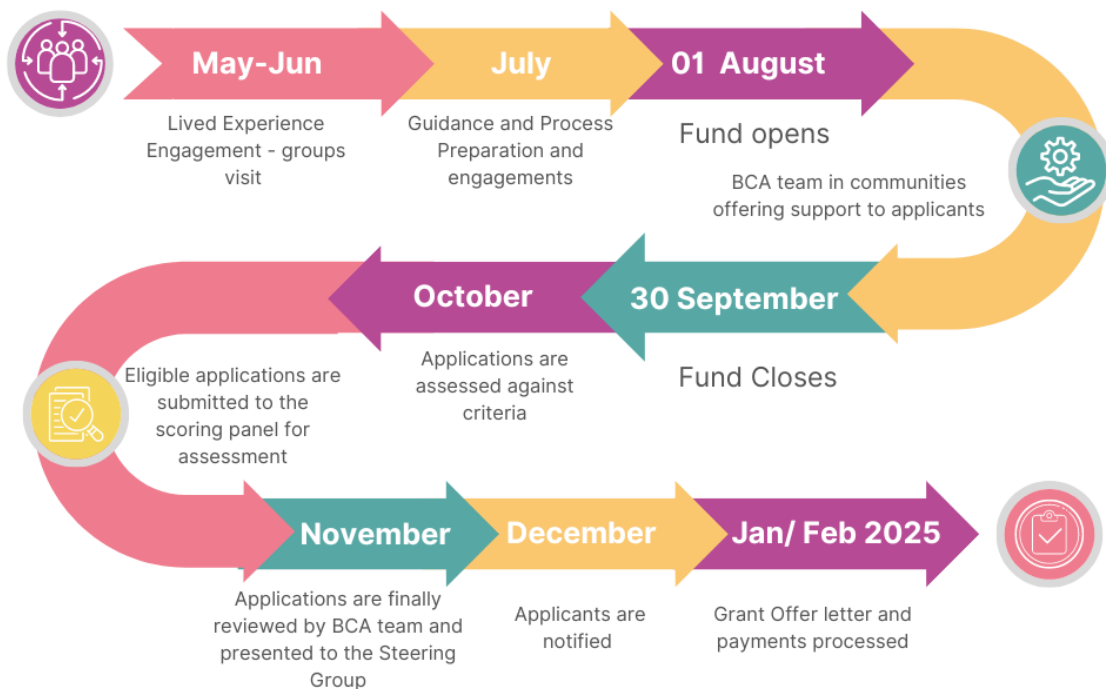
We appreciate there are cases where support and treatment are hard to distinguish and recognise that some community based complementary supports as part of their offer also provide counselling, as well as other therapeutic treatments. Therefore, these are not excluded from the Fund. However, there must be appropriate governance around this, including staff and volunteers having access to adequate sources of support and/or supervision.

13. How and when will funding decisions be made?

- Applications will be checked as they are submitted.
- Eligible applications will be sent to an independent scoring panel (the panel is made of cross-sector representatives for adult mental health and wellbeing services).
- The scoring panel will look at each application, ensuring all applications are in line with the fund criteria and have met the requirements for small, medium and large funds.
- Applications are reviewed by Borders Community Action team and presented to the Steering Group (this is a group of people representing mental health and wellbeing strategic priorities).
- Decisions will be made late in November 2023, using pre-determined marking criteria and scoring.

- Applicants will be notified of the decision
- Grant offer letters will be sent and payments made in January and February 2025.

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8. What is the timescale for the use of the grant?

This Fund covers the financial year 2024-25, however, projects have up to a maximum of 18 months from receiving funds to be fully completed. Most projects to date have been for 12 months or less.

9. Can the grant be used as part of a matching funding process?

Yes. The Year 3 report shows that match funding occurred in some areas and, as we predict this fund to be oversubscribed, it is very much welcomed.

10. Can an organisation use this fund to match fund another project that is already funded by the Scottish Government?

Yes, but it must be for additional activity and activities cannot be double funded.

11. Can churches and religious bodies apply for the fund?

Churches and religious bodies can apply for the Fund as long as the project is consistent with the aims of the fund and cannot be used to fund religious or campaigning activities. Activities must not be restricted only to members of the faith-based organisation.

14. Are there any new conditions for this round?

The Scottish Government requires that all funded organisations add details of your project to the ALISS database <https://www.aliss.org/> support can be provided on how to do so. This is also in line with local priorities, particularly the social prescribing agenda and can be helpful in the future to develop a database of organisations operating across the Scottish Borders.

We would like to encourage community groups and organisations to link their proposals to the **Ways to Be Well in the Scottish Borders**: <https://www.nhsborders.scot.nhs.uk/creating-hope/ways-to-be-well/>

13. What will I be required to report back as part of the monitoring and evaluation process?

Reporting requirements will be required according to the level of grant offered. Small recipients will be asked to complete a simplified form about their activities and what was achieved, photographs are always welcome. Medium and larger grant holders will be expected to provide case studies, key figures or statistics, stories and photos, and the mid-term and final reporting.

All projects will need to demonstrate the following:

Evaluating impact

What we were expected to do and what we actually did:

Please outline activities undertaken, specifically against original plan, including details

- How many activities were planned?
- How many activities were undertaken?
- How many participants benefitted?
- Who the main beneficiaries were? Max 350 words

Please let us know of any achievements to date that you are particularly proud of, or that demonstrate the difference made to individuals mental health and wellbeing (max 500 words).

Please tell us how you achieved each of your proposed outcomes:

*The outcomes your project should have delivered against were in your funding agreement and you **MUST** use these outcomes as described.

- The outcome:
- What methods were used to gather evidence:
- Did you achieve the outcome? What are the indicators that demonstrate success?

Challenges/changes (max 350 words): Any problems you encountered that slowed progress, stopped the outcomes from happening or things that were changed.

14. Where can I find the application form and how do I apply?

The Fund opens for applications on **01 August 2024** and welcomes applications until **5 pm on 30 September 2024**.

The Application form will be live from 01 August on the [Borders Community Action website](#). We would prefer applications to be submitted digitally however, if you are unable to do so, please contact us and we can advise on how to submit a paper copy.

Borders Community Action team have a range of sessions available across the 5 localities where support can be obtained, please see where to find our events [here](#). If you have not done so already, please sign up to the [Borders Community Action newsletter here](#). Our newsletter often contains links to training opportunities as well as useful third sector updates related to the Scottish Borders and beyond.

All enquiries and applications should be directed to info@borderscommunityaction.org.uk